**DO NOT WRITE ON TEST**



**PARLIAMENTARY PROCEDURE CONCEPTS**

**~TEAM~**

(550)

**REGIONAL 2024**

Multiple Choice (25 @ 4 points each)\_\_\_\_\_\_\_\_\_\_\_\_\_ (100 points)

**Test Time: 60 minutes**

**Multiple Choice Questions**

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

1. When a member has been assigned the floor, it is out of order for another member to call out \_\_\_\_\_\_\_
2. "Question, Question!"
3. "I move to adjourn!"
4. "Table the motion!"
5. All of the answers are correct.
6. Which one of the following motions does not belong with the other three?
7. Postpone Indefinitely
8. Postpone a Pending Question to a Certain Time
9. Limit or Extend Limits of Debate on a pending motion
10. To Fix the Time to Which to Adjourn while a motion is pending
11. If a meeting is restricted to members only, which officer checks credentials as people arrive at a meeting?
12. Doorkeeper
13. Curator
14. Sergeant-at-arms
15. Vice-president
16. The rule that requires previous notice of a proposed amendment to the bylaws \_\_\_\_\_\_\_.
17. can be suspended by unanimous consent
18. can be suspended by a unanimous vote
19. cannot be suspended
20. cannot be suspended by members, but officers can meet in executive session and suspend the rule
21. General Orders are usually taken up under the heading of \_\_\_\_\_\_\_.
22. Reports of Officers and General Orders
23. Reports of Special Committees and General Orders
24. Reading and Approval of the Minutes and General Orders
25. Unfinished Business and General Orders
26. If an organization's officers are members of the assembly, \_\_\_\_\_\_\_.
27. they represent a quorum regardless of the number of other members in attendance
28. they can determine the percentage of members that represents a quorum
29. they are counted in deciding if a quorum is present
30. and they are necessary to make a quorum, they may leave and it does not effect the quorum count
31. One of the responsibilities of the Credentials Committee is to \_\_\_\_\_\_\_.
32. draft standing rules for a convention
33. plan and submit the proposed schedule of meetings, proceedings, and special events of the convention
34. make arrangements for registration to take place at a convention
35. screen all original main motions
36. In what order are Standing Committees called upon to report at a meeting?
37. Alphabetically by the title of the committee
38. By the date each report was submitted to the secretary for filing
39. In the order they are listed in the bylaws
40. Randomly, as determined by the secretary
41. Articles of bylaws are commonly designated with \_\_\_\_\_\_\_.
42. Roman numerals
43. Greek numerals
44. Arabic numerals
45. English numerals
46. The usual term used in Robert's Rules of Order Newly Revised that refers to a combination of the bylaws and constitution is \_\_\_\_\_\_\_.
47. Charter
48. Statutes
49. Bylaws
50. Constitution
51. Which rule below normally can be suspended by a majority vote?
52. The standing rule of a local society which lists the time for beginning meetings
53. The order of business
54. Parliamentary procedure rules listed in the parliamentary authority
55. None of the answers are correct.
56. An order limiting or extending limits of debate is exhausted when the \_\_\_\_\_\_\_.
57. questions affected by the order have been referred to a committee
58. meeting ends
59. questions on which it was applied have been all voted on
60. All of the answers are correct.
61. Which statement below is false regarding a committee?
62. A committee may be elected or appointed by an assembly.
63. A committee can be directed to take action on specific matters.
64. A committee is considered as a form of assembly.
65. A committee may consist of one person.
66. Which one of the following motions does not belong with the other three?
67. Objection to the Consideration of a Question
68. Calling a member to a Point of Order
69. Parliamentary Inquiry
70. To Call for the Orders of the Day
71. An executive session should be normally held when considering matters relating to \_\_\_\_\_\_\_.
72. new business
73. the election of new officers for the organization
74. discipline, particularly if a trial is involved
75. whether a motion will be taken from the table
76. The privileged motion to Fix the Time to Which to Adjourn is amendable as to the \_\_\_\_\_\_\_\_.
77. date
78. hour
79. place
80. All of the answers are correct.
81. In an organized society, a nominating committee should be elected by \_\_\_\_\_\_\_.
82. the current president, vice president, and secretary
83. the organization or executive board
84. the members who wish to be nominated
85. nonmembers
86. Which statement below is true regarding reading pages?
87. Any member can read papers without permission of the assembly.
88. Short, pertinent, printed extracts may never be read in debate.
89. When any paper is laid before the assembly for action, it can be read once.
90. All of the answers are correct.
91. Which statement below is false regarding a motion for a Division of the Assembly?
92. The chair can take a rising vote without permission from the assembly.
93. No subsidiary motion can be applied to it.
94. Debate is allowed if the vote is to be counted and entered in the minutes.
95. The chair can order that a vote be counted.
96. Usually the decision of the chair in assigning the floor can be appealed by two members except in a (an) \_\_\_\_\_\_\_.
97. convention
98. mass meeting
99. ad hoc committee meeting
100. special meeting
101. A member of a very large assembly who believes a vote must be counted should \_\_\_\_\_\_\_
102. call out without rising, "I demand a count!"
103. ask the members to raise their hands for a count after recognition from the chair.
104. move that the vote be counted.
105. Any of the answers are correct.
106. If the maker of the motion to Reconsider fails to state which side he/she voted on when the vote was by unanimous consent, the chair should \_\_\_\_\_\_\_.
107. ignore the motion to Reconsider and not process it
108. ask if the member was present at the time
109. rule the member out of order, since the motion to Reconsider cannot be applied to a motion adopted by unanimous consent
110. take another voice vote on the motion to Reconsider
111. The committee selected to draft bylaws for an incorporated society should \_\_\_\_\_\_\_.
112. consult a professional parliamentarian
113. confer with an attorney
114. prepare copies of the proposed bylaws for the second organizational meeting
115. All of the answers are correct.
116. Which two motions below are not allowed in committees?
117. Main Motions and the subsidiary motion to Amend
118. The subsidiary motions to Limit or Extend Limits of Debate and Previous Question
119. The incidental motions to call a Point of Order and a Division of the Assembly
120. None of the answers are correct.
121. Assume a speaker's time has expired in debate on a motion, and he/she asks for two more minutes. How would the chair ask the assembly for unanimous consent?
122. "The chair grants the speaker two more minutes since no other member wishes to speak."
123. "Is there any objection to the member's time being extended two minutes?" (Pause for response) "The chair hears no objection, and it is so ordered."
124. "The chair would like the member to have his/her speaking time extended two minutes. We will vote on this request."
125. "All those in favor of unanimous consent to allow two more minutes of debating time, please say 'Aye.'" (Pause for response) "Those opposed, say 'No.'"