

**DO NOT WRITE ON TEST**



**Parliamentary Procedure  
Concepts**

**~OPEN EVENT~**

**(592)**

**REGIONAL 2025**

**CONCEPT KNOWLEDGE:**

Multiple Choice (50 @ 2 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. Which motion below is the highest-ranking privileged motion?
  - A. Raise a Question of Privilege
  - B. Fix the Time to Which to Adjourn
  - C. Call for the Orders of the Day
  - D. Recess
2. The announcements at each meeting at a convention should immediately precede \_\_\_\_\_.
  - A. roll call
  - B. the reading and approval of the minutes
  - C. the adjournment
  - D. new business
3. Which phrase below applies both to the presiding officer and to the station in the place where he/she presides?
  - A. "The president"
  - B. "The podium"
  - C. "The moderator"
  - D. "The chair"
4. When a member disagrees with the ruling of the chair on a Point of Order, a motion should be made to \_\_\_\_\_.
  - A. withdraw the decision of the chair
  - B. postpone the chair's decision indefinitely
  - C. appeal the decision of the chair
  - D. call for the chair's previous question
5. An appropriate phrase to use by the presiding officer to call a meeting to order is \_\_\_\_\_.
  - A. "Order, order, the meeting has started!"
  - B. "Order, please."
  - C. "Could I have your attention, please?"
  - D. "The meeting will come to order."
6. Which one of the following article titles does not belong with the other three?
  - A. Article I: Name
  - B. Article II: Object
  - C. Article III: Members
  - D. Article IV: Officers' Names

7. The minimum affirmative vote required to adopt the subsidiary motion to Commit or Refer is \_\_\_\_\_.  
A. a majority  
B. two-thirds and previous notice  
C. three-fourths  
D. None of the answers are correct.
8. If 21 votes are cast at a meeting and there are no fractional votes, a minimum majority vote is \_\_\_\_\_.  
A. 10  
B. 11  
C. 12  
D. 13
9. A meeting is not closed by a motion to Adjourn until the chair has \_\_\_\_\_.  
A. taken the negative vote on a motion to adjourn  
B. stated that the meeting "is adjourned"  
C. asked for more business after declaring that the meeting "stands adjourned"  
D. left the platform where he/she was presiding
10. In some organizations, instead of using the word "second" to indicate that a motion shall be considered, members use the word(s) \_\_\_\_\_.  
A. "sustain"  
B. "subscribe"  
C. "submit"  
D. "support"
11. Which one of the following motions is not a subsidiary motion?  
A. Limit Debate  
B. Point of Order  
C. Postpone Indefinitely  
D. Lay on the Table
12. An amendment to an amendment \_\_\_\_\_.  
A. may be amended with the consent of the maker of the secondary amendment  
B. may not be amended  
C. may never be debated  
D. requires a two-thirds vote to be adopted
13. A presiding officer can vote to \_\_\_\_\_.  
A. break a tie  
B. make a tie  
C. cause or block the reaching of the necessary two-thirds  
D. All of the answers are correct.

14. Business is brought before an assembly by a member making a formal proposal called a(n) \_\_\_\_\_.  
A. agenda  
B. motion  
C. order  
D. memorandum
15. 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 \_\_\_\_\_.  
A. vice-president  
B. treasurer  
C. secretary  
D. parliamentarian
16. General orders are taken up immediately after \_\_\_\_\_.  
A. the minutes are read and approved by the assembly  
B. roll call  
C. new business  
D. unfinished business
17. Which term below is preferred for an amendment to an amendment?  
A. Separate amendment  
B. Subsidiary amendment  
C. Selective amendment  
D. Secondary amendment
18. Which one of the following motions does not belong with the other three?  
A. Postpone a Pending Motion to a Certain Time  
B. Main Motion  
C. Commit (or Refer) a pending motion  
D. Amend a pending motion
19. Which one of the following does not belong with the other three?  
A. Committee of the Whole  
B. Mass Meeting  
C. Quasi Committee of the Whole  
D. Informal Consideration
20. Which statement below is normally false?  
A. The chair should correct a breach of the rules immediately.  
B. Any two members can appeal a ruling on a Point of Order made by the chair.  
C. A member can make a Parliamentary Inquiry if he/she is not certain on whether to make a Point of Order.  
D. Points of order should be raised on all trivial irregularities that are very technical.

21. If you wanted to close debate immediately, what form below would be used after obtaining the floor?
- A. "I call for the question."
  - B. "I call the question."
  - C. "I move we vote now."
  - D. Any of the answers are correct.
22. The correct motion that should be used to dispose of a motion without a direct vote is \_\_\_\_.
- A. to Lay on the Table
  - B. to Postpone Indefinitely
  - C. the Previous Question
  - D. Any of the answers are correct.
23. 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 \_\_\_\_.
- A. a majority
  - B. two-thirds
  - C. one-fifth
  - D. None of the answers are correct.
24. When nominations for officers are made from the floor, the proper form after a member rises is to say, \_\_\_\_.
- A. "I nominate Mr. Smith because . . ."
  - B. "I nominate Mr. Smith, and I have asked Ms. Jones to second the nomination"
  - C. "I nominate Mr. Smith for president because all of the other candidates do not have . . ."
  - D. "I nominate Mr. Smith"
25. The president of a club who is a married woman should be addressed as \_\_\_\_.
- A. "Mrs. President"
  - B. "Madam President"
  - C. "Ms. President"
  - D. "Lady President"
26. A main motion is the immediately pending question \_\_\_\_.
- A. at all times because it is the most important motion
  - B. after an amendment to it has been stated by the chair
  - C. immediately after it is seconded
  - D. when it is pending with no secondary motion

27. If an assembly decides to do what a motion proposes, the motion is carried or \_\_\_\_\_.  
A. adopted  
B. accepted  
C. passed  
D. endorsed
28. Which statement below is false regarding an order of the day?  
A. Special orders are normally taken up after new business.  
B. General orders are considered after disposing of unfinished business.  
C. Orders of the day include general orders and special orders.  
D. Special orders have precedence over general orders.
29. Which statement below is false regarding the motion to Lay on the Table?  
A. By adopting the motion, a majority can stop the consideration of the question at once.  
B. The motion may be used to avoid dealing with a motion.  
C. The motion may be adopted without debate.  
D. The motion is out of order if the intent is to kill a motion.
30. Generally, if two members rise at about the same time, the chairman should recognize the member who \_\_\_\_\_.  
A. is an officer of the organization  
B. raised a hand and stood up  
C. has the most seniority  
D. rose and addressed the chair first after the floor was yielded
31. Certain questions may be brought up by means of the lowest-ranking privileged motion, \_\_\_\_\_.  
A. To Raise a Question of Privilege  
B. To Call for the Previous Question  
C. To Call for the Orders of the Day  
D. To Commit
32. The initial vote on a main motion is usually taken “viva voce,” which means by \_\_\_\_\_.  
A. rising  
B. a show of hands  
C. voice  
D. ballot
33. Which one of the following motions does not belong with the other three?  
A. Call for the Orders of the Day  
B. Take from the Table  
C. Rescind  
D. Amend Something Previously Adopted

34. When a session lasts several days, the minutes are usually read \_\_\_\_\_.  
A. each day at the beginning of the first meeting  
B. at the end of the last meeting each day  
C. when requested by the assembly at any time  
D. immediately after the secretary has them completed each day
35. A blank can be filled with \_\_\_\_\_.  
A. names  
B. amounts of money  
C. places, dates, and numbers  
D. All of the answers are correct.
36. When a vacancy occurs in a committee that was selected by the president, vacancies are filled by the \_\_\_\_\_.  
A. president  
B. chairman of the committee  
C. vice-president  
D. assembly by secret ballot
37. If the presiding officer's vote created a tie on an Appeal, the chair's decision is \_\_\_\_\_.  
A. sustained  
B. reversed  
C. automatically voted on again by secret ballot  
D. decided by the other officers in executive session
38. Which vote on a motion is always taken first by the presiding officer?  
A. Affirmative  
B. Negative  
C. Abstentions  
D. Neutral
39. Which form below is not correct for the motion to Commit or Refer?  
A. "I move that the motion be referred to the Membership Committee."  
B. "I move that the assembly now resolve itself into a committee of the whole to consider the motion."  
C. "I move that the motion be considered informally."  
D. "I move to commit or refer."
40. Which amount below should be considered first in filling a blank related to spending money?  
A. \$12,5000  
B. \$14,5000  
C. \$14,9000  
D. \$15,1000

41. 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?
- A. Ask for a second and process the postponement
  - B. Ask the member who made the main motion to change the time of the volleyball game
  - C. Rule the motion out of order
  - D. None of the answers are correct.
42. 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?
- A. All the pending motions
  - B. The two motions with the highest precedence
  - C. The immediately pending motion
  - D. None of the motions, because the specific motion affected must be named
43. If there is a tie vote on a motion and the chair does not vote, the chair\_\_\_\_\_.
- A. must take another vote
  - B. must vote to break the tie
  - C. declares that the motion is lost
  - D. declares the motion is adopted
44. Which motion listed below has the lowest precedence or rank?
- A. Amend
  - B. Main
  - C. Adjourn
  - D. Commit (or Refer)
45. If you were chairman, after a member makes a Point of Order, you should immediately ask \_\_\_\_\_.
- A. the assembly for a second
  - B. the member to "state your point"
  - C. the assembly for debate
  - D. None of the answers are correct.
46. If you wanted to propose a time limit in the discussion of a main motion, what would you say after obtaining the floor?
- A. "I move to limit debate to twelve more minutes".
  - B. "I move we vote on this motion immediately."
  - C. "I move to limit the previous question."
  - D. "I move to close debate."

47. What should you do as chairman if your mass meeting was attended by several people who were not invited?
- A. Ask them to leave
  - B. Allow the assembly to determine if they should be allowed to remain
  - C. Allow them to remain but do not recognize them
  - D. Direct the sergeant-at-arms to seat them away from those who were invited
48. 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?
- A. Rule the motion out of order because the second half cannot stand alone
  - B. Ask for a second for the motion to divide the motion
  - C. Take a vote of the assembly to determine if the motion to divide is allowed
  - D. 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
49. Which one of the following subsidiary motions should be proposed if you wanted to change the wording of a main motion?
- A. Postpone Indefinitely
  - B. Commit (or Refer)
  - C. Amend
  - D. Previous Question
50. All of the following subsidiary motions can be amended except \_\_\_\_.
- A. Postpone Indefinitely
  - B. Amend
  - C. Postpone to a Certain Time
  - D. Commit (or Refer)