# *Parliamentary Procedure Concepts – Middle Level*

***The written objective test may include questions on parliamentary procedure principles, concepts, and terminology.***

|  |  |  |
| --- | --- | --- |
| 1. True | 1. | True/False: The member who seconds a motion does not have to agree with the motion and may, in fact, vote against it. |
|  |  |  |
| 2. False | 2. | After the president calls the meeting to order, the secretary determines if a quorum is present by calling roll. |
|  |  |  |
| 3. False | 3. | The presiding officer may enter into debate on all motions. |
|  |  |  |
| 4. False | 4. | To consider a main motion later in the same meeting or at another meeting, a motion should be made to postpone indefinitely. |
|  |  |  |
| 5. a | 5. | The motion which must be voted on first is \_\_\_.  a. the previous question  b. to take a recess  c. an amendment to the motion to recess  d. to postpone to a certain time |
|  |  |  |
| 6. d | 6. | Members of the assembly \_\_\_.  a. may vote only if their dues are paid  b. are required to vote  c. are required to make motions  d. may make motions, debate, and vote |
|  |  |  |
| 7. a | 7. | The quorum of an assembly \_\_\_.  a. is the number of members who must be resent for business to be legally transacted  b. is two-thirds of the members present at the meeting  c. is the largest number that can be depended on to attend any meeting  d. is the percent of members who must be present |
|  |  |  |
| 8. b | 8. | With a very limited number of exceptions, a member never speaks,  a. if he has already spoken once  b. while seated  c. while standing  d. until a motion has been seconded |
|  |  |  |
| 9. c | 9. | The maker of a motion \_\_\_.  a. must speak first in the debate  b. may withdraw the motion after the vote has been taken  c. has the right to speak first in debate on the motion  d. may assign his/her right to speak first to another member |
|  |  |  |
| 10. d | 10. | Calling a meeting to order is \_\_\_.  a. the first item of business  b. done by the vice president  c. done by the secretary  d. not part of the order of business |
|  |  |  |
| 11. d | 11. | In the standard order of business, new business comes \_\_\_.  a. immediately after reports of officers  b. immediately after the president’s report  c. at the discretion of the president  d. after unfinished business and general orders |
|  |  |  |
| 12. c | 12. | When the bylaws provide that the president shall appoint all special committees, \_\_\_.  a. a vote is taken on the appointees of special committees  b. appointment may be delayed until after adjournment  c. this power does not transfer to the chair if someone else is presiding  d. the president must do it before the meeting adjourns |
|  |  |  |
| 13. a | 13. | When a decision is to be based on more than a majority vote, a common requirement is a \_\_\_.  a. two-thirds vote and/or previous notice  b. ballot vote  c. rising vote  d. show of hands |
|  |  |  |
| 14. b | 14. | Motions are brought before the assembly by these three steps: a member \_\_\_.  a. rises, addresses the chair, and make a motion  b. make a motion, another member seconds it, and the chair states the question  c. addresses the chair, make a motion, and then the chair states the question  d. address the chair and makes a motion, and then a vote is taken |
|  |  |  |
| 15. b | 15. | Subsidiary motions \_\_\_.  a. are of higher rank than incidental motions  b. assist the assembly in disposing of a main motion  c. are all amendable  d. are all debatable |
|  |  |  |
| 16. a | 16. | The quorum in a committee is \_\_\_.  a. a majority of membership  b. those committee members who attend the meeting  c. a majority of those who vote  d. those committee members who attend and send in the proxy vote |
|  |  |  |
| 17. a | 17. | To put a motion aside temporarily because something urgent has arisen, with no definite time for resuming its consideration, a member should \_\_\_.  a. move to lay on the table  b. move to postpone indefinitely  c. rise to a point of order  d. move to postpone definitely |
|  |  |  |
| 18. b | 18. | A main motion is still within the control of the assembly after \_\_\_.  a. adoption  b. it has been laid on the table  c. a rejection by a negative vote  d. the motion has been postponed indefinitely |
|  |  |  |
| 19. c | 19. | A person who is not the first to rise and address the chair may be given preference in being recognized if \_\_\_.  a. the person asks for preferential treatment because of another engagement  b. the person wishes to change a vote  c. the person is the maker of the motion and has not spoken to the question  d. the char knows and approves of his position on a question |
|  |  |  |
| 20. c | 20. | Minutes should record\_\_\_.  a. all motions  b. all decisions that are made  c. all main motions whether they are adopted or lost  d. all names of the makers and seconders of each motion |
|  |  |  |
| 21. b | 21. | The term quorum refers to \_\_\_.  a. the number voting  b. the number present  c. the number present, but not voting  d. the number present and voting |
|  |  |  |
| 22. a | 22. | What does orders of the day mean?  a. general and special orders  b. modify  c. single official gathering  d. required to transact business |
|  |  |  |
| 23. c | 23. | What does previous question mean?  a. single official gathering  b. order for vote to be taken  c. modify  d. general and special orders |
|  |  |  |
| 24. a | 24 | What does meeting mean?  a. single official gathering  b. order for vote to be taken  c. modify  d. general and special orders |
|  |  |  |
| 25. c | 25. | What does amend mean?  a. single official gathering  b. order for vote to be taken  c. modify  d. general and special orders |
|  |  |  |
| 26. d | 26. | What does quorum mean?  a. general and special orders  b. modify  c. single official gathering  d. required to transact business |
|  |  |  |
| 27. c | 27. | When minutes are dispensed with, they are \_\_\_.  a. approved without being read  b. discarded  c. not carried out at the regular time  d. approved by the committee |
|  |  |  |
| 28. b | 28. | What does session mean?  a. in a series  b. meeting or series of meetings  c. basic rules of the society  d. order of business |
|  |  |  |
| 29. c | 29. | What does bylaws mean?  a. in a series  b. meeting or series of meetings  c. basic rules of the society  d. order of business |
|  |  |  |
| 30. d | 30. | What does agenda mean?  a. in a series  b. meeting or series of meetings  c. basic rules of the society  d. order of business |
|  |  |  |
| 31. a | 31. | If the bylaws do not require election by ballot, and if there is more than one nominee, for a given office, \_\_\_.  a. the vote may be by viva voce, a rising vote, or a show of hands.  b. the nominees are voted on in alphabetical order  c. a plurality will elect  d. all of the above are correct |
|  |  |  |
| 32. c | 32. | The board of director, managers, trustees, or governors is the supreme governing body of an institution, when \_\_\_.  a. the board is subordinate body of the society’s assembly  b. the board has a legally fixed membership  c. it has no assembly constituting a general voting membership  d. assigned all the duties of financial responsibility |
|  |  |  |
| 33. b | 33. | In an assembly that has no rule or established custom prescribing the methods of voting in elections, a motion to determine the method is \_\_\_.  a. a main motion if made either before or while the election is pending  b. an incidental main motion if made before the election is pending  c. an incidental main motion if made while election is pending  d. an incidental motion if made before the election is pending |
|  |  |  |
| 34. c | 34. | If certain standing committees are enumerated in the bylaws of a society, it may have not others unless established by \_\_\_.  a. a special rule of order requiring notice and a two-thirds vote  b. the executive board  c. a bylaw amendment  d. a standing rule adopted by majority vote without notice |
|  |  |  |
| 35. a | 35. | 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 made by amendment after the entire document has been considered  c. should be delegated to a committee  d. should be made by the chair with unanimous consent |
|  |  |  |
| 36. c | 36. | Debate on a primary amendment \_\_\_\_. |
|  |  | a. cannot involve proposing a hostile amendment  b. may include peripheral issues  c. is confined to the merits of the amendment  d. includes the merits of the main motion |
| 37. a | 37. | The record of proceedings of a deliberative assembly should \_\_\_.  a. be by a verbatim transcript of the proceedings  b. reflect the secretary’s opinion  c. contain a record of what was done at the meeting  d. be a record of what was aid and done by the members |
|  |  |  |
| 38. a | 38. | A motion to amend the bylaws is \_\_\_.  a. a main motion  b. an incidental motion  c. a subsidiary motion  d. a privileged motion |
|  |  |  |
| 39. a | 39. | Strictly speaking, nominations are not necessary \_\_\_.  a. when an election is by ballot or roll call  b. when all the current officers have agreed to continue serving  c. since it is practical to proceed to an election without first making nominations  d. when an organization does not have a nominating committee |
|  |  |  |
| 40. c | 40. | A question is pending and the meeting is adjourned. At the next meeting, where on the agenda will that question be placed?  a. right after the reports of officers  b. orders of the day  c. unfinished business  d. right after the approval of minutes |
|  |  |  |
| 41. a | 41. | When a main motion is pending and a member who opposes it wants to test the strength of the opposition, what is the recommended motion?  a. postpone the main motion indefinitely  b. amend in a way that will make the main motion unpopular  c. postpone the main motion to a later meeting  d. refer the main motion to a critical subcommittee |
|  |  |  |
| 42. b | 42. | The extreme penalty that an organization or society can impose on a member is \_\_\_.  a. a reprimand from the assembly  b. expulsion from membership in the society  c. a large fine, if authorized in the bylaws  d. suspension of membership |
|  |  |  |
| 43. d | 43. | If the chair makes a mistake and assigns the floor to the wrong person, \_\_\_.  a. tThe decision of the chair in assigning the floor can be appealed from by one member  b. a point of order cannot be raised  c. the decision of the chair in assigning the floor cannot be appealed from  d. the decision of the chair in assigning the floor can be appealed from by two member |
|  |  |  |
| 44. c | 44. | An amendment to an amendment \_\_\_.  a. opens the main motion to further discussion  b. may be amended with the consent of the seconder  c. may not be amended  d. may not be debated |
|  |  |  |
| 45. c | 45. | 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 |
|  |  |  |
| 46. a | 46. | Which of the following national offices is an appointed position?  a. parliamentarian  b. secretary  c. regional vice president  d. treasurer |
|  |  |  |
| 47. b | 47. | 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 |
|  |  |  |
| 48. d | 48. | When fling a blank prescribing the method of voting to be used, the following method is voted on first:  a. that which takes the least time  b. the order in which they were named  c. in reverse of the order they were offered  d. that which takes the most time |
|  |  |  |
| 49. c | 49. | 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 |
|  |  |  |
| 50. d | 50. | 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 |
|  |  |  |
| 51. b | 51. | The fiscal year of the Future Business Leaders of America is \_\_\_.  a. January 1 – December 31  b. July 1 – June 30  c. August 1 – July 31  d. September 1 – August 31 |
|  |  |  |
| 52. c | 52. | To call properly for previous question, a member should \_\_\_.  a. call out “Question” from his seat  b. rise and without recognition, say “I demand the question.”  c. rise and, after recognition, say “I move the previous question.”  d. raise a question of privilege |
|  |  |  |
| 53. a | 53. | In a mass meeting, the quorum is \_\_\_.  a. those present  b. one-third of those present  c. a majority of those present  b. two-thirds of those present |
|  |  |  |
| 54. b | 54. | Which of the following motions can be made without a time limit?  a. take from the table  b. rescind  c. discharge a committee  d. reconsider |
|  |  |  |
| 55. a | 55. | The five administrative regions include \_\_\_.  a. eastern, southern, north central, mountain plains, western  b. eastern, southern, central, mountain plains, north west  c. east, south, north central, mountain plains, western  d. eastern, southern, central, mountain plains, western |
|  |  |  |
| 56. d | 56. | The order of business \_\_\_.  a. begins with the call to order  b. may not be interrupted by any member  c. is mandatory in order to proceed with a meeting  d. is separate and distinct from the procedure of calling a meeting to order |
|  |  |  |
| 57. d | 57. | In parliamentary terminology, which of the following words means “accept”?  a. ratify  b. receive  c. file  d. adopt |
|  |  |  |
| 58. c | 58. | The minimum essential officers for the conduct of business in a deliberative assembly are a \_\_\_.  a. president, a secretary, and a treasurer  b. presiding officer and a secretary  c. president and a secretary  d. president or vice-president |
|  |  |  |
| 59. b | 59. | A member has the right to change his vote \_\_\_.  a. up to the time the chairmen has been given the opportunity to vote  b. up to the time the result is announced  c. to the time the next business in order has been announced  d. by general consent, as long as he explains his reason for wanting to change his vote |
|  |  |  |
| 60. a | 60. | A tie vote \_\_\_.  a. permits the chair to break the tie  b. adopts the motion  c. can be considered a majority vote  d. requires the chair to break the tie |
|  |  |  |
| 61. a | 61. | An assembly of delegates chosen, normally for one session only, as representatives of constituent units or subdivisions of a much larger body of people is \_\_\_.  a. a convention  b. a mass meeting  c. a legislative body  d. an assembly of an organized society |
|  |  |  |
| 62. a | 62. | Motions to obtain a quorum take precedence over a motion to \_\_\_.  a. recess  b. adjourn  c. fix the time at which to adjourn  d. none of the above are correct |
|  |  |  |
| 63. d | 63. | If a blank is to be filled with five names and twelve names are suggested, which of the following is correct?  a. the assembly may not have vote on as few as five names  b. the assembly must vote on all twelve names  c. the five members receiving the most votes are elected  d. the first five members receiving a majority vote are elected |
| 64. c | 64. | The maker of a motion \_\_\_.  a. can speak against the motion if it is amended  b. is not limited in the number of times to speak  c. cannot speak against the motion  d. cannot vote against the motion |
| 65. d | 65. | 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” |
| 66. b | 66. | Which of the following forms of voting may be used only when expressly stated in the bylaws?  a. roll call  b. proxy vote  c. ballot vote  d. all of the above are correct |
| 67. c | 67. | What is the parliamentary term given to any form of discussion of the merits of a motion?  a. question  b. discussion  c. debate  d. all of the above are correct |
| 68. d | 68. | In order to be in good standing, members must pay dues to \_\_\_.  a. their local chapter  b. their state chapter  c. the national association  d. all of the above are correct |
| 69. b | 69. | To second a motion \_\_\_.  a. is an important that must be documented in the minutes  b. indicates that at least two members favor the motion  c. is mandatory for consideration of any question  d. the word “support” is used |
| 70. c | 70. | A presiding officer who relinquished the chair to participate in debate should **not** return to it until \_\_\_.  Debate on the immediately pending question is finished  b. debate on all pending questions is finished  c. all pending questions are disposed of  d. the immediately pending question is disposed of |