

DO NOT WRITE ON TEST



**PARLIAMENTARY
PROCEDURE CONCEPTS**

~TEAM~

(550)

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. Debate on the motion to Commit should relate only to the _____.
 - A. pros and cons of referring
 - B. choice of personnel of the committee
 - C. nature of its instructions
 - D. All of the answers are correct
2. Which statement below is true regarding secondary motions?
 - A. A secondary motion can be made while a main motion is pending.
 - B. Secondary motions generally are not seconded before being stated by the chair.
 - C. When a secondary motion is placed before the assembly, it does not become the pending question.
 - D. When a secondary motion is immediately pending, the main motion is not pending.
3. When can a motion to Reconsider a vote be made and taken up during a committee meeting?
 - A. At any time after the vote is taken
 - B. Only on the same day the vote to be reconsidered was taken
 - C. Only on the day after the vote to be reconsidered was taken
 - D. None of the answers are correct.
4. A demand of a member to retake a vote by rising is called Division of the _____.
 - A. Assembly
 - B. Members
 - C. House
 - D. Group
5. When an assembly acts favorably on a committee report, it is usually best to use the word(s) _____.
 - A. adopt
 - B. agree to
 - C. accept
 - D. endorse
6. Which motion below must be pending if a member wants to make a motion to Postpone Indefinitely?
 - A. Main Motion
 - B. Primary Amendment
 - C. Commit (or Refer)
 - D. Recess

7. A parliamentarian for an organization should be appointed by the _____.
 - A. officers
 - B. president
 - C. assembly
 - D. None of the answers are correct
8. If reconsideration takes place on a different day in which the vote to be reconsidered was taken, _____.
 - A. debate ceases for all members in the reconsideration of a question
 - B. only the members who voted on the prevailing side may debate the question that is being reconsidered
 - C. every member may debate twice in the reconsideration of a question
 - D. members who voted on the losing side may not debate
9. A chairman and secretary of a mass meeting are elected by the assembly _____.
 - A. at the second meeting
 - B. after the first meeting is called to order
 - C. after recommendations from the Nominating Committee
 - D. when the chairman pro tem grants permission to the elected vice-president to begin the process
10. A Point of Order _____.
 - A. is in order when another member has the floor
 - B. can interrupt a member presenting a special committee report
 - C. can interrupt a person debating a main motion
 - D. All of the answers are correct
11. The privileged motion to Fix the Time to Which to Adjourn yields to a _____.
 - A. Point of Order
 - B. Second Degree Amendment
 - C. Recess
 - D. All of the answers are correct
12. After a member rises to a Point of Order and states his/her point, the chairman immediately _____.
 - A. states if the member is "right" or "wrong"
 - B. takes a ballot vote to determine how to rule
 - C. rules whether the "point of order is (is not) well taken," and then states the reason
 - D. reprimands the member who made the parliamentary error
13. A motion to take a roll call vote on a pending motion _____.
 - A. takes precedence over the motion being voted on
 - B. can be moved after the question on another motion has been stated
 - C. does not have a higher rank than the motion being voted on
 - D. does not yield to privileged motions

14. All of the following expressions can be used to put off action on a pending motion except _____.
A. Postpone
B. Defer
C. Postpone Definitely
D. Postpone to a Certain Time
15. In a convention lasting several days, it is recommended that registration begin _____.
A. a month prior to the announcement of the convention opening date
B. one or two days before the convention begins
C. the same day the convention opens
D. None of the answers are correct
16. When different suggestions are proposed regarding the methods of nominating and they are treated as filling blanks, which method below would be voted on first?
A. From the floor (open nominations)
B. By a committee
C. By ballot
D. By the chair
17. Which statement below is false regarding a mass meeting?
A. Mass meetings are normally run according to common parliamentary law.
B. Standing rules may be adopted at a mass meeting.
C. If no qualification was placed in the call of a mass meeting, anyone who attends has the same rights.
D. The people who attend may change the original purpose of the mass meeting.
18. When the secretary signs the minutes, the words Respectfully Submitted should _____.
A. always be used
B. only be used if the president signs them
C. not be included
D. only be used for the minutes of the annual meeting and ad hoc committee meetings
19. When a Main Motion is taken up again on a different day after it has been Postponed to a Certain Time, each member can speak on the Main Motion _____.
A. one more time
B. twice again
C. as many times as they wish
D. only if permission is granted by the maker of the Main Motion
20. When the privileged motion to Adjourn is pending, members may _____.
A. give notice of a motion that will be made at the next meeting
B. make a primary amendment to the privileged motion to Adjourn
C. debate the reasons for the adjournment
D. request a standing vote when a vote is taken on the privileged motion to Adjourn because it requires a two-thirds vote for adoption

21. A member can make a point of order to notify the assembly that a quorum is absent _____.
A. provided that the member does not interrupt a person who is speaking
B. if the secretary is in agreement
C. after the parliamentarian gives permission
D. only if one other member has also determined the absence of a quorum
22. If an amendment to the privileged motion to Fix the Time to Which to Adjourn is made and immediately seconded, what would your next step be as chairman?
A. Take a vote on the amendment.
B. Ask for debate on the amendment.
C. Notify the assembly that the motion cannot be amended.
D. Declare that the amendment will be voted on after the motion to Fix the Time to Which to Adjourn is adopted.
23. The Program Committee of a convention prepares and submits the proposed schedule of _____.
A. special events
B. proceedings
C. meetings
D. All of the answers are correct
24. The incidental motion to immediately change an adopted convention agenda is never _____.
A. debatable
B. amendable
C. in order when another member has the floor
D. All of the answers are correct
25. Assume you are the chairman at a regular meeting and a member calls out, "I move to adjourn" without obtaining the floor. What would you do?
A. Declare the motion out of order.
B. Ignore the motion.
C. Process the motion by unanimous consent.
D. Declare that the meeting "stands adjourned."