

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 _____.
 - A. "Question, Question!"
 - B. "I move to adjourn!"
 - C. "Table the motion!"
 - D. All of the answers are correct.
2. Which one of the following motions does not belong with the other three?
 - A. Postpone Indefinitely
 - B. Postpone a Pending Question to a Certain Time
 - C. Limit or Extend Limits of Debate on a pending motion
 - D. To Fix the Time to Which to Adjourn while a motion is pending
3. If a meeting is restricted to members only, which officer checks credentials as people arrive at a meeting?
 - A. Doorkeeper
 - B. Curator
 - C. Sergeant-at-arms
 - D. Vice-president
4. The rule that requires previous notice of a proposed amendment to the bylaws _____.
 - A. can be suspended by unanimous consent
 - B. can be suspended by a unanimous vote
 - C. cannot be suspended
 - D. cannot be suspended by members, but officers can meet in executive session and suspend the rule
5. General Orders are usually taken up under the heading of _____.
 - A. Reports of Officers and General Orders
 - B. Reports of Special Committees and General Orders
 - C. Reading and Approval of the Minutes and General Orders
 - D. Unfinished Business and General Orders
6. If an organization's officers are members of the assembly, _____.
 - A. they represent a quorum regardless of the number of other members in attendance
 - B. they can determine the percentage of members that represents a quorum
 - C. they are counted in deciding if a quorum is present
 - D. and they are necessary to make a quorum, they may leave and it does not effect the quorum count

7. One of the responsibilities of the Credentials Committee is to _____.
 - A. draft standing rules for a convention
 - B. plan and submit the proposed schedule of meetings, proceedings, and special events of the convention
 - C. make arrangements for registration to take place at a convention
 - D. screen all original main motions
8. In what order are Standing Committees called upon to report at a meeting?
 - A. Alphabetically by the title of the committee
 - B. By the date each report was submitted to the secretary for filing
 - C. In the order they are listed in the bylaws
 - D. Randomly, as determined by the secretary
9. Articles of bylaws are commonly designated with _____.
 - A. Roman numerals
 - B. Greek numerals
 - C. Arabic numerals
 - D. English numerals
10. The usual term used in Robert's Rules of Order Newly Revised that refers to a combination of the bylaws and constitution is _____.
 - A. Charter
 - B. Statutes
 - C. Bylaws
 - D. Constitution
11. Which rule below normally can be suspended by a majority vote?
 - A. The standing rule of a local society which lists the time for beginning meetings
 - B. The order of business
 - C. Parliamentary procedure rules listed in the parliamentary authority
 - D. None of the answers are correct.
12. An order limiting or extending limits of debate is exhausted when the _____.
 - A. questions affected by the order have been referred to a committee
 - B. meeting ends
 - C. questions on which it was applied have been all voted on
 - D. All of the answers are correct.
13. Which statement below is false regarding a committee?
 - A. A committee may be elected or appointed by an assembly.
 - B. A committee can be directed to take action on specific matters.
 - C. A committee is considered as a form of assembly.
 - D. A committee may consist of one person.

14. Which one of the following motions does not belong with the other three?
- A. Objection to the Consideration of a Question
 - B. Calling a member to a Point of Order
 - C. Parliamentary Inquiry
 - D. To Call for the Orders of the Day
15. An executive session should be normally held when considering matters relating to _____.
- A. new business
 - B. the election of new officers for the organization
 - C. discipline, particularly if a trial is involved
 - D. whether a motion will be taken from the table
16. 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 answers are correct.
17. 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
18. 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 answers are correct.
19. 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.
20. Usually the decision of the chair in assigning the floor can be appealed by two members except in a (an) _____.
- A. convention
 - B. mass meeting
 - C. ad hoc committee meeting
 - D. special meeting

21. A member of a very large assembly who believes a vote must be counted should _____.
A. call out without rising, "I demand a count!"
B. ask the members to raise their hands for a count after recognition from the chair.
C. move that the vote be counted.
D. Any of the answers are correct.
22. 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 _____.
A. ignore the motion to Reconsider and not process it
B. ask if the member was present at the time
C. rule the member out of order, since the motion to Reconsider cannot be applied to a motion adopted by unanimous consent
D. take another voice vote on the motion to Reconsider
23. The committee selected to draft bylaws for an incorporated society should _____.
A. consult a professional parliamentarian
B. confer with an attorney
C. prepare copies of the proposed bylaws for the second organizational meeting
D. All of the answers are correct.
24. Which two motions below are not allowed in committees?
A. Main Motions and the subsidiary motion to Amend
B. The subsidiary motions to Limit or Extend Limits of Debate and Previous Question
C. The incidental motions to call a Point of Order and a Division of the Assembly
D. None of the answers are correct.
25. 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?
A. "The chair grants the speaker two more minutes since no other member wishes to speak."
B. "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."
C. "The chair would like the member to have his/her speaking time extended two minutes. We will vote on this request."
D. "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.'"