

DO NOT WRITE ON TEST



**PARLIAMENTARY
PROCEDURE CONCEPTS
~OPEN EVENT~
(592)**

REGIONAL 2026

CONCEPT KNOWLEDGE:

Multiple Choice (50 @ 2 points each)

_____ (100 points)

Test Time: 60 minutes

Multiple Choice

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

1. Business is brought before an assembly by a member making a formal proposal called a (an) _____.
 - A. agenda
 - B. motion
 - C. order
 - D. memorandum
2. After a motion to Adjourn has been made and seconded when there is no other business, what would the chairman say to the assembly to adjourn by unanimous consent?
 - A. "If there is no objection, the meeting will now adjourn." (Pause for response) "Since there is no objection, the meeting is adjourned."
 - B. "Does a member wish to move to adopt the motion to adjourn by unanimous consent?" (Pause for response, and after the motion is made, seconded and voted on by the assembly) "The 'ayes' have it, and the motion to adjourn is adopted by unanimous consent."
 - C. "The chair moves that the meeting adjourn by unanimous consent." (Pause for objection) "The meeting is adjourned."
 - D. None of the answers are correct. The chair cannot make the decision to adjourn by unanimous consent.
3. Members of a deliberative assembly _____.
 - A. must debate all motions
 - B. may vote only if their dues are paid
 - C. have the right to make motions, participate in debate, and vote
 - D. can stop debate on any motion by yelling out "Question!"
4. When can a motion to Reconsider a vote be made and taken up during a committee meeting?
 - A. At any time after the vote is taken
 - B. Only on the same day the vote to be reconsidered was taken
 - C. Only on the day after the vote to be reconsidered was taken
 - D. None of the answers are correct.
5. When a member is not the first to rise and address the chair, and still is assigned the floor, this member is said to be entitled to _____.
 - A. "preference in being recognized"
 - B. "a question of personal preference"
 - C. "preference due to previous consideration"
 - D. "precedence in assignment of the floor"
6. Most people will ordinarily have some experience in a deliberative assembly such as a _____.
 - A. mass meeting
 - B. local branch of an organized permanent society
 - C. convention
 - D. board of directors or a school board

7. 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 answers are correct.
8. 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
9. Which motion listed below has the lowest precedence or rank?
 - A. Amend
 - B. Main
 - C. Adjourn
 - D. Commit (or Refer)
10. 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
11. During debate in small board meetings, the chairman _____.
 - A. must relinquish the chair to speak
 - B. can speak without rising or leaving the chair
 - C. can make a motion and speak against it
 - D. can only speak against motions while presiding
12. Assume you are the chairman, and a member rises and addresses you without being recognized and says, "I rise to a question of personal privilege." What would you do?
 - A. Call the member out of order
 - B. Ask for a second
 - C. Put the question to the assembly
 - D. Direct the member to state his/her question of privilege
13. Which motion below can be used to require the chairman's ruling to be submitted to a vote of the assembly?
 - A. Repeal
 - B. Appeal
 - C. Reconsider
 - D. Annul

14. A demand of a member to retake a vote by rising is called Division of the _____.
A. Assembly
B. Members
C. House
D. Group
15. When the privileged motion to Adjourn is pending, members may _____.
A. give notice of a motion that will be made at the next meeting
B. make a primary amendment to the privileged motion to Adjourn
C. debate the reasons for the adjournment
D. request a standing vote when a vote is taken on the privileged motion to Adjourn because it requires a two-thirds vote for adoption
16. Before members can make a motion or debate, they must rise and address the chair and _____.
A. then must be recognized by the chair
B. ask the chair if they may speak
C. then speak in favor of the proposed motion
D. ask the assembly for recognition and then speak
17. A mass meeting _____.
A. is the most complicated form of a deliberative assembly
B. always consists of one meeting
C. does not need a large attendance to function
D. has the same objectives as a convention
18. Article VIII: Parliamentary Authority in the bylaws refers to _____.
A. naming a person to serve as a parliamentary authority for the Society
B. listing a committee of members who will confer when decisions need to be made regarding parliamentary practices
C. an outline of the duties of the Society's parliamentarian
D. naming a specific manual of parliamentary practice to govern the Society
19. When a presiding officer appoints a committee at a regular meeting, the chairman is usually the committee member named _____.
A. first
B. second
C. next to the last
D. last
20. Which one of the following is a rule that members should obey during debate?
A. Address all remarks through the chairman
B. Use members' names for clarity
C. Speak against your own motions
D. Attack members' motives

21. Which one of the following officer titles does not belong with the other three?
- A. Curator
 - B. Sergeant-at-arms
 - C. Warden
 - D. Warrant Officer
22. The minimum affirmative vote necessary to adopt an amendment, even if the motion to be amended requires a two-thirds vote to be adopted, is ____.
- A. a tie
 - B. a majority
 - C. two-thirds
 - D. more than one-fifth
23. All of the following expressions can be used to put off action on a pending motion except ____.
- A. Postpone
 - B. Defer
 - C. Postpone Definitely
 - D. Postpone to a Certain Time
24. During debate of a motion, members may not disturb the assembly by ____.
- A. whispering
 - B. walking across the floor
 - C. laughing
 - D. All of the answers are correct.
25. The word majority means ____.
- A. "exactly half"
 - B. "less than half"
 - C. "more than half"
 - D. 51%
26. When a member of the assembly makes a motion to implement the recommendations of a report rather than the person presenting the report, the motion ____.
- A. need not be seconded
 - B. must be seconded by the person who made the report
 - C. should be seconded
 - D. must be seconded by two different members of the assembly
27. The form to use in making the motion to Discharge a Special Committee is ____.
- A. MEMBER:-(After obtaining the floor) "I move that the committee to which was referred the motion related to...be discharged"
 - B. MEMBER:-(Rising, and without obtaining the floor) "I move that we discharge the special committee studying . . ."
 - C. MEMBER:-(From his/her seat and without obtaining the floor) "Discharge, discharge the committee!"
 - D. MEMBER:-(Rising, and without obtaining the floor) "I move that the special committee be discharged"

28. If the existing bylaws of an organization require a minimum three-fourths affirmative vote to amend, a revision of the bylaws would require a minimum affirmative vote of _____.
A. two-thirds
B. a majority
C. three-fourths
D. a majority with previous notice
29. Generally, an officer's term begins _____.
A. thirty days after the meeting at which the election took place
B. as soon as the officer is elected
C. the next January after the officer is elected
D. after an executive session with the other officers to determine duties
30. A Point of Order normally _____.
A. is adopted by a two-thirds voice vote after previous notice
B. can be adopted by a majority vote without a second
C. is not voted on unless the chair is in doubt or the chair's ruling is appealed
D. must be explained to the assembly and ruled upon by the parliamentarian
31. Which officer below is responsible to write a narrative account of the society's activities?
A. Historian
B. Trustee
C. Librarian
D. Director
32. The minimum affirmative vote needed to reopen nominations after they are closed is _____.
A. a majority
B. two-thirds
C. a majority and previous notice
D. two-thirds and previous notice
33. All of the following are typical examples of standing committees listed in bylaws except a _____.
A. program committee
B. finance committee
C. committee that was formed at a regular meeting to recommend a location for a picnic
D. membership committee
34. Which term below is preferred for an amendment to an amendment?
A. Separate amendment
B. Subsidiary amendment
C. Selective amendment
D. Secondary amendment

35. Which one of the following motions is a subsidiary motion?
- A. Adjourn
 - B. Amend
 - C. Appeal
 - D. Consider by Paragraph
36. Who chooses the committee chairman if the committee is not named by the chair?
- A. The committee
 - B. The vice-president
 - C. The officers in executive session
 - D. The assembly that elected the committee members
37. The motion to amend the bylaws is a(n) ____.
- A. subsidiary motion
 - B. privileged motion
 - C. incidental motion
 - D. main motion
38. When the chair takes a vote a second time by a Division for verification, debate cannot continue again except by ____.
- A. unanimous consent
 - B. a two-thirds affirmative vote
 - C. a majority affirmative vote
 - D. a 51% affirmative vote
39. If business that has been postponed to a meeting is not disposed of before adjournment, it generally ____.
- A. can be brought up again only at a special meeting
 - B. is considered as part of unfinished business at the next regular meeting
 - C. is laid on the table
 - D. suspends all action on related motions
40. Which motion below cannot be renewed after there has been material progress in business or debate?
- A. Take From the Table
 - B. Commit
 - C. Call for the Orders of the Day
 - D. Main Motion
41. A chairman and secretary of a mass meeting are elected by the assembly ____.
- A. at the second meeting
 - B. after the first meeting is called to order
 - C. after recommendations from the Nominating Committee
 - D. when the chairman pro tem grants permission to the elected vice-president to begin the process

42. Assume you are the presiding officer, and a member rises and addresses you when the privileged motion to Adjourn is immediately pending. What action would you take?
- A. Immediately call the member out of order
 - B. Allow the member to speak on the privileged motion to Adjourn
 - C. Ask, "For what purpose does the member rise?"
 - D. Conduct a vote of the assembly to determine if the member should be recognized
43. Motions in the second, third, and fourth classes are all called ____.
- A. "secondary motions"
 - B. "incidental main motions"
 - C. "original main motions"
 - D. "motions that bring a question again before the assembly"
44. Which statement below is false regarding a quorum?
- A. Depending on the organization, the number of members constituting a quorum may vary.
 - B. In most church organizations that have no dues or a registration of members, a quorum consists of those attending.
 - C. A quorum refers to the actual number of members voting on a motion.
 - D. A quorum is often specified as a percentage of the membership.
45. Which officer would the chair consult if in doubt on how to rule on a point of order?
- A. Vice-president
 - B. Parliamentarian
 - C. Treasurer
 - D. Secretary
46. The only motion whose introduction brings business before an assembly is a ____.
- A. Main Motion
 - B. Point of Information
 - C. Parliamentary Inquiry
 - D. Previous Question
47. 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
48. One way an order of the day can be taken up before the time for which it is set is by ____.
- A. a decision and an announcement from the chair
 - B. a member rising to a point of order immediately after a quorum is determined
 - C. the assembly suspending the rules by a two-thirds vote
 - D. the secretary demanding that the order be immediately considered

49. 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"
50. 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.