

DO NOT WRITE ON TEST



**PARLIAMENTARY
PROCEDURE CONCEPTS**

~OPEN EVENT~

(592)

REGIONAL 2023

TOTAL POINTS _____ **100 Points**

Test Time: 60 minutes

Directions: Identify the letter of the choice that *best* completes the statement or answers the question.

1. A session of an assembly _____.
 - A. is usually devoted to a single order of business
 - B. consists of at least three meetings
 - C. always has a specific number of minutes allotted each meeting
 - D. can be ended by a motion to recess
2. The incidental motion for Division of a Question _____.
 - A. must be seconded
 - B. is debatable
 - C. requires a minimum affirmative two-thirds vote to be adopted
 - D. can be reconsidered
3. A member must make a Point of Order _____.
 - A. immediately after debate concludes if it is called on a Main Motion
 - B. immediately after another member makes a Parliamentary Inquiry
 - C. as soon as the breach occurs
 - D. only after the parliamentarian notifies the assembly that a breach of order has occurred
4. Which one of the following motions does not belong with the other three?
 - A. The unqualified motion to Adjourn
 - B. Recess when business is pending
 - C. Lay on the Table
 - D. The privileged motion to Raise a Question of Privilege
5. Legislative bodies such as a state legislature usually consist of _____.
 - A. representatives who have paid for the position and have not been chosen by the electorate
 - B. two "houses" and its sessions may continue for months
 - C. members who cannot be legally required to attend its meetings
 - D. representatives who are chosen for an indefinite term of office
6. The order of business of a convention is designated as the _____.
 - A. general or special order
 - B. itinerary or the plan
 - C. journal or the outline
 - D. agenda or the program
7. Generally, the bylaws of an organization include all of the following except _____.
 - A. the principle characteristics of the organization
 - B. the names of the officers of the organization
 - C. how the organization functions
 - D. the rules that the organization believes are important

8. The minutes of a meeting should be signed by the _____.
 - A. secretary
 - B. treasurer
 - C. secretary and parliamentarian if there are points of order
 - D. vice president
9. A member who indicated in debate that he/she would make a different motion on the same subject as the motion that was voted down is _____.
 - A. never entitled to any preference in recognition
 - B. entitled to preference in recognition
 - C. allowed to make the new motion without obtaining the floor
 - D. permitted to debate the new motion in length before proposing it
10. In both houses of the Congress of the United States, the quorum is _____.
 - A. a percentage of the members that is determined by the chairman after roll call
 - B. two-thirds of the members attending
 - C. 25% of the members who vote on the first new business put to the assembly
 - D. a majority of the members
11. The only motion whose introduction brings business before an assembly is a _____.
 - A. Main Motion
 - B. Point of Information
 - C. Parliamentary Inquiry
 - D. Previous Question
12. When a Division of the Assembly is made by a member of the assembly, which vote does the chair take first?
 - A. Affirmative
 - B. Negative
 - C. Abstentions
 - D. None of the other answers are correct.
13. If an agenda or program has been adopted by the assembly, it cannot be changed except by a _____.
 - A. majority affirmative vote
 - B. unanimous consent vote
 - C. two-thirds affirmative, a unanimous consent vote, or a vote of a majority of the entire membership
 - D. minimum majority affirmative vote and previous notice
14. The rules changing general limits of debate for a pending question can be accomplished by adopting a motion _____.
 - A. to Limit Debate
 - B. to Extend Limits of Debate
 - C. for the Previous Question
 - D. All of the other answers are correct.

15. Assume the hour fixed for a general order has been reached. This order can only be taken up when no _____.
A. motion for reconsideration interferes
B. special order interferes
C. other business is pending
D. All of the other answers are correct.
16. Which term below is preferred for an amendment to a main motion?
A. Privileged amendment
B. Primary amendment
C. Preferential amendment
D. Predominant amendment
17. Standing committees are generally required to report at _____.
A. each regular meeting
B. the immediate demand of the assembly
C. least once a year at the annual meeting
D. the call of the secretary of the society only at ad hoc committee meetings
18. To call for the orders of the day, a member should rise, address the chair, and without being recognized, say, _____.
A. "Order, Order! I rise to call for the orders of the day"
B. "Mr. President, I call for the orders of the day"
C. "Mr. President, the orders of the day need to be called"
D. "Mr. President, I move that the assembly call for the orders this day"
19. When a motion is adopted for a Division of a Question, it means that _____.
A. a standing vote must be taken after the initial voice vote
B. the pending motion can be divided into separate parts for action
C. members can divide questions asked of other members into three or more parts
D. the pending motion is divided to consider one part at the present meeting and the other part at the next regular meeting
20. Who has the right to participate at a mass meeting?
A. only the members listed on the charter who are members of an active standing committee
B. all of the members who have paid dues
C. only the elected officers and the parliamentarian
D. everyone who attends that supports the purpose of the meeting
21. When the subsidiary motion to Amend is applied to itself, the result is an "amendment to an amendment," or a _____.
A. separate amendment
B. special amendment
C. secondary amendment
D. subsidiary amendment

22. The "Treasurer's report" for a regular meeting should contain _____.
A. dates of each receipt
B. dates of each disbursement
C. a balance on hand
D. the reason for each purchase
23. If there is debate on a motion to reconsider an amendment to a pending main motion, _____.
A. only the reasons for reconsideration may be debated
B. debate may go into the value of the main motion
C. the merits of the amendment may be debated
D. All of the other answers are correct.
24. Motions in the second, third, and fourth classes are all called _____.
A. "secondary motions"
B. "incidental main motions"
C. "original main motions"
D. "motions that bring a question again before the assembly"
25. The subsidiary motion to Amend _____.
A. must be seconded
B. is in order when another member has the floor
C. can always be debated by the member who made the amendment
D. None of the other answers are correct.
26. Because resolutions are long and complicated, they should be put into writing before being presented and given to _____.
A. only the officers at an executive meeting
B. the secretary for his/her approval two weeks before proposed
C. the chair after being offered to the assembly
D. None of the other answers are correct.
27. A motion to amend the bylaws _____.
A. is not amendable
B. does not require a second
C. cannot be reconsidered if it is an affirmative vote
D. may interrupt another member who has the floor
28. The privileged motion to Fix the Time to Which to Adjourn is amendable as to the _____.
A. date
B. hour
C. place
D. All of the other answers are correct.

29. In an organized society, a nominating committee should be elected by _____.
A. the current president, vice-president, and secretary
B. the organization or executive board
C. the members who wish to be nominated
D. nonmembers
30. Which statement below is true regarding reading pages?
A. Any member can read papers without permission of the assembly.
B. Short, pertinent, printed extracts may never be read in debate.
C. When any paper is laid before the assembly for action, it can be read once.
D. All of the other answers are correct.
31. Which statement below is false regarding a motion for a Division of the Assembly?
A. The chair can take a rising vote without permission from the assembly.
B. No subsidiary motion can be applied to it.
C. Debate is allowed if the vote is to be counted and entered in the minutes.
D. The chair can order that a vote be counted.
32. Usually the decision of the chair in assigning the floor can be appealed by two members except in a(n) _____.
A. convention
B. mass meeting
C. ad hoc committee meeting
D. special meeting
33. If a member withdraws his/her second to a modified motion, it is unnecessary for another second because the _____.
A. other member who suggested the changes has essentially seconded it
B. chairman technically seconds it by stating the question
C. original second remains because it cannot be withdrawn
D. member who made the original motion has the option of demanding a second
34. Which word below refers to the first step by which a motion is brought before an assembly?
A. Move
B. Make
C. Offer
D. All of the other answers are correct.
35. Which motion below is in order in Committee of the Whole?
A. Adjourn
B. Fix the Time to Which to Adjourn
C. Appeal from the Decision of the Chair
D. Call for Orders of the Day

36. The privileged motion to Adjourn can be applied to the motion to _____.
A. Postpone Indefinitely
B. Lay on the Table
C. Postpone to a Certain Time
D. None of the other answers are correct.
37. The presiding officer does not leave the chair when debating a(n) _____.
A. Main Motion
B. Appeal
C. Amendment
D. motion to Postpone Indefinitely
38. The presiding officer never uses the gavel to _____.
A. drown out a disorderly member
B. call a meeting to order
C. adjourn the meeting
D. signal a recess
39. Members may not explain why they voted in the affirmative or negative _____.
A. because it would consume too much time
B. because it would be the same as debating
C. except if they make the motion being voted on
D. unless the vote is taken by voice
40. What would you do if a controversial motion was not seconded after it was stated by the chair?
A. Raise a Point of Order
B. Appeal the motion
C. Ask the chair to Reconsider the motion
D. Raise a Question of personal privilege
41. Assume you are presiding over a convention and the time has arrived for a prescheduled adjournment. What should you do?
A. Immediately ask for a motion to adjourn from any member of the assembly.
B. Announce the fact and declare the meeting adjourned.
C. Ignore it until a member of the assembly demands adjournment.
D. Take an immediate vote on the motion to adjourn.
42. When a member proposes to postpone business that is not pending it is a(n)
A. Incidental main motion
B. Subsidiary motion
C. Incidental motion
D. Privileged motion

43. Which statement below is false regarding a trial by a society?
- A. Witnesses are not sworn.
 - B. The society has the right to let anyone know the reason why an expelled member has been found guilty.
 - C. The consideration of all resolutions leading up to a trial should take place when nonmembers are not present.
 - D. The society can disclose the fact that the accused is no longer a member if expelled.
44. When the chair takes a vote a second time by a Division for verification, debate cannot continue again except by _____.
A. unanimous consent
B. a two-thirds affirmative vote
C. a majority affirmative vote
D. a 51% affirmative vote
45. Which statement below is true regarding voting by ballot?
- A. Motions may be made to disclose a member's ballot vote.
 - B. The minimum affirmative vote to order a vote by ballot is two-thirds.
 - C. A vote related to proposed charges after a trial of a member should be done by ballot.
 - D. It is in order for the president to cast a ballot for the assembly.
46. If you were presiding and noticed that a quorum was no longer present while a member was debating, what would you do?
- A. Immediately declare the member out of order and adjourn the meeting.
 - B. Stop the member's debate and announce that there will be a recess to try to obtain a quorum.
 - C. Allow the member to continue speaking.
 - D. None of the other answers are correct.
47. Voting by ballot is usually followed in _____.
A. the election of officers
B. admission to membership
C. any vote related to charges after a member's trial
D. All of the other answers are correct.
48. After a member speaks twice on a question when it is considered informally, he/she can speak again _____.
A. two more times on the same question even if it is considered again on another day
B. as many times as desired on the same question
C. only if special permission is granted by the parliamentarian
D. a total of two times on the same question on the same day

49. Which statement below is true regarding the minutes of a large committee meeting?
- A. Minutes must be as detailed as the minutes of a regular meeting.
 - B. A record of the committee proceedings do not need to be taken.
 - C. A brief memorandum for committee use is desired.
 - D. Detailed minutes are taken and approved at the same meeting before the committee adjourns.
50. If you wanted to make sure a question will be considered at the next meeting and that it will not be crowded out by other business, which motion below would you make?
- A. "I move that the question be postponed immediately to the next meeting."
 - B. "I move that the question be postponed indefinitely and be made a general order."
 - C. "I move that the question be postponed and considered at the next meeting."
 - D. "I move that the question be postponed to the next meeting and be made a special order."