

2019 BRIGHTON FFA CHAPTER PARLIAMENTARY PROCEDURE FINAL TEST

Directions:

1. You want to cancel a motion that was adopted at a previous meeting. What could you do?
 - A. Propose a second degree amendment to rescind it.
 - B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
 - C. Obtain the floor and say, "I move to rescind the motion related to . . . adopted at the meeting last month."
 - D. Make a motion to have a special committee investigate it.
2. Assume a few members constantly called out "Division!" on all voice votes even though the outcome was obviously unanimous. What would you do as chairman?
 - A. Conduct the rising vote.
 - B. Tell the members to stop disrupting the assembly.
 - C. Either not recognize the members or rule the request out of order.
 - D. Have the assembly vote on whether they wish the division.
3. The minutes do not become the official record of a society's proceedings until they are:
 - A. sent to members of the society.
 - B. signed by the president.
 - C. approved by the society.
 - D. amended for changes.
4. Which motion below is used to make a pending question an order of the day for a future time?
 - A. Lay on the Table
 - B. Amend
 - C. Reconsider
 - D. Postpone Definitely
5. The maker of a motion can vote against it but is not allowed to
 - A. speak in opposition to it.
 - B. amend it.
 - C. propose a motion to adjourn when the motion is pending.
 - D. refer the motion to a committee.
6. In an election, John received 50 votes, Mary received 49 votes, and Jane received 48 votes. Which person received a plurality?
 - A. John
 - B. Mary
 - C. Jane
 - D. None of the above
7. The election of officers should take place:
 - A. early in a meeting.
 - B. under new business.
 - C. at the end of the meeting.
 - D. during an executive session.

8. If neither the president or vice-president is present, the meeting should be called to order by the:

- A. secretary.
- B. parliamentarian.
- C. officer with the most seniority.
- D. sergeant-at-arms.

9. Corrections to minutes may:

- A. never be made after being accepted by the assembly.
- B. be made only immediately after they are read to the assembly.
- C. be made by the assembly at any time a mistake is discovered.
- D. be made only if approved by the organization's officers.

10. When counting a rising vote, the:

- A. Affirmative is always counted first.
- B. Chair should always make the count without assistance.
- C. Negative is always counted first.
- D. Chair must report the abstentions when announcing the final results. ____

11. The presiding officer of a large assembly should be chosen chiefly on his or her:

- A. Congeniality.
- B. Loyalty to the organization.
- C. Ability to preside.
- D. Experience serving as vice-president. ____

12. When an individual is conferred an honorary office or membership in an organization, it:

- A. Is an honor that confers all the rights of a regular member.
- B. Must be renewed each year.
- C. Is perpetual unless rescinded or qualified by the bylaws.
- D. Means that the member may make and vote on motions.

13. In organizations that meet monthly or more often, a board is:

- A. Given all the power.
- B. Required to act for the society in all cases.
- C. Not given so much power.
- D. Required to meet before the monthly meeting. ____

14. A vacancy occurring in a committee is filled by the:

- A. Committee itself.
- B. Appointing power (usually the chairman).
- C. Society.
- D. Board of directors. ____

15. Which of the following is suitable for small meetings of an ordinary society?

- A. Committee of the whole
- B. Quasi committee of the whole
- C. Informal consideration
- D. None of the answers are correct

16. Which one of the following types of meetings would not occur in an organized society?
- A. Special meeting
 - B. Regular meeting
 - C. Annual meeting
 - D. Mass meeting _____
17. If the bylaws contain no provision for amending them, they can be amended by a:
- A. Majority vote of the members present at any meeting.
 - B. Special committee of the officers of the society.
 - C. $\frac{2}{3}$ vote after notice at any business meeting.
 - D. $\frac{2}{3}$ vote at any special meeting. _____
18. The extreme penalty that an organization can impose on a member is a (an)
- A. Reprimand.
 - B. Fine.
 - C. Suspension.
 - D. Expulsion.
19. Which motion below would you make if an original main motion is proposed that is strongly undesirable?
- A. Division of the Question
 - B. Objection to the Consideration of a Question
 - C. Objection to the Previous Question
 - D. Appeal the Question
20. An example of a legal method of voting other than a voice vote is by
- A. Ballot.
 - B. Roll call.
 - C. Conducting a standing vote.
 - D. All of the above
21. Why should the chair ask a member if he or she will yield to a question when another member rises to a request for information?
- A. The time consumed in answering the question will be taken out of the member's allowed time.
 - B. There may be several questions asked.
 - C. There will be a direct debate with the member who will ask the question.
 - D. The question must be answered to the satisfaction of the assembly.
22. When a standing committee is discharged from considering a matter, it
- A. Continues its existence.
 - B. Is discharged.
 - C. Becomes a special committee.
 - D. Chooses a new chairman to facilitate the business.
23. Motions that seek to obstruct or thwart the will of the assembly are called
- A. Incidental motions.
 - B. Secondary motions.
 - C. Dilatory motions.
 - D. Privileged motions.
24. A club which meets monthly adjourned in January while a motion was still pending. At the February meeting, the motion that was left pending at the end of the January meeting became

- A. An item of new business.
- B. An item of unfinished business.
- C. The first item of business to be open for debate.
- D. A special order.

25. Which statement below is true regarding debate?

- A. A member is entitled to debate two consecutive times.
- B. The chair should recognize members who have the same opinion as often as possible.
- C. The chair should alternate between those favoring and those opposing a measure.
- D. The member who made a pending motion can speak on the question as many times as desired.

26. In order to participate in debating a motion, the presiding officer should

- A. Follow the same rules as members while speaking from the chair.
- B. Ask permission from the assembly first.
- C. Suggest that a member of the assembly make a motion to "allow the presiding officer to participate in debate."
- D. Turn over the chair to the vice president.

27. The method of voting by rising is usually used to verify an inconclusive voice vote and

- A. On the initial vote of a main motion in a large assembly.
- B. On motions requiring a two-thirds vote for adoption.
- C. On all motions that require a majority vote for adoption.
- D. In small assemblies in the place of a show of hands.

28. Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?

- A. Suggest that the member should call for a Division.
- B. Ignore the appeal.
- C. Take another voice vote.
- D. Take a vote on the appeal.

29. The motion to call for a Division of the Assembly

- A. does not require a second.
- B. is debatable.
- C. requires a vote.
- D. is amendable.

30. If you were chairman, and a member offered an amendment to a pending motion and the maker of the motion "accepted" it, what would you do?

- A. Accept the amendment and ask for a second.
- B. Tell the member that the amendment is accepted and will be included as part of the adopted main motion.
- C. Notify the assembly that the amendment has to be put in the form of a motion before it can be considered.
- D. None of the above.

31. Which rule below is false regarding the motion to Reconsider as it relates to special and standing committees?

- A. There is no limit to the number of times a question can be reconsidered.
- B. The motion to Reconsider can be made by a member who did not vote.
- C. The motion to Reconsider can be made by a member who was absent.
- D. It always requires a majority to adopt the motion to Reconsider.

32. Which motion below can be renewed after there has been material progress in debate or business?

- A. Main Motion
- B. Adjourn

- C. Postpone Indefinitely
- D. Reconsider

33 The chair should announce the heading of Unfinished Business and General Orders

- A. to determine if they will be amended.
- B. only if the minutes show that there is some.
- C. after a request from a member to put them on the floor.
- D. after all new business has been processed.

34. Which motion below is not always debatable?

- A. Postpone Indefinitely
- B. Amend
- C. Commit (or Refer)
- D. Postpone to a Certain Time

35. Which one of the following results could result in a main motion to be adopted if the presiding officer decided to vote in the affirmative?

- A. 18 in favor and 22 opposed
- B. 19 in favor and 20 opposed
- C. 20 in favor and 20 opposed
- D. 21 in favor and 22 opposed

36. When there is only one candidate for the office of president and vice president in a viva voce election, and the bylaws do not require a ballot vote, the chairman can

- A. ask the candidate to further explain their credentials to the assembly.
- B. declare that the nominees are elected without a vote.
- C. take another vote by a division of the assembly.
- D. Any of the above

37. How does the chair handle a recess if it is provided for in an adopted agenda?

- A. The chair requests that a member make a motion to have a recess.
- B. The chair appoints a committee to determine the proper procedure for announcing the recess.
- C. The chair declares the recess at the specified time.
- D. A member calls for the order of the day, it is seconded, and the chair conducts a voice vote.

38. MEMBER:-(After obtaining the floor) "I move that when this meeting adjourns, it adjourn to meet at 9 a.m. nextWednesday." The adoption of this motion establishes a (an)

- A postponed meeting.
- B. adjourned meeting.
- C. recessed meeting.
- D. special meeting.

39. When a member wishes to do something at a meeting that he/she cannot do without violating one or more of its regular rules, the assembly can adopt a motion to

- A. appeal the decision of the chairman.
- B. raise a question of privilege.
- C. suspend the rules.
- D. allow the chairman to change the rule without notice.

40. You have made a motion "to have a dance next Saturday." Immediately after it has been seconded and before the chair has stated the motion to the assembly, you realize that the club's picnic is the same day. How could you cancel your motion?

- A. Obtain the floor and say, "I move to amend my motion by withdrawing it."
- B. Rise, and without obtaining the floor say, "I move to suspend the rules allowing my motion."
- C. Rise, and without obtaining the floor say, "I move to withdraw my motion."
- D. Rise, and without obtaining the floor say, "I withdraw the motion."

41. Under which circumstance below might a motion to Postpone Indefinitely be renewed?

- A. If amendments have substantially changed the main motion
- B. If a substitute motion has replaced the main motion
- C. If a motion to refer the matter to a committee has been voted down
- D. None of the above. The motion to postpone indefinitely cannot be renewed in connection with the same main motion during the same session

42. A motion arising out of a report of an officer, board, or committee is taken up

- A. at the next meeting.
- B. immediately after the report is given.
- C. under new business.
- D. under unfinished business.

43. When an interruption occurs, the member who has the floor

- A. loses it permanently.
- B. sits while the interrupting matter is attended to.
- C. stands while the interrupting matter is attended to.
- D. gives permission to the chair to be interrupted.

44. The word majority means:

- A. "exactly half."
- B. "less than half."
- C. "more than half."
- D. 51%.

45. If you were chairman and were not in favor of a main motion that just received a tie vote from the assembly, what would you do?

- A. Vote against the motion and announce that the motion is lost.
- B. Tell the assembly you were not in favor of the motion, but couldn't vote.
- C. Have the other officers decide the outcome.
- D. Announce that the motion is lost.