

# PARLIAMENTARY PROCEDURE CONCEPTS (592)

—OPEN EVENT—

**REGIONAL – 2014**

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

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No more than 60 minutes testing time

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### Multiple Choice

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

- 1. Subsidiary, privileged, and incidental motions are:**
  - A. ranking motions.
  - B. privileged motions.
  - C. secondary motions.
  - D. pending motions.
  
- 2. The proper procedure for claiming the floor in an assembly is to:**
  - A. raise your hand.
  - B. rise.
  - C. address the chair.
  - D. rise and address the chair.
  
- 3. When all are pending, the motion which must be voted on first is:**
  - A. an amendment to the motion to recess.
  - B. the previous question.
  - C. to postpone to a certain time.
  - D. to take a recess.
  
- 4. A quorum:**
  - A. must be stated in the bylaws.
  - B. is always a majority of the membership.
  - C. is the maximum number of members allowed to vote on any one motion.
  - D. should be stated as a number of members, rather than percentage, to avoid confusion.
  
- 5. Questions of privilege not in the nature of a request which are brought up while no business is pending are moved the same as any:**
  - A. privileged motion.
  - B. subsidiary motion.
  - C. main motion.
  - D. incidental motion.
  
- 6. An incidental main motion:**
  - A. is a main motion that relates to the business of the assembly, or its past or future action.
  - B. is usually presented in writing.
  - C. always corresponds to secondary motions described by the same or similar names.
  - D. marks the beginning of a particular involvement of the assembly in a substantive matter.
  
- 7. Special orders not set for a particular time are taken up:**
  - A. anytime after the minutes are read.
  - B. after unfinished business.
  - C. before unfinished business.
  - D. under announcements.

- 8. The adoption of the bylaws of a new society requires:**
- A. a two-thirds vote.
  - B. a majority vote.
  - C. previous notice and a two-thirds vote.
  - D. previous notice and a majority vote.
- 9. The motion to lay on the table should be used to:**
- A. dispose of a main motion without bringing it to a vote.
  - B. delay consideration of a question until a later specified time.
  - C. delay consideration of a question until a committee can report findings on the subject to the assembly.
  - D. interrupt consideration of a main motion temporarily until a majority wishes to consider it again.
- 10. A speaker may be interrupted by a:**
- A. call for the orders of the day.
  - B. motion to divide the question.
  - C. motion to limit debate.
  - D. motion to lay on the table.
- 11. A properly framed motion should:**
- A. propose that the assembly refrain from taking an action.
  - B. reaffirm positive action taken previously.
  - C. refrain from allowing delegate instructions to be given.
  - D. be concise, unambiguous, and complete in form.
- 12. A committee:**
- A. may take a matter out of a subcommittee's hand.
  - B. must allow assembly members to be present during its deliberations.
  - C. must allow a subcommittee to report before taking up an issue referred to the subcommittee.
  - D. must hold disciplinary hearings when a subcommittee fails to report.
- 13. In the absence of a quorum, which of the following actions cannot be taken?**
- A. Waive the prohibition against transacting business with a unanimous vote.
  - B. Take measures to obtain a quorum.
  - C. Fix the time to which to adjourn.
  - D. Recess.
- 14. A motion within the control of the assembly, because it has not been finally disposed of, may be renewed if:**
- A. postponed to the next session.
  - B. laid on the table.
  - C. voted on and a motion to reconsider made but not called up.
  - D. more than a quarterly time interval will elapse before the next regular session.

**15. The adoption of the motion to postpone indefinitely:**

- A. suppresses the main motion for all future meetings.
- B. allows the main motion to be brought up again at the business meeting the next day during a convention.
- C. allows the action to be renewed after intervening business has transpired.
- D. kills the main motion for the duration of the session.

**16. A friendly amendment:**

- A. is used by others to defeat the main motion.
- B. is not debatable and does not require a second.
- C. must be open to debate and vote or unanimous consent.
- D. requires the acceptance of the maker of the main motion.

**17. In a mass meeting, the quorum is:**

- A. two-thirds of those present.
- B. a majority of those present.
- C. one-third of those present.
- D. those present.

**18. The amendment to strike out and insert words:**

- A. prohibits different words from being inserted in the same place.
- B. prohibits the same words from being struck from one place to be inserted in another.
- C. prohibits striking out words in one place and inserting different words in another place except by unanimous consent.
- D. may be used as the form of an amendment by substitution.

**19. What is the correct procedure in handling a substitute motion?**

- A. Perfect the motion, perfect the substitute, vote on the substitution, and proceed to the next item of business.
- B. Perfect the substitute, perfect the motion, vote on the substitution, vote on the adoption of the remaining motion, and proceed to the next item of business.
- C. Perfect the motion, perfect the substitute, vote on the substitution, vote on the adoption of the remaining motion, and proceed to the next item of business.
- D. Perfect the substitute, perfect the motion, vote on the substitution, and proceed to the next item of business.

**20. From the examples below, select the one which would adopt a motion requiring a two-thirds vote with the minimum number in favor:**

- A. 49 in favor, 26 opposed.
- B. 50 in favor, 25 opposed.
- C. 51 in favor, 24 opposed.
- D. 52 in favor, 23 opposed.

**21. A tie vote:**

- A. adopts the motion.
- B. can be considered a majority vote.
- C. permits the chair to break the tie.
- D. requires the chair to break the tie.

**22. Which of the following can be applied to a main motion?**

- A. Lay on the table.
- B. Call for the orders of the day.
- C. Recess.
- D. Appeal.

**23. The motion to limit debate can be applied:**

- A. only to the immediately pending question.
- B. to an entire series of pending questions.
- C. to the privileged motion to recess.
- D. to the motion to lay on the table.

**24. A special committee is discharged or ceases to exist when:**

- A. a member resigns.
- B. it fails to report.
- C. on presentation of its final report to the assembly.
- D. the term of the officers is over.

**25. A vacancy in a committee is filled by:**

- A. the person who is vacating the position.
- B. the president only.
- C. the committee members.
- D. the appointing power.

**26. 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.

**27. In elections by ballot:**

- A. "for" or "against" spaces or boxes should be used.
- B. "for" or "against" spaces should not be used.
- C. only a "for" box may be used.
- D. only an "against" box may be used.

**28. If a motion to invite a speaker for next week's meeting is pending, a motion to postpone consideration until next week's meeting may be stated by the chair as:**

- A. a motion to postpone and make a special order.
- B. a motion to lay on the table.
- C. a motion to postpone indefinitely if it is in order at the time.
- D. a motion to suspend the rules.

**29. During informal consideration:**

- A. limitations on the number of times a member can speak in debate are removed.
- B. the presiding officer does not remain in the chair.
- C. decisions of the assembly are not final.
- D. the chair can limit the number and length of speeches.

**30. The previous question is not allowed in:**

- A. committees.
- B. conventions.
- C. mass meetings.
- D. local assemblies of organized societies.

**31. If the assembly does not wish to adjourn a meeting within a convention at the time scheduled in the agenda or program, the matter is handled by:**

- A. setting aside the orders of the day.
- B. a majority vote of the assembly.
- C. the presiding officer.
- D. a motion to fix the time at which to adjourn.

**32. Unless the bylaws provide otherwise, a standing committee of the society reports to:**

- A. the executive committee.
- B. the board of directors.
- C. the assembly.
- D. the president.

**33. The privileged motion to Recess:**

- A. takes precedence over all other motions except the motion to adjourn.
- B. is made while no other business is pending.
- C. requires that a recess begin immediately.
- D. is debatable.

**34. In considering a resolution which has a preamble, the preamble is:**

- A. amended before the resolving clauses.
- B. amended with the resolving clauses.
- C. amended last.
- D. not amendable.

**35. The unqualified motion to adjourn is:**

- A. a privileged motion.
- B. in order when another has the floor.
- C. debatable and amendable.
- D. in order while the assembly is engaged in voting.

**36. Which of the following is not classified as a deliberative assembly?**

- A. a legislative body.
- B. a mass meeting.
- C. a convention.
- D. a committee.

**37. Objection to the consideration of the question must be raised:**

- A. immediately after the maker of the main motion has had the opportunity to speak on the motion the first time.
- B. before the chair has stated the main motion which places such motion before the assembly.
- C. before the debate has begun on the main motion or any subsidiary motion except Lay on the Table has been stated by the chair.
- D. before the meeting is adjourned.

**38. The chair has ruled that an amendment is not germane and a member has appealed from the decision of the chair. The chair should then state the question on the appeal by saying:**

- A. "As many as are in favor of sustaining the appeal from the chair's decision, say 'aye'...."
- B. "As many as are in favor of sustaining the chair's decision, say 'aye'...."
- C. "As many as are of the opinion that the amendment is germane, say 'aye'...."
- D. "As many as are of the opinion that the amendment is not germane, say 'aye'...."

**39. Division of the assembly is:**

- A. a secondary motion and is debatable.
- B. a subsidiary motion and is not amendable.
- C. an incidental motion and is amendable.
- D. an incidental motion and is not debatable.

**40. Which of the following motions does not require a second?**

- A. Appeal from the decision of the chair.
- B. Reconsider.
- C. Fill a blank.
- D. Suspend the rules.

**41. The motion to amend:**

- A. takes precedence over all other motions.
- B. can be applied to itself.
- C. is always debatable.
- D. does not require a second.

**42. The secretary enters the name of the seconder of a motion in the minutes when:**

- A. the seconder stands, receives recognition, and states his name.
- B. the seconder is an officer.
- C. ordered by the assembly.
- D. the president orders the secretary to do so.

**43. A motion to go into executive session:**

- A. is a question of privilege of the assembly.
- B. yields to a question of personal privilege.
- C. requires a two-thirds vote.
- D. is undebatable.

- 44. The effect of striking out words from a primary amendment to strike out words is to:**
- A. reject the main motion.
  - B. allow another amendment.
  - C. leave the words in the main motion.
  - D. reject the primary amendment.
- 45. A member of an assembly, in the parliamentary sense, is a person having the right to:**
- A. call meetings of the assembly.
  - B. represent the assembly in public meetings.
  - C. represent the assembly at conventions.
  - D. make motions, speak in debate on them, and vote.
- 46. In agendas for sessions consisting of several meetings, most items are:**
- A. scheduled the same as the order of business for regular meetings.
  - B. general orders.
  - C. scheduled for one meeting only.
  - D. are postponed until the last meeting of the session.
- 47. If a board has subcommittees for each branch of work, the subcommittees will report to:**
- A. the assembly.
  - B. the board.
  - C. the president.
  - D. the secretary.
- 48. When the secretary is absent:**
- A. the president should appoint a secretary.
  - B. the vice-president acts as secretary.
  - C. the corresponding secretary takes the minutes.
  - D. a secretary pro tem should be elected.
- 49. A motion is not necessary to:**
- A. close debate.
  - B. close nominations.
  - C. lay a question on the table.
  - D. reconsider.
- 50. All of the following are true of a secondary motion except:**
- A. it can be made and considered while another motion is pending.
  - B. only one secondary motion can be pending at a time.
  - C. it must be acted upon or disposed of before consideration of the main question can be continued.
  - D. it becomes the immediately pending question when it is placed before the assembly.