

**DO NOT WRITE ON
TEST BOOKLET**

PARLIAMENTARY PROCEDURE CONCEPTS (73)

—OPEN EVENT—

Regional – 2012

TOTAL POINTS _____

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

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Multiple Choice

Identify the choice that best completes the statement or answers the question. 10 points will be awarded for each correct answer.

1. The term "meeting" means
 - A. a single official gathering of the members of an organization.
 - B. all of the sessions of a convention.
 - C. a quarterly gathering of members of an organization.
 - D. an official assembly of only the officers of an organization.

2. The orders of the day can be called by
 - A. one member proposing the motion and a second.
 - B. a two-thirds vote without notice.
 - C. any member.
 - D. the officers after they confer in executive session and adopt it by a two-thirds vote.

3. Which of the following is not a form of amendment?
 - A. Striking out words
 - B. Insert words
 - C. Add words
 - D. Fill a blank with words

4. If a motion to close debate in ten minutes is adopted, it is not then in order to
 - A. move to lay the question on the table.
 - B. move to refer the matter to a committee.
 - C. move the previous question.
 - D. raise a point of order.

5. Business is brought before an assembly by a member making a formal proposal called a (an)
 - A. agenda.
 - B. motion.
 - C. order.
 - D. memorandum.

6. Before members in a large assembly can debate or propose motions, they must
 - A. rise and address the chairman.
 - B. address the chairman.
 - C. raise a hand.
 - D. rise.

7. The motion to call for a *Division of the Assembly*
 - A. is debatable.
 - B. does not require a second.
 - C. requires a vote.
 - D. is amendable.

8. The secretary of a society must be proficient in
 - A. accounting skills in order to work closely with the treasurer.
 - B. parliamentary procedure in order to assume the chair in the president's absence.
 - C. operating a tape recorder for minutes.
 - D. serving as the recording officer of the assembly and the custodian of the records.

9. A motion made to the assembly after a committee report
 - A. may not be debated.
 - B. has a higher precedence than the motion to *amend*.
 - C. requires no second.
 - D. can be proposed when another member is speaking.

10. An improper motion is one that conflicts with
 - A. a society's bylaws.
 - B. the Constitution of the United States.
 - C. state or local laws.
 - D. All of the above

11. The unqualified form of the *Previous Question* can apply only to
 - A. all pending amendments.
 - B. debatable motions.
 - C. the immediately pending question.
 - D. all incidental motions.

12. The motion to *Rescind* is a (an)
 - A. privileged motion.
 - B. original main motion.
 - C. incidental main motion.
 - D. subsidiary motion.

13. Membership in a local assembly of an organized society is limited to persons who are
 - A. listed in the rolls of the society as voting members in good standing.
 - B. in attendance at meetings.
 - C. always chosen by its president.
 - D. charter members.

14. One rule for the subsidiary motion to *Postpone to a Certain Time* is that
 - A. a second is not required.
 - B. it is out of order when another member has the floor.
 - C. debate may go into the merits of the main question.
 - D. a two-thirds vote is required to adopt it.

15. The term *recommit* is applied to a motion
 - A. that proposes to refer a question a second time.
 - B. if the original motion to refer is lost.
 - C. that a special committee can adopt to postpone their word indefinitely.
 - D. None of the above.

16. It is generally more efficient to approve and to handle the correction of the minutes by
 - A. conducting a rising vote after the chair offers a formal motion.
 - B. a member proposing a formal motion.
 - C. the chair stating "they are correct as read" immediately after they are read.
 - D. unanimous consent.

17. The presiding officer of a large assembly should be chosen chiefly on his or her
 - A. congeniality.
 - B. loyalty to the organization.
 - C. ability to preside.
 - D. experience serving as vice-president.

18. While an amendment to a bylaw is pending, a motion can be made to amend it which requires a
 - A. majority vote.
 - B. two-thirds vote of members present and voting.
 - C. three-fourths vote of all members.
 - D. unanimous vote of the officers in executive session.

19. In which of the following types of committees would the president of a society normally act as the chairman?
 - A. Nominating Committee
 - B. Quasi Committee of the Whole
 - C. Committee of the Whole
 - D. Any Standing Committee without a permanent chairman

20. Which vote is always taken first by the chairman?
 - A. Negative
 - B. Affirmative
 - C. Abstentions
 - D. None of the above, it doesn't matter

21. Which one of the following motions is not an incidental motion?
 - A. Suspend the Rules
 - B. Division of the Question
 - C. Parliamentary Inquiry
 - D. Amend Something Previously Adopted

22. The privileged motion to *Adjourn* takes precedence over all motions except the motion to
 - A. *Fix the Time to Which to Adjourn.*
 - B. *Recess.*
 - C. *Amend.*
 - D. *Lay on the Table.*

23. If more than two candidates are nominated for the same office, the
- candidates all remain on the ballot and the voting continues until one receives a majority vote.
 - chairman should declare that the candidate who receives the highest number of votes is elected.
 - candidate with the lowest number of votes should be dropped.
 - candidates should confer in private and mutually decide which one of them should withdraw.
24. During informal debate of a motion at a meeting, the “informal” aspect
- limits the number of speeches allowed in debate.
 - removes the number of times members can debate.
 - allows debating without recognition from the chair.
 - allows members to ask several questions without recognition from the chair.
25. If a motion is made as a question of privilege and it is seconded, what would you do as chairman?
- Ignore it.
 - Call the motion out of order.
 - Call for debate, and then vote on it.
 - Take an immediate vote on it.
26. Rules of order that supplement or modify the rules contained in an organization’s parliamentary authority are called
- a corporate charter.
 - special rules of order.
 - the secondary parliamentary authority.
 - secondary amendments.
27. Assume that your organization is debating a motion and you want to talk privately to several fellow members about the business at hand. What would you do?
- Rise, and without obtaining the floor say, “I move we postpone the motion for ten minutes and take a recess.”
 - From your seat, and without obtaining the floor yell out, “Recess!”
 - Obtain the floor and say, “I move we lay the motion on the table and take a ten minute recess.”
 - Obtain the floor and say, “I move to recess for ten minutes.”
28. Which statement is below is false regarding the privileged motion to *Fix the Time to Which to Adjourn*?
- It affects the time when the present meeting will adjourn.
 - An amendment may be applied to it.
 - It is out of order when another member has the floor.
 - It can be reconsidered.
29. Taking a vote by *roll call* (also called *yeas and nays*) has the effect of
- a member calling for a division of the house.
 - placing on record how each member voted.
 - keeping members’ votes secret.
 - requiring every member to vote in the affirmative or negative.

30. When a committee is appointed "with power," this means that the committee has permission from the assembly to
- A. conduct a regular meeting with the entire assembly and propose motions.
 - B. take action for all pending special committees.
 - C. take all the necessary steps to carry out its instructions.
 - D. require that the president of the society be the chairman of the committee.
31. Except for the corporate charter in an incorporated society, the highest body of rules are the
- A. bylaws.
 - B. standing rules.
 - C. laws of the federal government.
 - D. parliamentary authority of the society.
32. How long can a member speak each time on a pending motion unless permission is given by the assembly or it is outlined differently in the bylaws?
- A. Ten minutes
 - B. Five minutes
 - C. Two minutes
 - D. None of the above
33. The object of the incidental motion to *Suspend the Rules* is to suspend one or more rules contained in the
- A. parliamentary authority.
 - B. special rules of order.
 - C. standing rules of the assembly.
 - D. All of the above.
34. A motion that is used to change only a part of a text or to substitute a different version is
- A. *Rescind Something Previously Adopted.*
 - B. *Amend Something Previously Adopted.*
 - C. *Reconsider Something Previously Adopted.*
 - D. *Objection to Consideration.*
35. When the term *majority vote* is used without qualifications, it means
- A. one more than half the votes cast, including blanks and abstentions.
 - B. one more than half the entire membership.
 - C. more than half the votes cast, excluding blanks and abstentions.
 - D. more than half of the persons present who are legally entitled to vote.
36. The member who takes the place of an absent president is the
- A. vice-president.
 - B. secretary.
 - C. parliamentarian.
 - D. most senior officer.

37. Which one of the following should generally not be included in the minutes of a meeting?
- A. The kind of meeting.
 - B. The name of the seconder of a motion.
 - C. The fact that the regular chairman and secretary were present.
 - D. All points of order and appeals and the reasons given by the chairman for his or her ruling.
38. Complex motions are presented in the form of a (an)
- A. incidental main motion.
 - B. charter.
 - C. secondary amendment.
 - D. resolution.
39. An *original main motion* is a main motion that
- A. amends another motion.
 - B. introduces a substantive question as a new subject.
 - C. is related to the business of the assembly or its past or future action.
 - D. allows the maker of the motion to serve as chairman if it is referred to a committee.
40. If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?
- A. An ad hoc committee studies it and reports back at the next regular meeting.
 - B. It is brought back under the heading of *Unfinished Business* at the next regular meeting.
 - C. It is killed for the duration of the session.
 - D. It is automatically passed without debate.
41. The motion to *Lay on the Table* enables an assembly to lay a pending question aside
- A. temporarily when something else of immediate urgency has arisen.
 - B. to consider any motion decided upon by the chairman.
 - C. so that the assembly may conduct a standing vote.
 - D. so that it can be brought up as a general order at the next meeting.
42. A *Parliamentary Inquiry* and a *Point of Information* are not
- A. seconded.
 - B. voted on.
 - C. subject to reconsideration.
 - D. All of the above.
43. Which one of the following statements is false regarding voting by a *show of hands*?
- A. It can be used in place of a voice vote in a small assembly.
 - B. It is always used in large assemblies on motions requiring a two-thirds vote for adoption.
 - C. It can be used in place of a rising vote in small assemblies.
 - D. It should never be used in large assemblies.

44. A motion to adjourn that has obviously been made for obstructive purposes should be
- A. refused to be entertained by the chairman.
 - B. voted on immediately.
 - C. stated by the chair after a second.
 - D. referred to the assembly by the chair for debate.
45. When an interruption occurs, the member who has the floor
- A. loses it permanently.
 - B. sits while the interrupting matter is attended to.
 - C. stands while the interrupting matter is attended to.
 - D. gives permission to the chair to be interrupted.
46. If sixty votes are cast, a minimum two-thirds vote is
- A. 30.
 - B. 31.
 - C. 40.
 - D. 41.
47. Another name for a "special meeting" is a
- A. "regular meeting."
 - B. "stated meeting."
 - C. "session."
 - D. "called meeting."
48. The last paragraph of the minutes should state
- A. which motions were seconded.
 - B. all notices of motions.
 - C. all sustained points of order.
 - D. the hour of adjournment.
49. *Opening Ceremonies or Exercises* include items such as
- A. the Pledge of Allegiance to the Flag.
 - B. roll call.
 - C. announcements.
 - D. an open forum.
50. In a viva voce election, candidates are voted on
- A. in random order.
 - B. in the order they were nominated.
 - C. based on their seniority in the society.
 - D. as determined by the nominating committee.