

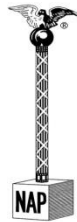
PARLIAMENTARY PROCEDURE CONCEPTS (592)

—OPEN EVENT—

REGIONAL – 2016

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TOTAL POINTS _____ (100)

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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. When it is moved to amend by striking out an entire paragraph, the paragraph that would be struck out is:
 - A. amendable by any of the three forms relating to words.
 - B. amendable by striking out words from the primary amendment.
 - C. amendable by substitution.
 - D. not amendable.

2. If a question has been laid on the table with the previous question and/or limit or extend the limits of debate ordered:
 - A. the orders are not exhausted if the question is taken from the table at the same session.
 - B. the order for the previous question is dropped, but the order to limit or extend the limits of debate remains in force.
 - C. the order for the previous question remains in force, but the order to limit or extend the limits of debate is dropped.
 - D. these orders are not exhausted regardless of the time the question is taken from the table.

3. Which of the following are in order while the motion to adjourn is pending?
 - A. To inform the assembly of business requiring attention.
 - B. To make important announcements.
 - C. To make a motion to reconsider a previous vote.
 - D. All of the above are correct.

4. Secondary amendments:
 - A. may be made after the primary amendment is adopted.
 - B. must be short.
 - C. must be germane to the primary amendment.
 - D. may not be made by the maker of the primary amendment.

5. When the chair rules on a point of order, the reason for his or her ruling should be included in the minutes and serves as precedent for future reference. This precedent:
 - A. can be overturned, in whole or part, by a 2/3rds vote using the motion to Rescind.
 - B. is binding on future chairs or assemblies.
 - C. can be overruled in whole or part, by a later ruling of the chair.
 - D. can be overturned with the motion Reconsider and Enter on the Minutes.

6. Which of the following motions *cannot* be renewed at the same session on the same question?
 - A. Part of a series of resolutions that has been lost.
 - B. Postpone indefinitely.
 - C. Take from the table.
 - D. Recess.

7. When the part of a paragraph to be amended consists of several complete sentences, which of the following is true?
 - A. It may be amended only by striking out and inserting because it is not a complete paragraph.
 - B. It may be amended only by substituting because it consists of several complete sentences.
 - C. Either striking out and inserting or substituting may be used; they have exactly the same effect as to permissible secondary amendments.
 - D. Either striking out and inserting or substituting may be used, but the effect of each is different as to permissible secondary amendments.

8. A motion to reconsider:
 - A. usually requires a majority vote unless the motion to be reconsidered requires a larger vote.
 - B. a vote in a committee of the whole can be made regardless of the time that has elapsed since the vote was taken.
 - C. can be made at any time and its making takes precedence over other motions, yielding only to a motion to "fix the time to which to adjourn."
 - D. when it covers the votes on two or more connected motions, only the motion that will be voted on first is debatable if the motion to reconsider is adopted.

9. When the orders of the day are called for by a member:
 - A. the orders can be set aside by a two-thirds vote in the negative.
 - B. the orders can be set aside by a majority vote.
 - C. the chair can change the agenda.
 - D. the orders must be acted on.

10. The following parliamentary steps are in order after the assembly has voted to adjourn, but before the chair has declared the meeting adjourned, *except to*:
 - A. make the motion to reconsider a previous vote.
 - B. call up a motion to reconsider made earlier, but not taken up.
 - C. make the motion to reconsider and enter on the minutes.
 - D. give notice of a motion to be made at the next meeting.

11. A delegate of the assembly interrupted a speaker during debate with a point of order. The chair asked the member to state his point. The member then moved the previous question. The chair should respond:
 - A. "Is there a second?"
 - B. "Your point is well taken."
 - C. "The motion is out of order."
 - D. "You are out of order."

12. A member who wishes to avoid a direct vote on a question might move any of the following, *except*:
- A. objection to the consideration of the question.
 - B. postpone indefinitely.
 - C. division of a question.
 - D. leave to withdraw a motion.
13. With a main motion pending and a motion for the previous question also pending, which one of the following motions is in order?
- A. Postpone to a certain time.
 - B. Amend the main motion.
 - C. Recess for thirty minutes.
 - D. To go into committee of the whole.
14. Call for the orders of the day:
- A. is debatable.
 - B. may be set aside by a majority vote.
 - C. must be enforced upon a call by a single member.
 - D. takes precedence over all secondary motions.
15. A question can be renewed at the same session:
- A. if the vote can be reconsidered.
 - B. on the motion to postpone indefinitely if the main motion has been materially amended.
 - C. on one of a series of resolutions which had been voted on together and the series lost.
 - D. on the motion to divide the question in the same way.
16. The board of directors, managers, trustees, or governors is the supreme governing body of an institution when:
- A. assigned all the duties of financial responsibility.
 - B. it has no assembly constituting a general voting membership.
 - C. the board has a legally fixed membership.
 - D. the board is the subordinate body of the society's assembly.
17. In an established national society, delegate representation and qualifications should be prescribed by the:
- A. charter.
 - B. call to convention.
 - C. bylaws of constituent units.
 - D. bylaws of the parent organization.

18. In ascertaining the presence of a quorum, it is the duty of the presiding officer to:
 - A. determine, although he need not announce, that a quorum is present.
 - B. determine and announce that a quorum is present.
 - C. determine and announce the quorum number or percent as present.
 - D. proceed with the business regardless of a quorum.

19. In committees and boards, the quorum is a majority of the members unless a different quorum is fixed by:
 - A. the bylaws.
 - B. a rule of the parent organization.
 - C. motion establishing the committee.
 - D. All of the above are correct.

20. The provisions of the call of a mass meeting specifying the purpose and those invited to attend have a force equivalent to:
 - A. bylaws of an organized society.
 - B. standing rules of an organized society.
 - C. standing rules of a convention.
 - D. special rules of order of an organized society.

21. Executive session refers to:
 - A. any meeting or portion thereof at which proceedings are secret.
 - B. specially called meetings.
 - C. meetings of the executive committee.
 - D. meetings open to the public.

22. The standard order of business for ordinary societies includes special orders:
 - A. immediately after unfinished business and general orders.
 - B. immediately before unfinished business and general orders.
 - C. before reports of special committees.
 - D. only for special meetings.

23. What business may be transacted in the absence of a quorum?
 - A. Read and approve minutes.
 - B. Give notice.
 - C. Go into committee of the whole.
 - D. Set an adjourned meeting.

24. Which of the following terms is often applied particularly in the case of learned or professional associations to distinguish the voting body of delegates of a convention?
 - A. Conference.
 - B. Convention.
 - C. General Assembly.
 - D. House of Delegates.

25. If it is desired to retain the usual limit on the length of speeches, but remove restrictions on the total number of times members can speak, the assembly can:
- A. consider the question informally.
 - B. resolve itself into a committee of the whole.
 - C. resolve itself into a quasi-committee of the whole.
 - D. vote to go into any of the above.
26. A point of "no quorum" is a point of order, but differs in that it:
- A. is debatable.
 - B. cannot interrupt a speaker.
 - C. is not ruled upon by the chair.
 - D. can be reconsidered.
27. In debate a member cannot speak adversely on a prior action that is *not* pending, unless:
- A. a motion to take from the table is pending.
 - B. a motion to object to the consideration of the question is pending.
 - C. the motion to adjourn is pending.
 - D. the motion to reconsider or rescind is pending.
28. A special order for a particular hour *cannot* be considered before that hour *except* by:
- A. reconsidering the vote establishing the special order.
 - B. a two-thirds vote.
 - C. a motion to rescind.
 - D. a majority vote.
29. Convention standing rules:
- A. apply to successive conventions unless changed.
 - B. contain only parliamentary rules.
 - C. require a majority vote to adopt.
 - D. must not conflict with the bylaws of the society.
30. When an alternate is replacing a convention delegate who has been called home from the convention, the most important thing for the alternate to do is to:
- A. report to the credentials committee evidence of the delegate's withdrawal.
 - B. get the delegate's badge from the delegate.
 - C. report to the convention chairman.
 - D. attend the next business meeting as the delegate's replacement.
31. The officers who must be present for the conduct of business in any deliberative assembly are:
- A. a presiding officer and a secretary or clerk.
 - B. a presiding officer and the treasurer.
 - C. the president, secretary and treasurer.
 - D. the president, vice-president and secretary.

32. All vacancies in a 12-member board are to be filled by a two-thirds vote of the legally fixed membership. There are two vacancies. What is the minimum vote needed to elect?
- A. Eight.
 - B. Nine.
 - C. Seven.
 - D. Six.
33. A committee report includes recommendations at the end of the report. The reporting member, at the conclusion of the committee report, should:
- A. move to accept the report.
 - B. move to adopt the report.
 - C. move to receive the report.
 - D. move to implement the recommendations.
34. A second is *not* required:
- A. for a member to order a counted vote on a division of the assembly.
 - B. to consider an appeal from the decision of the chair.
 - C. to move the previous question.
 - D. after the chair states the question and debate has begun.
35. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. Which of the following rules governing such meetings applies to their procedure?
- A. All members are required to obtain the floor before making motions or speaking.
 - B. Motions need not be seconded.
 - C. There is a limit to the number of times a member can speak to a question.
 - D. The chairman should always rise while putting questions to vote.
36. Special committees are called on to report:
- A. in the order of their appointment.
 - B. in order of their importance.
 - C. in alphabetical order.
 - D. under Special Orders.
37. The amount of power delegated to an executive board is determined by:
- A. the size of the board.
 - B. whether the board is an elected or appointed body.
 - C. how often the society as a whole meets.
 - D. how close the members of the board live to each other.

38. In an election of members of a board or committee, if more than the prescribed number receive a majority vote:
- A. the places are filled by the proper number receiving the largest number of votes.
 - B. the nominee with the lowest number of votes is dropped from the list and a second ballot is taken.
 - C. the names of the nominees receiving less than the required majority vote are dropped from the list and a second ballot is taken.
 - D. a second ballot must be taken with the names of all nominees listed on the ballot until the prescribed number receives a majority vote.
39. The motion to consider a question informally is:
- A. debatable and it opens the merits of the question proposed to be considered for debate.
 - B. debatable only as to the desirability of considering the question informally.
 - C. debatable only to the extent that the motion proposed to be considered is debatable.
 - D. not debatable.
40. If a portion of the membership of the board changes periodically:
- A. it becomes, in effect, a new board each time such a group assumes board membership.
 - B. new officers are always elected.
 - C. all existing unfinished business stays in effect.
 - D. Both C and B are correct.
41. When is a ballot signed?
- A. In a committee of the whole.
 - B. When the vote is by machine.
 - C. When ordered by one fifth of those present.
 - D. When a motion is adopted "that a signed ballot be taken by tellers."
42. In a meeting, the presiding officer should remain seated:
- A. while explaining his reasons for his ruling on a point of order.
 - B. when speaking during debate on an appeal or a point of order he has submitted to the judgment of the assembly.
 - C. when a member is speaking in debate.
 - D. when nominations are being made.
43. The bylaws provide that no officer shall serve more than two consecutive terms in office. The vice-president became president on the death of his predecessor, then was elected and served a term on his own. Would he then be eligible to be elected to another consecutive term?
- A. No, he has served two terms.
 - B. Yes, he has only served the term for which he was elected.
 - C. Yes, if he served less than half of the earlier term.
 - D. Yes, if he served less than two thirds of the earlier term.

44. Which statement is *true* about elections by mail ballot?
- A. The voter must sign his ballot to ensure against votes being cast by illegal voters.
 - B. Preferential voting is a method preferred over plurality voting.
 - C. The person designated to receive returned ballots should open them and prepare a preliminary tellers' report in order to save time when the tellers meet.
 - D. None of the above are correct.
45. At each general meeting of a society, the report of the treasurer:
- A. may consist simply of a verbal statement of the cash balance on hand.
 - B. must include a written report for the president and secretary.
 - C. requires action by the assembly.
 - D. is accepted by unanimous consent.
46. Amendments of an existing corporate charter require:
- A. adherence to the requirements of the laws of the state of incorporation.
 - B. adherence to the procedures in the parent organization's rules.
 - C. the same vote required to amend the bylaws.
 - D. a court order.
47. Attendance at meetings or participation in activities may be made a requirement for continued membership in an organization only by including this provision in:
- A. the corporate charter.
 - B. the bylaws.
 - C. the standing rules of the organization.
 - D. a special rule of order.
48. During consideration of bylaw amendments, those changes required in numbering articles, sections, or cross-references that *cannot* result in a change of meaning:
- A. can be delegated to the secretary or a committee if necessary.
 - B. should be delegated to a committee.
 - C. should be made by amendment after the entire document has been considered.
 - D. should be made by the chair with unanimous consent.
49. Bylaw articles are commonly designated by:
- A. Arabic numerals.
 - B. capital letters, A. B. C., etc.
 - C. Roman numerals.
 - D. no numbers, just headings.
50. Special rules of order do *not*:
- A. supplement or modify rules in an organization's adopted parliamentary authority.
 - B. supersede any rules in the parliamentary authority with which they may conflict.
 - C. include setting the hour at which meetings begin.
 - D. include rules setting the society's own order of business.