

# PARLIAMENTARY PROCEDURE CONCEPTS (73)

—OPEN EVENT—

Regional—2010

**TOTAL POINTS** \_\_\_\_\_ (500)

***Failure to adhere to any of the following rules will result in disqualification:***

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

Property of Business Professionals of America.  
May be reproduced only for use in the Business Professionals of America  
*Workplace Skills Assessment Program* competition.

## **Multiple Choice**

### ***Multiple Choice***

***Identify the choice that best completes the statement or answers the question.***

1. In a deliberative assembly, a proposition may be adopted by a *majority vote*, which means that a motion must be approved by
  - A. all the members present who *vote* .
  - B. two-thirds of the voting members.
  - C. more than half of the members present and voting .
  - D. exactly half of the members in the organization.
2. One principal advantage of incorporating a society is that the officers and members
  - A. can deduct expenses from their state income taxes while serving the organization.
  - B. can change the bylaws without a *vote* of the members.
  - C. are protected from personal liability under obligations that may be incurred by the organization.
  - D. use the facilities of the organization for their personal profit.
3. A standing rule remains in effect until
  - A. rescinded or amended.
  - B. the end of the meeting.
  - C. the member who proposed the rule withdraws it.
  - D. the parliamentarian decides it has no *value* for the organization.
4. A convention commonly
  - A. uses the same order of business prescribed for regular quarterly meetings.
  - B. accepts and uses the order of business recommended by the officers.
  - C. adopts its own order of business.
  - D. does not follow an order of business.
5. A motion is brought before the assembly by a member
  - A. making a motion and the chairman stating it.
  - B. making a motion, another member seconding it, and the chair stating it.
  - C. proposing, seconding and debating a motion.
  - D. asking the chair to offer a specific topic open for debate and then taking an immediate *vote* .
6. A proper statement by the chairman after a motion has been made and seconded is
  - A. "It is *moved* that ..."
  - B. "It is *moved* and seconded that . . ."
  - C. "The motion has been made and seconded that . . ."
  - D. "Is there debate on the motion that . . .?"
7. If a rising vote is inconclusive, the chair should
  - A. ask for another voice vote and order it to be counted.
  - B. order another rising vote and order it to be counted.
  - C. take another rising vote.
  - D. declare the vote a tie.

8. Rules are designed for the protection of
  - A. nonmembers.
  - B. the minority.
  - C. the majority.
  - D. all the members.
9. Which motion would you propose if you wanted to close debate and vote immediately on a pending motion?
  - A. *Postpone Definitely*
  - B. *Previous Question*
  - C. *Lay on the Table*
  - D. *Amend*
10. A member may call the chair's attention to a breach of rules by immediately
  - A. calling out "Question! "
  - B. rising to a *Point of Information*.
  - C. proposing a motion to *Suspend the Rules* that are being violated.
  - D. making a *Point of Order*.
11. Which standard descriptive characteristic below is true?
  - A. The main motion ranks the highest in precedence of all motions.
  - B. A main motion may be proposed when another member has the floor.
  - C. A main motion may not be debated.
  - D. A main motion is amendable.
12. A meeting that is called to be held at a time different from the regular meeting to consider one or more items, is called a (an)
  - A. adjourned meeting.
  - B. executive meeting.
  - C. special meeting.
  - D. sine die meeting.
13. The main difference between the rules governing original and incidental main motions is that incidental main motions
  - A. need not be seconded.
  - B. cannot have an *Objection to the Consideration of a Question* applied to them.
  - C. cannot be amended.
  - D. can only be debated one time by each member.
14. Assume that a main motion is pending and an amendment is made and seconded. Then another member moves to refer the main motion and the amendment to a committee. Which motion would be voted on first?
  - A. *Main Motion*
  - B. *Amendment*
  - C. *Refer to a Committee*
  - D. None of the above

15. The motion to *Postpone Indefinitely* is used by
- A. the chair to place a main motion on the agenda at the next regular meeting.
  - B. a member to send a main motion to a standing committee.
  - C. members who wish to change the pending main motion.
  - D. the assembly to show that it does not wish to take a position on the main motion.
16. Which of the following is false regarding an amendment?
- A. An amendment can be applied to itself.
  - B. Debate on an amendment is permissible only for the member who proposed the amendment.
  - C. The presiding officer cannot debate an amendment unless the chair is given up to the next ranking officer.
  - D. An amendment requires a majority vote to be adopted.
17. After a section of a resolution has been substituted for another, how can the substituted section be amended?
- A. By adding words.
  - B. By striking out words.
  - C. By inserting words.
  - D. By striking out and inserting words.
18. Assume a main motion is pending that you feel needs to be studied further. What should you do?
- A. Obtain the floor and say, "I move we study the motion further."
  - B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
  - C. Obtain the floor and say, "I move that the main motion be referred to a committee to be appointed by the chairman."
  - D. From your seat, and without obtaining the floor say, "I move we rescind this motion."
19. Which one of the following motions is not debatable but is amendable?
- A. *Lay on the Table*
  - B. *Commit or Refer*
  - C. *Postpone Indefinitely*
  - D. *Limit or Extend Limits of Debate*
20. The *Previous Question* is said to be *exhausted* when
- A. it is voted on and not adopted.
  - B. all the pending motions have been adopted.
  - C. all the motions on which it was ordered have been finally disposed of.
  - D. all the pending motions that have been adopted have been lost.

21. Assume you are chairman at a meeting. The orders of the day are called for, and you sense that the assembly would prefer to consider the pending question. What would be the proper procedure?
- A. Proceed with fulfilling the request for the orders of the day.
  - B. The chair could call for a vote on whether the assembly wishes to consider the orders of the day.
  - C. Ignore the request and proceed with the pending question.
  - D. Call the member who called for the orders of the day out of order.
22. Which of the following is true of the privileged motion to recess?
- A. It may provide for a recess at a later time.
  - B. It requires that the duration of the recess be included in the motion.
  - C. The vote may be reconsidered .
  - D. It is "privileged" only when it is proposed while another question is pending.
23. If a question is pending at an organized monthly meeting and an adjournment closed the meeting, the pending motion
- A. is taken up as the first item under unfinished business at the next monthly meeting.
  - B. must be introduced again at the next meeting in order to be considered.
  - C. is laid on the table.
  - D. is lost.
24. The privileged motion to *Fix the Time to Which to Adjourn*
- A. may be applied to any motion.
  - B. is not debatable
  - C. does not require a second.
  - D. cannot be amended as to the date.
25. When the incidental motion to *Appeal* is debatable, no member can speak more than once except the
- A. member who proposed the *Appeal*.
  - B. member who seconded the *Appeal*.
  - C. presiding officer, who may speak twice.
  - D. officers of the organization.
26. Which motion below can a chairman make?
- A. *Previous Question*
  - B. *Postpone Indefinitely*
  - C. *Reconsider*
  - D. *Object to the Consideration*
27. Which of the following must be ordered after a demand by only one member?
- A. *Object to Consideration*
  - B. *Division of the Assembly*
  - C. *Withdrawal of a Motion* (during debate)
  - D. *Previous Question*

28. A *Point of Information* is a request directed through the
- A. parliamentarian.
  - B. secretary.
  - C. presiding officer.
  - D. member speaking.
29. The object of the motion to *Take From the Table* is to make pending again a motion that was
- A. postponed to a certain time at the last meeting.
  - B. postponed indefinitely.
  - C. rescinded.
  - D. laid on the table.
30. Adoption of the motion to *Rescind and Expunge From the Minutes* requires a minimum affirmative vote of
- A. all the members.
  - B. two-thirds of all the members.
  - C. a majority of the entire membership.
  - D. only the officers of an organization.
31. Assume a few members constantly called out "Division!" on all voice votes even though the outcome was obviously unanimous. What would you do as chairman?
- A. Conduct the rising vote.
  - B. Tell the members to stop disrupting the assembly.
  - C. Either not recognize the members or rule the request out of order.
  - D. Have the assembly vote on whether they wish the division.
32. With a main motion and an amendment pending, which of the following motions would be out of order?
- A. *Lay on the Table*
  - B. *Recess*
  - C. *Postpone Indefinitely*
  - D. *Refer to a Committee*
33. What is one difference between the motion to *Amend* a pending motion and to *Amend Something Previously Adopted*?
- A. An amendment to a pending motion is a main motion.
  - B. The motion to *Amend Something Previously Adopted* is always debatable.
  - C. An amendment to a pending motion requires a two-thirds vote to be adopted.
  - D. The motion to *Amend Something Previously Adopted* does not need a second.
34. Which of the following is an incidental motion?
- A. *Division of the Assembly*
  - B. *Fix the Time to Which to Adjourn*
  - C. *Lay on the Table*
  - D. *Call for the Orders of the Day*

35. The motion to *Take From the Table* is classified as a (an)
- A. Privileged Motion.
  - B. Bring back Motion.
  - C. Main Motion.
  - D. Incidental Motion.
36. If you wanted to take up a question out of its proper order, what form would you use?
- A. "I move to postpone the motion indefinitely to consider... "
  - B. "I move to rescind the motion and debate the motion to... "
  - C. "I move to suspend the rules and take up... "
  - D. "I move the previous question and..."
37. Only the affirmative vote may be reconsidered on the motion to
- A. *Recess*.
  - B. *Postpone Indefinitely*.
  - C. *Adjourn*.
  - D. *Amend*.
38. Which of the following terms or phrases deal with the order in which business is taken up in a session?
- A. Agenda
  - B. Order of Business
  - C. Orders of the Day
  - D. All of the above
39. The *Program* is usually presented
- A. after the meeting is adjourned.
  - B. before new business.
  - C. during roll call.
  - D. just before the meeting is adjourned.
40. Members should be given preference in recognition for debate from the chair if they
- A. made a committee report and want to implement a motion.
  - B. moved to take a motion off the table.
  - C. made a motion and have not already spoken.
  - D. All of the above
41. The assembly can adopt the motion to close debate immediately on a pending question if two-thirds of those vote
- A. for a *Division of the Question*.
  - B. to *Postpone the Question*.
  - C. for the *Previous Question*.
  - D. to *Postpone the Question Indefinitely*.

42. An assembly has 30 regular members in attendance at a meeting and the president, who is the presiding officer. If all 30 of the regular members voted, how many would have to vote in favor of a main motion "to have a dance next Saturday" in order for it to be adopted? Assume the presiding officer does not vote.
- A. 20
  - B. 21
  - C. 15
  - D. 16
43. In an election, John received 50 votes, Mary received 49 votes, and Jane received 48 votes. Which person received a plurality?
- A. John
  - B. Mary
  - C. Jane
  - D. None of the above
44. Which statement is false regarding nominating committees?
- A. Members of a nominating committee are not barred from becoming nominees.
  - B. The nominating committee may nominate more than one candidate for each office.
  - C. In an organized society, the chair should appoint the nominating committee.
  - D. All nominees should be contacted by the nominating committee before announcing their nomination.
45. Correspondence of an official nature is normally read by the
- A. recording secretary.
  - B. corresponding secretary.
  - C. president.
  - D. vice-president.
46. If an organization wishes a historical account to be part of the official history of the society, after a presentation by the historian, it must be
- A. approved by all the officers.
  - B. formally adopted by the assembly.
  - C. referred to a Special Committee for further study.
  - D. in the form of a recommendation from the appropriate Standing Committee.
47. What is the minimum number of committee members that can call a meeting if the chairman does not?
- A. Two
  - B. Three
  - C. Four
  - D. None of the above. Only the committee chairman can call a meeting.



48. Who is generally appointed by the presiding officer to assume the chair if a motion to refer to a committee of the whole is adopted?
- A. Secretary
  - B. Vice-president
  - C. Treasurer
  - D. Parliamentarian
49. In forming a new, unincorporated society, *Article 1/: Object* of the bylaws should be
- A. specific.
  - B. more than one sentence.
  - C. general.
  - D. should be written so that only the members can understand it.
50. If a convention is called to form a permanent organization, permanent officers are elected
- A. before the meeting opens.
  - B. directly after the chairman pro tem opens the meeting.
  - C. after the adoption of the bylaws.
  - D. at a special session after the convention adjourns sine die.