

**PARLIAMENTARY PROCEDURE CONCEPTS**

**~TEAM~**

(550)

**REGIONAL 2022**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_100 Points**

**Test Time: 60 minutes**

**MULTIPLE CHOICE**

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

1. During debate in small board meetings, the chairman
2. must relinquish the chair to speak.
3. can speak without rising or leaving the chair.
4. can make a motion and speak against it.
5. can only speak against motions while presiding.
6. The announcements at each meeting at a convention should immediately precede
7. roll call.
8. the reading and approval of the minutes.
9. the adjournment.
10. new business.
11. If the accused is found guilty at a trial, a motion can be made for expulsion, which requires a minimum affirmative vote of
12. a majority.
13. two-thirds.
14. a majority with notice.
15. three-fourths with notice.
16. When a member disagrees with the ruling of the chair on a Point of Order, a motion should be made to
17. withdraw the decision of the chair.
18. postpone the chair's decision indefinitely.
19. appeal the decision of the chair.
20. call for the chair's previous question.
21. After elections are completed at a mass meeting, the officer who reads the call of the meeting is the
22. president.
23. secretary.
24. vice-president.
25. treasurer.
26. Which one of the following article titles does not belong with the other three?
27. Article I: Name
28. Article II: Object
29. Article III: Members
30. Article IV: Officers' Names
31. The minimum affirmative vote required to adopt the subsidiary motion to Commit or Refer is
32. a majority.
33. two-thirds and previous notice.
34. three-fourths.
35. None of the answers are correct.
36. If 21 votes are cast at a meeting and there are no fractional votes, a minimum majority vote is
37. 10
38. 11
39. 12
40. 13
41. A meeting is not closed by a motion to Adjourn until the chair has
42. taken the negative vote on a motion to adjourn.
43. stated that the meeting "is adjourned."
44. asked for more business after declaring that the meeting "stands adjourned."
45. left the platform where he/she was presiding.
46. In some organizations, instead of using the word "second" to indicate that a motion shall be considered, members use the word(s)
47. "sustain."
48. "subscribe."
49. "submit."
50. "support."
51. The motion to amend the bylaws is a (an)
52. subsidiary motion.
53. privileged motion.
54. incidental motion.
55. main motion.
56. Assume you are chairman and make a decision. Several members immediately speak on the pending motion and then a member appeals the decision you made earlier. What would you do about the appeal?
57. Allow the parliamentarian to decide and announce to the assembly if an appeal can be made.
58. Process the member's appeal.
59. Rule that the appeal is too late.
60. Ask for a second, take a vote on the appeal, and if the minimum affirmative vote is two-thirds, change your decision.
61. A presiding officer can vote to
62. break a tie.
63. make a tie.
64. cause or block the reaching of the necessary two-thirds.
65. All of the answers are correct.
66. Which statement is true regarding the election of officers for a mass meeting?
67. Nominations should never be allowed from the floor.
68. The chairman and secretary should be elected by secret ballot.
69. The name chosen by the sponsors should be placed in nomination first for each office.
70. The treasurer, if desired, should be appointed by the chairman.
71. The place of the president of a state unit who is unable to attend the national convention of an established society is taken by the unit's
72. vice-president.
73. treasurer.
74. secretary.
75. parliamentarian.
76. General orders are taken up immediately after
77. the minutes are read and approved by the assembly.
78. roll call.
79. new business.
80. unfinished business.
81. Which term below is preferred for an amendment to an amendment?
82. Separate amendment
83. Subsidiary amendment
84. Selective amendment
85. Secondary amendment
86. Which one of the following motions does not belong with the other three?
87. Postpone a Pending Motion to a Certain Time
88. Main Motion
89. Commit (or Refer) a pending motion
90. Amend a pending motion
91. Which one of the following does not belong with the other three?
92. Committee of the Whole
93. Mass Meeting
94. Quasi Committee of the Whole
95. Informal Consideration
96. Which statement below is normally false?
97. The chair should correct a breach of the rules immediately.
98. Any two members can appeal a ruling on a Point of Order made by the chair.
99. A member can make a Parliamentary Inquiry if he/she is not certain on whether to make a Point of Order.
100. Points of order should be raised on all trivial irregularities that are very technical.
101. If you wanted to close debate immediately, what form below would be used after obtaining the floor?
102. "I call for the question."
103. "I call the question."
104. "I move we vote now."
105. Any of the answers are correct.
106. The correct motion that should be used to dispose of a motion without a direct vote is
107. to Lay on the Table.
108. to Postpone Indefinitely.
109. the Previous Question.
110. Any of the answers are correct.
111. The minimum affirmative vote needed to adopt the motion to Limit or Extend Limits of Debate when it is made with no question pending is
112. a majority.
113. two-thirds.
114. one-fifth.
115. None of the answers are correct.
116. When nominations for officers are made from the floor, the proper form after a member rises is to say,
117. "I nominate Mr. Smith because . . ."
118. "I nominate Mr. Smith, and I have asked Ms. Jones to second the nomination."
119. "I nominate Mr. Smith for president because all of the other candidates do not have . . ."
120. "I nominate Mr. Smith."
121. The president of a club who is a married woman should be addressed as
122. "Mrs. President."
123. "Madam President."
124. "Ms. President."
125. "Lady President."
126. A main motion is the immediately pending question
127. at all times because it is the most important motion.
128. after an amendment to it has been stated by the chair.
129. immediately after it is seconded.
130. when it is pending with no secondary motion.
131. Which statement below is false regarding a convention?
132. A constitutional convention may last for weeks or months.
133. A convention may be convened to act on a common problem.
134. When a convention of a state society concludes and then convenes a year later, it is a new assembly.
135. A convention of an organized state society may not last more than one week.
136. Which statement below is false regarding an order of the day?
137. Special orders are normally taken up after new business.
138. General orders are considered after disposing of unfinished business.
139. Orders of the day include general orders and special orders.
140. Special orders have precedence over general orders.
141. Which statement below is false regarding the motion to Lay on the Table?
142. By adopting the motion, a majority can stop the consideration of the question at once.
143. The motion may be used to avoid dealing with a motion.
144. The motion may be adopted without debate.
145. The motion is out of order if the intent is to kill a motion.
146. Committee motions require a second if the committee consists of
147. one person.
148. two persons.
149. three persons.
150. over three persons.
151. Certain questions may be brought up by means of the lowest-ranking privileged motion,
152. to Raise a Question of Privilege.
153. to Call for the Previous Question.
154. to Call for the Orders of the Day.
155. to Commit.
156. The "managers" at a trial
157. act as prosecutors.
158. must be nonmembers of the society.
159. present the evidence against the accused.
160. All of the answers are correct.
161. Which one of the following motions does not belong with the other three?
162. Call for the Orders of the Day
163. Take from the Table
164. Rescind
165. Amend Something Previously Adopted
166. When a session lasts several days, the minutes are usually read
167. each day at the beginning of the first meeting.
168. at the end of the last meeting each day.
169. when requested by the assembly at any time.
170. immediately after the secretary has them completed each day.
171. A blank can be filled with
172. names.
173. amounts of money.
174. places, dates, and numbers.
175. All of the answers are correct.
176. When a vacancy occurs in a committee that was selected by the president, vacancies are filled by the
177. president.
178. chairman of the committee.
179. vice-president.
180. assembly by secret ballot.
181. If the presiding officer's vote created a tie on an Appeal, the chair's decision is
182. sustained.
183. reversed.
184. automatically voted on again by secret ballot.
185. decided by the other officers in executive session.
186. A motion such as "I move we vote now," should be handled the same way as a motion
187. to Reconsider.
188. for the Previous Question.
189. for an Appeal.
190. to Call for the Orders of the Day.
191. Which form below is not correct for the motion to Commit or Refer?
192. "I move that the motion be referred to the Membership Committee."
193. "I move that the assembly now resolve itself into a committee of the whole to consider the motion."
194. "I move that the motion be considered informally."
195. "I move to commit or refer."
196. Which amount below should be considered first in filling a blank related to spending money?
197. 125,000
198. 145,000
199. 149,000
200. 151,000
201. Assume a main motion is pending "that we play volleyball tonight." A member then moves "that we postpone the motion to play volleyball until tomorrow." What would you do as chairman?
202. Ask for a second and process the postponement.
203. Ask the member who made the main motion to change the time of the volleyball game.
204. Rule the motion out of order.
205. None of the answers are correct.
206. Assume three debatable motions are pending. If a motion "to limit debate to two minutes per member" is adopted, which motion(s) will be affected?
207. All the pending motions
208. The two motions with the highest precedence
209. The immediately pending motion
210. None of the motions, because the specific motion affected must be named
211. Which two motions below are not allowed in committees?
212. Main Motions and the subsidiary motion to Amend
213. The subsidiary motions to Limit or Extend Limits of Debate and Previous Question
214. The incidental motions to call a Point of Order and a Division of the Assembly
215. None of the answers are correct.
216. The form to use in making the motion to Discharge a Special Committee is
217. MEMBER:-(After obtaining the floor) "I move that the committee to which was referred the motion related to…be discharged."
218. MEMBER:-(Rising, and without obtaining the floor) "I move that we discharge the special committee studying . . . "
219. MEMBER:-(From his/her seat and without obtaining the floor) "Discharge, discharge the committee!"
220. MEMBER:-(Rising, and without obtaining the floor) "I move that the special committee be discharged."
221. If you were chairman, after a member makes a Point of Order, you should immediately ask
222. the assembly for a second.
223. the member to "state your point."
224. the assembly for debate.
225. None of the answers are correct.
226. When a special committee is designated to execute an order of the assembly, it should include only members who
227. equally approve and are not in favor of the action to be carried out.
228. approve that the motion be carried out.
229. are neither in favor or approve of the action.
230. None of the answers are correct.
231. What should you do as chairman if your mass meeting was attended by several people who were not invited?
232. Ask them to leave.
233. Allow the assembly to determine if they should be allowed to remain.
234. Allow them to remain but do not recognize them.
235. Direct the sergeant-at-arms to seat them away from those who were invited.
236. Assume a member proposes a motion "to collect $10 from each member and give the money to the local high school." After a second, another member moves to divide the motion into two parts: "To collect $10 from each member," and "give the money to the local high school." What would you do if you were chairman?
237. Rule the motion out of order because the second half cannot stand alone.
238. Ask for a second for the motion to divide the motion.
239. Take a vote of the assembly to determine if the motion to divide is allowed.
240. Put the motion "to collect $10 from each member," and then declare the motion to "give the money to the local high school" lost because it is not correctly stated.
241. The incidental motion to immediately change an adopted convention agenda is never
242. debatable.
243. amendable.
244. in order when another member has the floor.
245. All of the answers are correct.
246. Which form below should be used to grant permission to Read Papers?
247. MEMBER:-"I move that the member be allowed to read his statement."
248. MEMBER:-"I move that the member be permitted to read her statement."
249. MEMBER:-"I move that I be allowed to read a statement."
250. Any of the answers are correct.