

**DO NOT WRITE ON
TEST BOOKLET**

PARLIAMENTARY PROCEDURE CONCEPTS (73)

—OPEN EVENT—

Regional – 2013

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. Most incidental motions
 - A. are not debatable.
 - B. are always debatable.
 - C. may be debate if permission is granted by the chairman.
 - D. may be debated after they are amended.

2. The terms *unanimous consent* are also called
 - A. *consensus by silence*.
 - B. *assembly consent*.
 - C. *general consent*.
 - D. *quorum consent*.

3. One feature of main motions is that they
 - A. can be made when other main motions are pending.
 - B. rank the highest in the order of precedence of motions.
 - C. are classified as one of the secondary motions.
 - D. bring business before the assembly.

4. To become legal, business transacted at a special meeting which was not mentioned in the call of meeting must be ratified
 - A. by the officers in executive session immediately after the special meeting.
 - B. by the organization at a regular meeting.
 - C. when the organization meets again at the annual meeting.
 - D. by the special committee that was assigned to draw up the agenda for the special meeting.

5. In a quasi committee of the whole, each member is allowed to debate on motions
 - A. once.
 - B. twice.
 - C. an unlimited number of times
 - D. until the chair stops them.

6. In an established state, regional, or national society, the bylaws of the parent body should
 - A. specify the nonvoting members.
 - B. state the time and place for a periodic convention.
 - C. authorize a periodic convention.
 - D. fix the quorum for each unit.

7. A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the minimum vote required to adopt a main motion is
 - A. 60.
 - B. 61.
 - C. 90.
 - D. 91.

8. MEMBER:-(Rising, and without obtaining the floor) "I rise to a question of privilege affecting the assembly." The statement above can be used by a member at a meeting to
- demand an immediate vote on the pending question
 - request a standing, counted vote on an amendment.
 - ask another member a question related to a privileged motion.
 - request that specific windows be opened to increase the ventilation in the meeting room.
9. A motion that is *Taken From the Table*
- cannot be amended.
 - suspended the rules to take up the motion.
 - can be laid on the table again.
 - must be debated by the member who proposed the motion that was tabled.
10. A member who uses objectionable or disorderly words in a meeting can be removed by
- a vote of the assembly.
 - any member.
 - the chair.
 - the sergeant-at-arms.
11. When an organization needs to make a decision that requires more than a majority vote, common requirements are a
- rising vote.
 - ballot vote.
 - two-thirds vote and possibly previous notice
 - three-fourths vote and previous notice.
12. The Credentials Committee report, as read by its chairman, should always include
- a list of delegates.
 - the total number of convention members entitled to vote and the number of registered alternates
 - a list of alternates
 - the number of unregistered alternates and the reason that each is not registered
13. Which rule below is false regarding the motion to *Reconsider* as it relates to special and standing committees?
- There is no limit to the number of times a question can be reconsidered.
 - The motion to *Reconsider* can be made by a member *who* did not vote.
 - The motion to *Reconsider* can be made by a member who was absent.
 - It always requires a majority to adopt the motion to *Reconsider*.
14. Which series of motions below is arranged from highest to lowest precedence?
- Recess, Adjourn, Main Motion , Amend
 - Adjourn, Amend, Recess, Main Motion
 - Main Motion, Amend, Recess, Adjourn
 - Adjourn, Recess, Amend, Main Motion

15. How should the chair take a vote on a committee's recommendation of several amendments that will be debated?
 - A. Vote on the recommendations all at once after they are all read.
 - B. Take a vote on each recommendation after it is read and opened for debate.
 - C. Have the committee excuse and vote for the entire assembly.
 - D. A vote is not required, since the committee recommended them for adoption.

16. A standing committee can appoint subcommittees who are then responsible to and report to the
 - A. assembly
 - B. standing committee.
 - C. chairman of the standing committee.
 - D. president of the organization

17. Which statement below is false regarding main motions?
 - A. They bring business before the assembly.
 - B. They can be made only while no other motion is pending.
 - C. It is preferable to avoid a main motion containing a negative statement.
 - D. They may be proposed even if they present the same question that was previously rejected during the same session.

18. May a member who is opposed to a motion second it?
 - A. Yes
 - B. No
 - C. Yes, if a reason is offered
 - D. Only if the chair allows it

19. 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.

20. Assume a member wishes to read some pages during debate at a meeting. Another member objects. What would you do as chairman?
 - A. Allow the papers to be read.
 - B. Deny permission, and proceed with the meeting.
 - C. Ask the member who wishes to read the papers to propose a motion and then allow them to be read.
 - D. Put the question on granting permission.

21. How should a vice-president be addressed when presiding if the president is not on the platform?
 - A. "Mr. or Madam Acting President"
 - B. "Mr. or Madam President Pro-tem"
 - C. "Mr. or Madam President"
 - D. "Mr. or Madam Presiding Vice-president"

22. The quorum of an assembly is
- A. two-thirds of the members present at a meeting.
 - B. the largest number that can be depended on to attend any meeting.
 - C. the number of members who must be present for business to be legally transacted
 - D. the number of members who always vote on motions brought before the assembly.
23. Which motion below would you use at a meeting to stop debate immediately and vote on a pending question?
- A. *Question of Privilege*
 - B. *Division of the Question*
 - C. *Previous Question*
 - D. *Reconsider the Question*
24. Rules that cannot generally be suspended are those that
- A. protect absentees.
 - B. protect the basic rights of individual members.
 - C. are in the bylaws (or constitution).
 - D. All of the above
25. A vote by mail, when authorized in the bylaws, is often used
- A. to amend bylaws.
 - B. to elect officers.
 - C. when a full membership vote is desired
 - D. All of the above
26. A motion "to adopt the report" of a committee
- A. does not require a second.
 - B. has the effect of endorsing every word of the report.
 - C. should be made by the reporting member.
 - D. is never appropriate.
27. In a large assembly. The presiding officer should stand when
- A. calling the meeting to order.
 - B. putting a question to a vote.
 - C. explaining reasons for a ruling on a point of order
 - D. All of the above
28. When the motion to *Limit Debate* is not debatable but is amendable?
- A. requires a majority vote to be adopted.
 - B. can be laid on the table along with the main motion.
 - C. does not need a second.
 - D. is amendable and debatable.
29. After a member obtains the floor to debate a motion, he/she can speak no longer than
- A. 10 minutes.
 - B. 20 minutes.
 - C. 30 minutes.
 - D. decided by the chair.

30. The motion to Rescind
- A. can only be moved when no other motion is pending.
 - B. can be applied to any main motion that has been adopted.
 - C. is amendable.
 - D. All of the above
31. If you were chairman and a member moved to amend a *Secondary Amendment*, what would you do
- A. Call the motion to amend the secondary amendment out of order
 - B. Ask for a second on the third degree amendment.
 - C. Vote immediately on the third degree amendment.
 - D. Suggest that the proposed amendment to the secondary amendment be referred to a committee.
32. The motion to *Discharge a Committee*
- A. is debatable
 - B. is in order when another member has the floor.
 - C. cannot be applied to any main motion.
 - D. requires a two-thirds vote
33. The highest ranking of the following motions is a (an)
- A. *Main motion*.
 - B. *Amendment*.
 - C. *Amendment to the motion to Recess*
 - D. *recess*.
34. Which motion below can cancel or countermand a previous action?
- A. *Annul*
 - B. *Repeal*
 - C. *Rescind*
 - D. All of the above
35. If the chair rules adversely on a *Point of Order*, it cannot be raised again during the same meeting unless
- A. the chair independently brings it up.
 - B. the parliamentarian grants special permission.
 - C. an appeal is made and the chair's decision is reversed.
 - D. it is referred to a committee and they give their opinion to the assembly before the meeting adjourns.
36. Which of the following information about a guest speaker should not be included in the minutes?
- A. The guest speaker's name
 - B. A summary of the guest speaker's remarks
 - C. The subject of the guest speaker
 - D. All of the above

37. If the accused at a trial fails to appear at the appointed time as directed, the trial
- A. is canceled.
 - B. proceeds without the accused.
 - C. is automatically rescheduled for the next regular meeting.
 - D. proceeds but must be completed again with the accused present.
38. The extreme penalty that an organization can impose on a member is a (an)
- A. reprimand.
 - B. fine.
 - C. suspension.
 - D. expulsion.
39. If a standing committee has extensive powers, it is usually chosen in an election by
- A. viva voce.
 - B. ballot.
 - C. rising.
 - D. roll call.
40. Generally, if two members rise at about the same time, the chairman should recognize the member who
- A. is an officer of the organization?
 - B. raised a hand and stood up.
 - C. has the most seniority
 - D. rose and addressed the chair first after the floor was yielded.
41. Which type of deliberative assembly below is characterized by having each meeting normally serve as a separate session?
- A. Convention
 - B. Legislative body
 - C. Organized local societies
 - D. Mass meetings
42. The term *rules of order* refers to the
- A. rules of parliamentary procedure.
 - B. agenda.
 - C. adopted bylaws.
 - D. general order of business.
43. After the presiding officer calls a meeting to order, the next order of business is usually
- A. New business.
 - B. Reports of officers.
 - C. Unfinished business.
 - D. Reading and approval of the minutes.

44. Previous notice may be given
- A. only by members of the executive board.
 - B. by charter members.
 - C. by any member present at a meeting.
 - D. by anyone present at a meeting.
45. A committee that is given "full power" to act for an organization can be authorized to
- A. spend money for the society.
 - B. add more members to its membership.
 - C. act for the society in a certain case.
 - D. All of the above
46. In a society that holds regular business meetings on the same day of each week, a question cannot be postponed for longer than a
- A. day.
 - B. week.
 - C. quarter (three months).
 - D. year.
47. The motion to *Lay on the Table* is a motion that can be
- A. debated and amended.
 - B. applied to the motion to *Limit Debate*.
 - C. made when the *Previous Question* has been made.
 - D. applied to a pending amendment.
48. 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.
49. Which statement is false regarding the voting rights of a chairman?
- A. The chair may vote against a motion
 - B. The chair can vote twice, once as a member and again as a presiding officer.
 - C. The chair may vote in favor of a motion
 - D. The chair can abstain when a motion is voted on.
50. The correction and approval of the minutes is normally handled by
- A. a privileged motion.
 - B. unanimous (general) consent.
 - C. the secretary.
 - D. a main motion.