

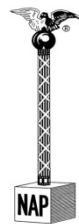
PARLIAMENTARY PROCEDURE CONCEPTS (592)

—OPEN EVENT—

REGIONAL – 2018

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TOTAL POINTS _____ ***(100)***

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Multiple Choice

Identify the choice that best completes the statement or answers the question.

1. The *call* of a meeting is a _____.
 - A. notice of a special meeting
 - B. demand by the presiding officer for the meeting to begin
 - C. written notice of the time and place of the meeting which is sent to all members in advance
 - D. verbal notice of the time and place of the meeting at least one year prior to the date of the meeting
2. An *assembly* is a _____.
 - A. session of an executive board of a larger organization
 - B. special meeting of the members of an organization
 - C. body of people who come together as a group
 - D. series of meetings
3. An assembly of delegates normally chosen for one session is called a _____.
 - A. mass meeting
 - B. board
 - C. convention
 - D. standing committee
4. A corporate charter should be drafted by _____.
 - A. the first officers of an organization
 - B. a special committee
 - C. an attorney
 - D. the Constitution Committee of the organization
5. The term *rules of order* refers to the _____.
 - A. rules of parliamentary procedure
 - B. agenda
 - C. adopted bylaws
 - D. general order of business
6. Special rules of order _____.
 - A. should be adopted as part of the bylaws
 - B. cannot be suspended
 - C. should be adopted separately from the bylaws
 - D. should be voted on by the officers before being proposed to the organization
7. The *minimum affirmative* vote to adopt a standing rule at any business meeting is a _____.
 - A. two-thirds with previous notice
 - B. two-thirds without previous notice
 - C. a majority without previous notice
 - D. a majority and mandatory previous notice

8. The president or chief officer of an organized society who normally presides at its meetings is addressed as _____.
A. "Mr. or Madam Vice President"
B. "Mr. or Madam President"
C. "Mr. or Madam Presiding Officer"
D. "Mr. or Madam President pro tem" or "Mr. or Madam Chairperson"
9. When a member "has the floor", this means that _____.
A. anyone else in the assembly may speak from their seat
B. a main motion need not be seconded
C. another member may also stand and make a motion
D. recognition has been received from the chair
10. Main motions should start with the words _____.
A. "I move that ..."
B. "I so move ..."
C. "I wish to move ..."
D. "I motion that ..."
11. The formal parliamentary name given to any form of discussion of the merits of a motion is called _____.
A. a discussion
B. an argument
C. a debate
D. speaking
12. Calling a meeting to order is _____.
A. always completed after the minutes are read
B. the first item of business
C. not part of the order of business
D. always done by the vice-president
13. After a main motion has been made, another member, without obtaining the floor and who wishes the motion to be considered, says _____.
A. "I second the motion"
B. "I second it"
C. "Second"
D. Any of the above
14. Which one of the following statements is *true*?
A. A main motion must always be in writing when it comes from an ad hoc committee.
B. A motion should never be in writing.
C. The chair can require that a main motion be in writing.
D. The secretary can demand that a main motion should always be in writing.

15. How long can a member speak each time on a pending motion unless permission is given by the assembly or it is outlined differently in the bylaws?
- A. Two minutes
 - B. Five minutes
 - C. Ten minutes
 - D. None of the above
16. A debatable motion is placed on the floor and is opened for debate after the _____.
A. member who seconded the motion speaks for it
B. motion has been stated by the chair
C. member makes the motion
D. motion has been seconded
17. A chairman may take an affirmative vote by saying _____.
A. "All those in favor say aye"
B. "All in favor, say aye"
C. "Those in favor of the motion, say aye"
D. Any of the above
18. The term *unanimous consent* is also called _____.
A. consensus by silence
B. assembly consent
C. general consent
D. quorum consent
19. What would you do as chairman of an assembly of about one hundred members if you couldn't determine the result of an uncounted rising vote?
A. Ask for a vote by a show of hands.
B. Take a vote by ballot.
C. Take a vote by having each member stand and announce his or her vote.
D. Take a counted, rising vote.
20. If a member wishes a voice vote to be retaken as a rising vote, he/she may call out, without obtaining the floor, _____.
A. "I doubt the result of the vote"
B. "Division"
C. "I call for a division"
D. Any of the above
21. One feature of main motions is that they _____.
A. can be made when other main motions are pending
B. rank the highest in the order of precedence of motions
C. are classified as one of the secondary motion
D. bring business before the assembly

22. 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*
23. One characteristic of subsidiary motions is that they are _____.
A. always applied to another motion after they are voted on
B. the highest ranking of all motions
C. applied to any main motion
D. only applied to a main motion after it has been amended
24. Motions that do *not* relate to the pending business, but are so important that they may interrupt anything else are called _____.
A. main motions
B. privileged motions
C. subsidiary motions
D. incidental motions
25. A subsidiary motion to *Lay on the Table* takes precedence over _____.
A. the motion to *Fix the Time to Which to Adjourn*
B. all privileged motions
C. all subsidiary motions
D. the motion to adjourn
26. Which one of the following motions is an *incidental motion*?
A. *Recess*
B. *Extend Debate*
C. *Appeal*
D. *Postpone to a Certain Time*
27. The term *meeting* means _____.
A. a single official gathering of the members of an organization
B. all of the sessions of a convention
C. a quarterly gathering of members of an organization
D. an official assembly of only the officers of an organization
28. A society's meeting being held on September 21 cannot complete all its business. A member makes a motion to adjourn until October 21, and it is adopted. The new meeting date would be considered a (an) _____.
A. regular meeting
B. special meeting
C. adjourned meeting
D. called meeting

29. How many standard characteristics are used to describe motions?
- A. 4
 - B. 8
 - C. 12
 - D. 16
30. Which one of the following statements is *false* regarding the motion to *Postpone to a Certain Time*?
- A. It has the same effect as the motion to *Postpone Indefinitely*.
 - B. It allows action on a pending motion to be put off.
 - C. It can be moved regardless of how much debate there has been on the motion it proposed to postpone.
 - D. It is debatable and requires a majority vote to be adopted.
31. The term *adjournment sine die* refers to the close of a session of several meetings _____.
A. to meet later in committees
B. and that it is the final adjournment of the assembly
C. so that the officers can meet in executive session
D. and that it is an adjourned meeting
32. An *original main motion* is a main motion that _____.
A. amends another motion
B. introduces a substantive question as a new subject
C. is related to the business of the assembly or its past or future action
D. allows the maker of the motion to serve as chairman if it is referred to a committee
33. One form of amending is to *Insert*. This means that a word to be inserted is always placed _____.
A. between other words
B. at the end of the motion
C. at the beginning of the motion
D. after the first word
34. Which motion below would you use at a meeting to stop debate immediately and vote on a pending question?
A. *Question of Privilege*
B. *Division of the Question*
C. *Previous Question*
D. *Reconsider the Question*
35. A resolution should *always* be submitted _____.
A. with "Whereas" clauses
B. by a committee
C. in writing
D. by general consent

36. A *special meeting* is convened to consider items specified in the _____.
A. call of the meeting
B. bylaws
C. standing rules
D. announcement made at the previous meeting
37. Main motions are *not* in order which _____.
A. conflict with national laws
B. conflict with or present the same question as one which has been temporarily but not finally disposed of
C. propose action outside the scope of the organization's bylaws or charter unless authorized by a two-thirds vote
D. All of the above
38. Rejection of the subsidiary motion to *Amend* leaves the pending motion _____.
A. rejected also
B. worded as it was before the amendment was made
C. closed for additional debate
D. postponed to the next regular meeting
39. After debate seems to have ended on a main motion, the chairman makes sure that no one else wishes to speak by asking _____.
A. "Are there any questions?"
B. "Are you ready for the question?" or "Is there any further debate?"
C. "Are there any questions that members wish to ask the maker of the motion?"
D. the maker of the motion for permission to take a voice vote.
40. Previous notice can be _____.
A. given orally if necessary at a meeting when a motion is pending
B. given orally when another member has the floor but has not begun to speak
C. sent by mail
D. All of the above
41. The motion to *Postpone Indefinitely* can _____.
A. be laid on the table
B. go to the committee with the main motion
C. be moved only when the main motion is pending
D. be applied to all subsidiary motions
42. The primary purpose of using the subsidiary motion to *Amend* is to _____.
A. eliminate the main purpose of the main motion
B. modify the wording of a pending motion
C. lengthen the debate time on the main motion
D. call for an immediate vote on the original main motion

43. An amendment to a primary amendment is called a _____.
A. secondary motion
B. secondary amendment
C. third degree amendment
D. first degree amendment
44. In amending a motion by *striking out* separate words, the best method is to make a motion to strike out _____.
A. the separate words
B. one word and then immediately make another motion to strike out the other word
C. the entire clause containing the separated words and insert a new clause
D. the entire motion and substitute a new motion
45. The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak _____.
A. three times on each topic
B. only two times, but as long as they wish
C. on motions even after they are adopted
D. as many times as they wish
46. A special committee appointed *with power* means that the committee _____.
A. must report to the assembly before acting
B. can act for the society in all cases that are similar
C. can act for the society in specific cases
D. must meet until all committee members agree on a solution to their assigned task
47. The subsidiary motion to *Limit Debate* can be _____.
A. postponed to a certain time
B. applied to a series of undebatable motions
C. laid on the table
D. applied to any immediately pending debatable motion
48. The motion to *Postpone to a Certain Time* _____.
A. always includes a clock time
B. if adopted, makes the item postponed a special order
C. when a subsidiary motion, is debatable, amendable and may be reconsidered
D. is identical to *Lay on the Table* except for terminology
49. Which statement below is *true* regarding the subsidiary motion to move the *Previous Question*?
A. A second is not needed.
B. The chairman must call on members for and against this motion when it is debated.
C. It does not prevent the making of privileged or incidental motions.
D. It is in order when another member has the floor.

50. The motion to *Lay on the Table* enables an assembly to lay a pending question aside _____.
A. temporarily when something else of immediate urgency has arisen
B. to consider any motion decided upon by the chairman
C. so that the assembly may conduct a standing vote
D. so that it can be brought up as a general order at the next meeting