PARLIAMENTARY PROCEDURE

CONCEPTS

(592)

—OPEN EVENT—

REGIONAL – 2019

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*Workplace Skills Assessment Program* competition.

**MULTIPLE CHOICE**

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

1. Which of the following would *not* be classified as a principal type of *deliberative assembly?*
2. Legislative body
3. Convention
4. Board
5. Committee
6. What is the legal document that gives the name and object of a society and also other information as required by law?
7. Parliamentary authority
8. Constitution
9. Bylaws
10. Corporate Charter
11. The minimum size of a governing board for an organization is
    1. 4.
    2. 8.
    3. 12.
    4. None or the above. Boards have no minimum size and are usually smaller than assemblies.
12. Members of a ***deliberative assembly***
13. must debate all motions.
14. may vote only if their dues are paid.
15. have the right to make motions, participate in debate, and vote.
16. can stop debate on any motion by yelling out "Question!"
17. A standing rule remains in effect until
18. rescinded or amended.
19. the end of the meeting.
20. the member who proposed the rule withdraws it.
21. the parliamentarian decides it has no value for the organization.
22. During a regular meeting, the presiding officer refers to himself/herself as
23. “I.”
24. “your presiding officer.”
25. “the chair.”
26. “the president.”
27. Except for the corporate charter in an incorporated society, the highest body of rules are the
28. bylaws.
29. standing rules.
30. laws of the federal government.
31. parliamentary authority of the society.
32. The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is
33. a majority of those present.
34. two-thirds without previous notice.
35. a majority of the entire membership with notice.
36. two-thirds with previous notice or a vote of a majority of the entire membership.
37. In the standard order of business, the reports of officers are presented
38. only as time allows.
39. immediately before new business.
40. immediately after approval of the minutes.
41. just before the program begins.
42. A member addressing the chair to claim the floor when the names of the members are *not* known should
43. raise his/her hand.
44. state his/her name and appropriate identifying information.
45. wait until the presiding officer asks his/her name.
46. wait until the secretary notifies the presiding officer of his/her name before speaking.
47. Which one of the following subsidiary motions is *debatable*?
48. *Lay on the Table*
49. *Postpone to a Certain Time*
50. *Previous Question*
51. *Limit or Extend Limits of Debate*
52. Which one of the following motions is *not* debatable but is amendable?
53. *Lay on the Table*
54. *Commit or Refer*
55. *Postpone Indefinitely*
56. *Limit or Extend Limits of Debate*
57. Unless the motion to ***Limit or Extend Limits of Debate***is adopted by unanimous consent, the chair puts it to a vote by
58. rising.
59. a ballot.
60. raising of hands.
61. voice.
62. If a motion for the ***Previous Question***fails to gain the necessary votes,
63. debate is stopped on it.
64. the motion to which it was applied is lost.
65. debate continues on the pending motionas if this motion had not been made.
66. members may not ask the maker of the motion questions directly for the duration of the meeting.
67. Business is brought before an assembly by a member making a formal proposal called a/(n)
68. agenda.
69. motion.
70. order.
71. memorandum.
72. The member who proposes a main motion has the right to speak in debate
73. first.
74. first and last.
75. three different times.
76. last.
77. What is the proper order of steps in considering a *main motion?*
78. Members debate, the chair puts the question, and the chairannounces the voting results.
79. The chair puts the question, members debate, and the chair announces the results of the voting.
80. The chair puts the question, the chair announces the results of the voting, and members debate.
81. Members debate, the chair announces the voting results, and the chair puts the question.
82. Motions proposed in small boards or committees
83. Must be seconded.
84. may be seconded by the maker of the motion.
85. need not be seconded.
86. must be seconded by the presiding officer.
87. Unless there is a rule to the contrary, a member may speak
88. once during the same day.
89. twice during the same day.
90. three times on the same motion on the same day.
91. twice on the same motion on the same day.
92. The statement by the chair, “Are you ready for the question?” means the
93. assembly may not debate the pending question.
94. assembly must decide if it is ready to ask questions.
95. members may debate the pending question.
96. members may ask the maker of the motionquestions.
97. The basic form of motion by which business is introduced is a(n)
98. main motion.
99. incidental main motion.
100. privileged motion.
101. subsidiary motion.
102. If there is a tie vote on a motion and the chair does not vote, the chair
103. must take another vote.
104. must vote to break the tie.
105. declares that the motion is lost.
106. declares the motion is adopted.
107. If a rising vote is *not* decisive, a counted vote can be ordered by
108. anyone in attendance without a second.
109. the secretary.
110. the chair or the assembly.
111. the parliamentarian.
112. Which vote on a motion is always taken *first* by the presiding officer?
113. Affirmative
114. Negative
115. Abstentions
116. Neutral
117. Which one of the following is *not* an incidental motion?
118. *Point of Order*
119. *Parliamentary Inquiry*
120. *Postpone Indefinitely*
121. *Division of The Assembly*
122. The motion to ***Limit or Extend Limits of Debate***may be used to
123. permit more or longer speeches.
124. limit the length of speeches.
125. allow more speeches per member.
126. All or the above.
127. The *lowest* ranking privileged motion is
128. *Raise a Question of Privilege*
129. *Recess*
130. *Call For the Orders of the Day*
131. *Fix the Time to Which to Adjourn*
132. A committee that is given *“full power”* to act for an organization can be authorized to
133. spend money for the society.
134. add more members to its membership.
135. act for the society in a certain case.
136. All of the above.
137. Incidental motions
138. have an order of precedence within themselves.
139. are all not in order if another member has the floor.
140. usually deal with questions of procedure arising out of another pending motion.
141. are the highest ranking motion in the order of precedence and therefore are adopted without a vote.
142. The subsidiary motion to ***Postpone to a Certain Time***takes precedence over the motion to
143. *Adjourn.*
144. *Limit* *Debate.*
145. *Lay on the Table.*
146. *Amend.*
147. If a member doubts the accuracy of the chair's announcement of a voice vote or a vote bya show of hands, which motion below can be called to obtain a standing vote?
148. *Point of Order*
149. *Division of the Assembly*
150. *Parliamentary Inquiry*
151. *Request for Information*
152. A *parliamentary inquiry* may be used at a meeting to
153. request the chair’s opinion on a matter of parliamentary procedure as it relates to the business at hand.
154. inquire about the facts of the pending business.
155. require that the chairman conduct a counted standing vote.
156. introduce a new parliamentary authority to be considered.
157. The standard descriptive characteristic dealing with the vote on a motion indicates
158. what vote is required for adoption.
159. when the president may vote.
160. when debate is allowed before the voting takes place.
161. the method of voting that must be taken.
162. Bylaws and special rules of order contain
163. the eight steps to process main motions.
164. the provisions that are expected to have stability from session to session.
165. detailed directions for the presiding officer on how to handle disciplinary problems.
166. all the instances when members may appeal the decision of the chair.
167. The motion to *Lay on the Table*
168. can be debated if the chairman allows the maker of the motion to speak first.
169. kills the motion and avoids a direct vote on it.
170. can be amended.
171. sets the pending question aside temporarily and there is no set time for taking up the matter again.
172. All subsidiary motions can be applied to
173. an original main motion.
174. a *point of order.*
175. themselves.
176. third degree amendments.
177. When an amendment to a main motion is adopted, the motion that was amended
178. is also adopted.
179. is voted on immediately.
180. remains pending.
181. is postponed to the next regular meeting or until the adopted amendment is acted on.
182. An *incidental main motion*
183. can be made only with the permission of the assembly.
184. is in order if an original main motion is the immediate pending question.
185. proposes an action that is defined under parliamentary law and described by a particular parliamentary term.
186. is the same as a main motion, except it only can be proposed when an incidental motion is pending.
187. A meeting that is in continuation of the immediately preceding regular or special meeting is a(n)
188. *regular meeting.*
189. *special meeting.*
190. *adjourned meeting.*
191. *annual meeting.*
192. Another name for a *“special meeting”* is a
193. “regular meeting.”
194. “stated meeting.”
195. “session.”
196. “called meeting.”
197. After a main motion has been made and before the question has been stated by the chair,
198. any member can rise and informally suggest changes to the maker of the motion.
199. the chairman can insist on changes and implement them without a vote.
200. changes are not allowed because the motion is the property of the assembly.
201. any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly.
202. *Previous notice* may be given
203. only by members of the executive board.
204. by charter members.
205. by any member present at a meeting.
206. by anyone present at a meeting.
207. The motion to *Ratify* is a motion to
208. delay action.
209. reconsider previous action.
210. repeal previous action.
211. confirm.
212. Which motion below would you propose if you wanted to kill a pending main motion and avoid a vote on it for the rest of a meeting?
213. *Postpone Indefinitely*
214. *Postpone to* a *Certain Time*
215. *Rescind*
216. *Reconsider*
217. The motion to *Postpone Indefinitely* can be reconsidered when it has received a(n)
218. plurality vote.
219. negative vote.
220. affirmative vote.
221. tie vote.
222. If you were chairman, what would you do after the motion for the *Previous Question* was adopted on a primary amendment?
223. Declare that the amendment is adopted.
224. Vote on the motion that the amendment was applied to.
225. Call for a vote on the amendment.
226. Ask for more debate on the amendment.
227. A substitute motion offered for a main motion is a(n)
228. third degree amendment.
229. incidental motion.
230. primary amendment.
231. incidental main motion.
232. The motion to *Refer to a* *Committee* can be applied to
233. *Points of Order.*
234. *Main Motions.*
235. *All Secondary Motions.*
236. *Privileged Motions.*
237. In organizations that hold regular business sessions as often as quarterly, a question laid on the table remains there until taken from the table or until the end of the
238. executive session.
239. next regular session.
240. next special meeting.
241. current session.
242. In an assembly that meets as often as quarterly, a question
243. can be postponed beyond the end of the next session.
244. cannot be postponed beyond the end of the next session.
245. cannot be postponed beyond the end of the present session.
246. cannot be postponed at all.