

# PARLIAMENTARY PROCEDURE MULTIPLE-CHOICE TESTS

PARLIAMENTARY PROCEDURE TESTS DESIGNED FOR PREPARING  
TEAMS FOR COMPETITIVE EVENT EXAMINATIONS

Test questions are taken from *Dunbar's Manual of Parliamentary Procedure Test Questions* (the competitive event test question manual recommended by the FFA, BPA, TSA, and SkillsUSA), which is based on the current edition of *Robert's Rules of Order Newly Revised*

By

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Second Edition—Version 2

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# CONTENTS

**THIS AND THE NEXT PAGE SHOULD BE PRINTED FOR TEACHER REFERENCE**

**COMPUTER SETTINGS:**

Click on "Format" and select the Arial font  
 Click on "File," and then "Page setup"  
 Select Top/bottom margins = .5 inches,  
 Left/right margins = .7 inches, and  
 Header and footer = 0 inches

All of the multiple-choice questions for the tests were taken from  
***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS,***  
 which is a recommended test question reference for the FFA, BPA,  
 SkillsUSA, and TSA parliamentary procedure competitive events.  
 (Web catalog----[www.northwest.net/parli-pro](http://www.northwest.net/parli-pro))

TEST NUMBERS	TOPICS	NUMBER OF QUESTIONS
1-40	Basic parliamentary law and motions (randomly selected from the reference)	Each of the 40 tests has 25 questions
41-45	Basic parliamentary law and motions (taken from the <b>even-numbered</b> questions in the reference)	Each of the 5 tests has 25 questions
46-50	Basic parliamentary law and motions (taken from the <b>odd-numbered</b> questions in the reference)	Each of the 5 tests Has 25 questions
51-65	Motions (randomly selected from the reference)	Each of the 15 tests has 25 questions
66	Minutes	25
67	Main Motions-1	25
68	Main Motions-2	25
69	Postpone Indefinitely	25
70	Amend-1	25
71	Amend-2	25
72	Commit or Refer	25
73	Postpone to a Certain Time (or Definitely)	25
74	Limit or Extend Limits of Debate	25
75	Previous Question	25
76	Lay on the Table	25
77	Call for the Orders of the Day	25
78	Raise a Question of Privilege	25
79	Recess	25
80	Adjourn	25
81	Fix the Time to Which to Adjourn	25
82	Appeal	25
83	Division of the Assembly	25
CONTINUED ON THE NEXT PAGE		

TEST NUMBERS	TOPICS	NUMBER OF QUESTIONS
<b>CONTINUED</b>		
84	Division of a Question	20
85	Objection to the Consideration of a Question	15
86	Parliamentary Inquiry	10
87	Point of Order	25
88	Suspend the Rules	25
89	Withdraw a Motion	10
90	Reconsider	25
91	Rescind	10
92	Take from the Table	20
93	Rules Governing Debate	25
94	Handling a Motion-1	25
95	Handling a Motion-2	25
96	Quorum	25
97	Majority and Two-Thirds Vote	20
98	Committees-1	25
99	Committees-2	25
100	Committees-3	25
101	Assembly and Deliberative Assembly	25
102	Meetings	25

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 1

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **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.
- \_\_\_ 2. **The minimum size of a board is**  
A. 4.  
B. 8.  
C. 12.  
D. None of the above. Boards have no minimum size and are usually smaller than assemblies.
- \_\_\_ 3. **Which of the following is an example of a *standing rule*?**  
A. Naming the organization's parliamentary authority  
B. Defining a quorum for the organization  
C. The maintenance of a guest register  
D. Listing the duties of the chairman of all the Standing Committees
- \_\_\_ 4. **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.
- \_\_\_ 5. **During a regular meeting, the presiding officer refers to himself/herself as**  
A. "I."  
B. "your presiding officer."  
C. "the chair."  
D. "the president."
- \_\_\_ 6. **The seconder of a motion**  
A. should always raise a hand.  
B. should always stand and give his/her name.  
C. must be recognized by the chair.  
D. does not need to obtain the floor.
- \_\_\_ 7. **The correction and approval of the minutes is normally handled by**  
A. a privileged motion.  
B. unanimous (general) consent.  
C. the secretary.  
D. a main motion.
- \_\_\_ 8. **Which motion listed below has the lowest *precedence or rank*?**  
A. *Amend*  
B. *Main*  
C. *Adjourn*  
D. *Commit (or Refer)*

- \_\_\_ 9. **Which statement below is true regarding incidental motions?**
- A. Incidental motions have no rank among themselves.
  - B. All incidental motions yield to the privileged motions.
  - C. When there is a main motion and an amendment pending, a *Point of Order* can only be applied to one of the pending motions.
  - D. None of the above
- \_\_\_ 10. **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.
- \_\_\_ 11. **The motion to *Postpone Indefinitely* is used by**
- A. the chair to place a main motion on the agenda at the next regular meeting.
  - B. member to send a main motion to a standing committee.
  - C. members who wish to change the pending main motion.
  - D. the assembly to show that it does not wish to take a position on the main motion.
- \_\_\_ 12. **The purpose of the motion to *Commit or Refer* is to send a pending question to a committee so that**
- A. it may be delayed.
  - B. they can amend it and take action without permission from the assembly.
  - C. the question may be carefully investigated and put into better condition for the assembly to consider.
  - D. they can *Lay it on the Table* during informal discussions at a committee meeting.
- \_\_\_ 13. **Unless the motion to *Limit or Extend Limits of Debate* is adopted by unanimous consent, the chair puts it to a vote by**
- A. rising.
  - B. a ballot.
  - C. raising of hands.
  - D. voice.
- \_\_\_ 14. **A *Recess* may be taken to**
- A. count ballots.
  - B. secure information.
  - C. allow for informal consultation.
  - D. All of the above
- \_\_\_ 15. **The privileged motion to *Fix the Time to Which to Adjourn***
- A. may be applied to any motion.
  - B. is not debatable
  - C. does not require a second.
  - D. cannot be amended as to the date.
- \_\_\_ 16. **Which motion below would be the most appropriate to be divided?**
- A. "I move we form a recreation committee and give it instructions."
  - B. "I move we go to Disneyland next weekend."
  - C. "I move we buy our secretary a new personal computer and a new laser printer."
  - D. "I move we buy our president a new podium."
- \_\_\_ 17. **The object of the motion to *Take From the Table* is to make pending again a motion that was**
- A. postponed to a certain time at the last meeting.
  - B. postponed indefinitely.
  - C. rescinded.
  - D. laid on the table.

- \_\_\_18. **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.*
- \_\_\_19. **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. *Postpone*
  - D. *Reconsider*
- \_\_\_20. **A society has a total membership of 200 members. A minimum majority vote of the entire membership is**
- A. 100.
  - B. 101.
  - C. 150.
  - D. 167.
- \_\_\_21. **If more than two candidates are nominated for the same office, the**
- A. candidates all remain on the ballot and the voting continues until one receives a majority vote.
  - B. chairman should declare that the candidate who receives the highest number of votes is elected.
  - C. candidate with the lowest number of votes should be dropped.
  - D. candidates should confer in private and mutually decide which one of them should withdraw.
- \_\_\_22. **Any corrections and the approval of the minutes are normally accomplished by**
- A. a two-thirds vote of the assembly.
  - B. the secretary without permission of the assembly.
  - C. unanimous consent of the assembly.
  - D. a directive from the chairman after they are read to the assembly.
- \_\_\_23. **In relatively small standing and special committees, the chairman**
- A. may not make motions.
  - B. may debate motions.
  - C. must rise when putting questions to a vote.
  - D. must enforce the rule that members may only debate twice on motions.
- \_\_\_24. **Which form below would be used to immediately close debate on a main motion?**
- A. "Question, question!"
  - B. "I move the previous question."
  - C. "I move we vote on the main motion."
  - D. None of above
- \_\_\_25. **The motion to *Limit or Extend Limits of Debate* is out of order when there is an immediately pending motion to**
- A. *Adjourn.*
  - B. *Recess.*
  - C. *Lay on the Table.*
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 1

QUESTION NUMBER	ANSWER
1	C
2	D
3	C
4	C
5	C
6	D
7	B
8	B
9	A
10	B
11	D
12	C
13	A
14	D
15	B
16	C
17	D
18	C
19	C
20	B
21	A
22	C
23	B
24	B
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 2

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **An assembly of *delegates* normally chosen for one session is called a**  
A. mass meeting.  
B. board.  
C. convention.  
D. standing committee.
- \_\_\_ 2. **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.
- \_\_\_ 3. **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 motions.  
D. bring business before the assembly.
- \_\_\_ 4. **A meeting that is called to be held at a time different from the regular meeting to consider one or more items, is called a (an)**  
A. adjourned meeting.  
B. executive meeting.  
C. special meeting.  
D. sine die meeting.
- \_\_\_ 5. **The primary purpose of using the subsidiary motion to *Amend* is to**  
A. eliminate the main purpose of the main motion.  
B. alter the original main motion.  
C. lengthen the debate time on the main motion.  
D. call for an immediate vote on the original main motion.
- \_\_\_ 6. **Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?**  
A. Obtain the floor and say, "I move to postpone the main motion to our next regular meeting."  
B. Obtain the floor and say, "I move to postpone the main motion indefinitely to our next regular meeting."  
C. Obtain the floor and say, "I move to table the motion to our next regular meeting."  
D. Obtain the floor and say, "I move to rescind the motion to our next regular meeting."
- \_\_\_ 7. **The privileged motion to *Recess* is a motion that a recess begin**  
A. after the motion on the floor is disposed of.  
B. immediately.  
C. when the member who proposed the pending motion grants permission.  
D. upon a decision of the chair.

- \_\_\_ 8. **An appeal from the decision of the chair is a**
- A. point of order stated in another way.
  - B. disagreement with the ruling of the chair.
  - C. demand to adhere to the agenda.
  - D. disagreement between members of the assembly.
- \_\_\_ 9. **Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?**
- A. *Parliamentary Question of Privilege*
  - B. *Point of Parliamentary Information*
  - C. *Parliamentary Inquiry*
  - D. *Parliamentary Authority Opinion*
- \_\_\_ 10. **Which statement is false regarding the motion to Reconsider?**
- A. It is in order when any other question is pending.
  - B. It yields to nothing.
  - C. The member who seconds the motion to reconsider must have voted on the prevailing side.
  - D. Debate is allowed on the merits of the question whose reconsideration is proposed.
- \_\_\_ 11. **In the standard order of business, new business is considered**
- A. after approval of the minutes.
  - B. before the reports of the officers.
  - C. at the discretion of the president and secretary.
  - D. after unfinished business and general orders.
- \_\_\_ 12. **The word *majority* means**
- A. "exactly half."
  - B. "less than half."
  - C. "more than half."
  - D. 51%.
- \_\_\_ 13. **The official duties of the officers of a society if they are different from those stated in the parliamentary authority, are determined by the society's**
- A. charter.
  - B. parliamentary authority.
  - C. standing rules.
  - D. bylaws.
- \_\_\_ 14. **The president normally acts as chairman for a**
- A. nominating committee.
  - B. committee of the whole.
  - C. quasi committee of the whole.
  - D. committee that does not have a permanent chairman.
- \_\_\_ 15. **Bylaws of a new organization are adopted by a**
- A. plurality vote.
  - B. majority vote.
  - C. unanimous consent.
  - D. two-thirds vote.
- \_\_\_ 16. **A member who wishes to call another member out of order**
- A. must rise, address the chair, and wait to be recognized.
  - B. need not gain recognition from the chair.
  - C. must first wait for the chair to call the member to order.
  - D. must rise for a parliamentary inquiry.

- \_\_\_ 17. Which one of the following motions requires no second and is not debatable or amendable?
- A. *Appeal*
  - B. *Division of the Question*
  - C. *Object to the Consideration of a Question*
  - D. *Suspend the Rules*
- \_\_\_ 18. In order to be adopted, the motion to *Rescind* must receive a
- A. majority vote with previous notice.
  - B. two-thirds vote of the members present and voting.
  - C. a majority vote of the entire membership.
  - D. Any of the above
- \_\_\_ 19. The only time a *main motion* can be made is while
- A. the regular president of the organization is presiding.
  - B. no other motion is pending.
  - C. all the members of the organization are present.
  - D. unfinished business is being considered.
- \_\_\_ 20. If you were chairman and could not decide if an amendment was germane, what would you do?
- A. Tell the assembly the proposed amendment is *Tabled*.
  - B. Refer the decision to the assembly and have them vote to determine if it is germane.
  - C. Ask the maker to withdraw the amendment.
  - D. Ask the secretary to rewrite the amendment.
- \_\_\_ 21. The motion to *Lay on the Table* is out of order when
- A. both a main motion and an amendment are pending.
  - B. another member has the floor.
  - C. a motion has been adopted to extend the limits of debate.
  - D. there is another subsidiary motion pending.
- \_\_\_ 22. The motion to *Take From the Table* can be moved when
- A. a motion is pending.
  - B. the chairman decides it is appropriate.
  - C. a member wishes to postpone a motion to the next regular meeting.
  - D. a motion is not pending.
- \_\_\_ 23. Members can change their votes on motions without permission from anyone in the assembly
- A. anytime.
  - B. up to the time the result is announced.
  - C. until the results of an adjournment vote is announced.
  - D. up to the time the chairman puts the next question.
- \_\_\_ 24. A motion to amend the bylaws should require at least a notice and a
- A. majority vote.
  - B. two-thirds vote.
  - C. three-fourths vote.
  - D. unanimous vote.
- \_\_\_ 25. Which one of the following motions is in order when another member has the floor but must be seconded?
- A. *Raise a Question of Privilege*
  - B. *Appeal*
  - C. *Objection to the Consideration of a Question*
  - D. *Withdraw a Motion*

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 2

QUESTION NUMBER	ANSWER
1	C
2	D
3	D
4	C
5	B
6	A
7	B
8	B
9	C
10	C
11	D
12	C
13	D
14	C
15	B
16	B
17	C
18	D
19	B
20	B
21	B
22	D
23	B
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 3

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 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 mailed or distributed to members.  
D. verbal notice of the time and place of the meeting at least one year prior to the date of the meeting.
- \_\_\_ 2. **The quorum of an assembly is**  
A. two-thirds of the members present at a meeting.  
B. the largest number that can be depended on to attend any meeting.  
C. the number of members who must be present for business to be legally transacted.  
D. the number of members who always vote on motions brought before the assembly.
- \_\_\_ 3. **A proper statement by the chairman after a motion has been made and seconded is**  
A. "It is moved that . . ."  
B. "It is moved and seconded that . . ."  
C. "The motion has been made and seconded that . . ."  
D. "Is there debate on the motion that . . .?"
- \_\_\_ 4. **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.
- \_\_\_ 5. **Another name for a "special meeting" is a**  
A. "regular meeting."  
B. "stated meeting."  
C. "session."  
D. "called meeting."
- \_\_\_ 6. **If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?**  
A. *Point of Order* B. *Limit Debate* C. *Postpone Indefinitely* D. *Adjourn*
- \_\_\_ 7. **Which of the following are examples of binding instructions which may be included in the motion to *Commit*?**  
A. When the committee should report  
B. How the committee should consider the question  
C. If the committee should employ an expert consultant  
D. All of the above
- \_\_\_ 8. **Which one of the following subsidiary motions can be applied to the motion to *Lay on the Table*?**  
A. *Postpone Indefinitely*  
B. *Refer to a Committee*  
C. *Previous Question*  
D. None of the above. No subsidiary motion can be applied to the motion to *Lay on the Table*.

- \_\_\_ 9. **The purpose of the privileged motion to *Fix the Time to Which to Adjourn* is to establish a (an)**
- A. adjourned meeting.
  - B. annual meeting.
  - C. regular meeting.
  - D. special meeting.
- \_\_\_ 10. **Assume a member has proposed a motion "that we send our president and all the other officers to Hawaii." You want to discuss "sending our president to Hawaii" and "sending all the other officers to Hawaii" separately. What could you do?**
- A. Propose an amendment that will divide the question into two, separate parts.
  - B. From your seat, and without obtaining the floor say, "I call for a division."
  - C. Rise to a point of order because there are two different topics pending.
  - D. Obtain the floor and say, "I move to divide the motion so as to consider separately the question of 'sending our president to Hawaii' and 'sending all the other officers to Hawaii.'"
- \_\_\_ 11. **An improper motion is one that conflicts with**
- A. a society's bylaws.
  - B. the Constitution of the United States.
  - C. state or local laws.
  - D. All of the above
- \_\_\_ 12. **Which one of the following has a unique feature of being able to interrupt most business that is pending when the specified time arrives to consider it?**
- A. Rules of order
  - B. General orders
  - C. Business orders
  - D. Special orders
- \_\_\_ 13. **If 40 votes are cast, a majority is**
- A. 20.
  - B. 21.
  - C. 19.
  - D. 18.
- \_\_\_ 14. **When a member allows another member to vote for him or her, it is called**
- A. preferential voting.
  - B. proxy voting.
  - C. roll call voting.
  - D. ballot voting.
- \_\_\_ 15.. **An officer who has served more than**
- A. 10% of a term is considered to have served a full term.
  - B. one fourth of a term is considered to have served a full term.
  - C. half of a term is considered to have served a full term.
  - D. None of the above
- \_\_\_ 16. **When a board is empowered by its bylaws to act for a society between regular meetings, it is called a (an)**
- A. *acting board.*
  - B. *general board.*
  - C. *executive board.*
  - D. *empowered board.*
- \_\_\_ 17. **The formal presentation of the views of committee members who do not agree with the committee report is called a**
- A. "quasi committee account."
  - B. "privileged report."
  - C. "minority report."
  - D. "majority report."

- \_\_\_ 18. **How much of a term does an officer have to serve before it is considered a full term?**  
A. Half  
B. More than half  
C. Three fourths  
D. None of the answers are correct
- \_\_\_ 19. **The extreme penalty that an organization can impose on a member is a (an)**  
A. reprimand.  
B. fine.  
C. suspension.  
D. expulsion.
- \_\_\_ 20. **A motion to *Lay on the Table* takes precedence over**  
A. all subsidiary motions.  
B. the motion to *Take from the Table*.  
C. all privileged motions.  
D. the motion to *Adjourn*.
- \_\_\_ 21. **Which one of the following motions is debatable and amendable?**  
A. *Previous Question*  
B. *Refer to a Committee*  
C. *Suspend the Rules*  
D. *Take From the Table*
- \_\_\_ 22. **Generally, the bylaws of an organization include all of the following except**  
A. the principal characteristics of the organization.  
B. the names of the officers of the organization.  
C. how the organization functions.  
D. the rules that the organization believes are important.
- \_\_\_ 23. **Which motion below can be applied to some subsidiary motions even though it ranks lower?**  
A. *Commit*  
B. *Postpone Indefinitely*  
C. *Amend*  
D. *Main Motion*
- \_\_\_ 24. **The subsidiary motion for the *Previous Question* takes precedence over the**  
A. privileged motion to *Adjourn*.  
B. incidental motion to rise to a *Point of Order*.  
C. motion to *Raise a Question of Privilege*.  
D. subsidiary motion to *Limit or Extend Limits of Debate*.
- \_\_\_ 25. **An example of an *incidental main motion* would be a motion to**  
A. take a recess when no business is pending.  
B. place a special limit on the length of speeches throughout a meeting.  
C. adopt recommendations a committee has proposed.  
D. All of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 3

QUESTION NUMBER	ANSWER
1	C
2	C
3	B
4	C
5	D
6	C
7	D
8	D
9	A
10	D
11	D
12	D
13	B
14	B
15	C
16	C
17	C
18	B
19	D
20	A
21	B
22	B
23	C
24	D
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 4

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **One principal advantage of incorporating a society is that the officers and members**  
A. can deduct expenses from their state income taxes while serving the organization.  
B. can change the bylaws without a vote of the members.  
C. are protected from personal liability under obligations that may be incurred by the organization.  
D. use the facilities of the organization for their personal profit.
- \_\_\_ 2. **In the standard order of business, new business is taken up**  
A. after unfinished business and general orders.  
B. immediately after reports of officers.  
C. at the discretion of the president.  
D. whenever members wish to propose main motions.
- \_\_\_ 3. **Which vote on a motion is always taken first by the presiding officer?**  
A. Affirmative  
B. Negative  
C. Abstentions  
D. Neutral
- \_\_\_ 4. **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.
- \_\_\_ 5. **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.
- \_\_\_ 6. **Which statement below is false regarding *main motions*?**  
A. They bring business before the assembly.  
B. They can be made only while no other motion is pending.  
C. It is preferable to avoid a main motion containing a negative statement.  
D. They may be proposed even if they present the same question that was previously rejected during the same session.
- \_\_\_ 7. **When an amendment to a main motion is adopted, the motion that was amended**  
A. is also adopted.  
B. is voted on immediately.  
C. remains pending.  
D. is postponed to the next regular meeting or until the adopted amendment is acted on.

- \_\_\_ 8. **A committee that is given "full power" to act for an organization can be authorized to**
- A. spend money for the society.
  - B. add more members to its membership.
  - C. act for the society in a certain case.
  - D. All of the above.
- \_\_\_ 9. **If a main motion and a primary amendment are pending, and a motion to lay the main motion on the table is adopted, the amendment itself**
- A. can be brought up by any member as a new motion.
  - B. becomes the immediately pending question.
  - C. dies and is taken up under unfinished business at the next regular meeting.
  - D. adheres to the main motion and goes to the table with it.
- \_\_\_ 10. **The normal grounds for a member to rise to a *Point of Order* are**
- A. to ask the maker of the motion a question.
  - B. uncomfortable conditions in the meeting room.
  - C. a breach of rules.
  - D. to obtain parliamentary information from the parliamentarian.
- \_\_\_ 11. **Which of the following must be ordered after a demand by only one member?**
- A. *Object to Consideration*
  - B. *Division of the Assembly*
  - C. *Withdrawal of a Motion* (during debate)
  - D. *Previous Question*
- \_\_\_ 12. **The motion to *Take From the Table* is in order**
- A. when another member has the floor.
  - B. only when the chair calls for unfinished business.
  - C. when some other business has been transacted.
  - D. when an amendment is pending on the motion.
- \_\_\_ 13. **In order that business can be legally transacted in an assembly, a quorum is necessary. A quorum in an assembly is the number of members entitled to vote who**
- A. are present.
  - B. must vote.
  - C. must be present.
  - D. may be present.
- \_\_\_ 14. **If the chairman makes a mistake and assigns the floor to the wrong person, how can the error be corrected?**
- A. A *Point of Order* can be raised.
  - B. A member can yell out the word "Question!" without rising.
  - C. A *Parliamentary Inquiry* can be raised.
  - D. A *Point of Information* can be demanded.
- \_\_\_ 15. **If sixty votes are cast, a minimum two-thirds vote is**
- A. 30.
  - B. 31.
  - C. 40.
  - D. 41.
- \_\_\_ 16. **Which one of the following is not an acceptable method of nominating?**
- A. Mail
  - B. Ballot
  - C. Telephone
  - D. A committee

- \_\_\_ 17. **The name of the officer who is entrusted with the custody of an organization's funds is the**  
A. secretary.  
B. treasurer.  
C. president.  
D. vice-president.
- \_\_\_ 18. **In an organization where the board is large or its members must travel from a distance to meet, the bylaws can be established to form a “board within a board” or a (an)**  
A. *committee of the whole*.  
B. *standing committee*.  
C. *executive committee*.  
D. *special committee*.
- \_\_\_ 19. **Which of the following is suited for large assemblies?**  
A. *Committee of the whole*  
B. *Quasi committee of the whole*  
C. *Informal consideration*  
D. None of the above
- \_\_\_ 20. **The first draft of a newly organized society’s bylaws are written by a**  
A. lawyer.  
B. secretary pro tem.  
C. committee.  
D. chairman pro tem and secretary pro tem
- \_\_\_ 21. **Nonmembers can be excluded at any time from part or all of a meeting by**  
A. a ruling of the chair in cases of disorder.  
B. an adoption of a rule on the subject.  
C. a question of privilege and a motion to “go into executive session.”  
D. All of the above
- \_\_\_ 22. **If you wanted to amend a pending main motion by placing words at the end of the motion, the proper form would be to say**  
A. “I move to amend by inserting the word . . .”  
B. “I move to amend by substituting . . .”  
C. “I move to amend by adding . . .”  
D. “I move to amend by striking out the . . .”
- \_\_\_ 23. **How would a member make a motion to call for an uncounted rising vote on the verification of a voice vote?**  
A. Yell out “Question!”  
B. “I move for a division of the question.”  
C. “I move that the chairman take a standing vote.”  
D. Yell out “Division!”
- \_\_\_ 24. **All of the four lowest-ranking subsidiary motions are always debatable except the motion to**  
A. *Postpone Indefinitely*.  
B. *Postpone Definitely*.  
C. *amend*.  
D. *Commit*.
- \_\_\_ 25. **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.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 4

QUESTION NUMBER	ANSWER
1	C
2	A
3	A
4	B
5	A
6	D
7	C
8	D
9	D
10	C
11	B
12	C
13	C
14	A
15	C
16	C
17	B
18	C
19	A
20	C
21	D
22	C
23	D
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 5

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The minimum essential officers that must be present to conduct business in a deliberative assembly are a**
- A. presiding officer and the vice-president.
  - B. presiding officer and a treasurer.
  - C. presiding officer and a secretary or clerk.
  - D. secretary and a clerk.
- \_\_\_ 2. **Main motions should start with the words**
- A. "I move that . . ."
  - B. "I so move . . ."
  - C. "I wish to move . . ."
  - D. "I motion that . . ."
- \_\_\_ 3. **Members have the right to change their vote**
- A. anytime.
  - B. up to the time the result is announced.
  - C. if permission is given by the chairman.
  - D. when the minutes are read at the next regular meeting.
- \_\_\_ 4. **A *parliamentary inquiry* may be used at a meeting to**
- A. request the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.
  - B. inquire about the facts of the pending business.
  - C. require that the chairman conduct a counted standing vote.
  - D. introduce a new parliamentary authority to be considered.
- \_\_\_ 5. **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
- \_\_\_ 6. **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.
- \_\_\_ 7. **When a main motion is postponed while a motion to *Amend* is pending, the amendment is**
- A. automatically adopted.
  - B. lost.
  - C. postponed with the main motion.
  - D. tabled also.

- \_\_\_ 8. **One of the rules related to the motion to *Take From the Table* is that it**
- A. must be made by the same member who proposed the tabled motion.
  - B. can be proposed during the interrupting business.
  - C. can be proposed during any pending business.
  - D. requires a majority vote for its adoption.
- \_\_\_ 9. **The privileged motion to *Adjourn* takes precedence over all motions except the motion to**
- A. *Fix the Time to Which to Adjourn.*
  - B. *Recess.*
  - C. *Amend.*
  - D. *Lay on the Table.*
- \_\_\_ 10. **MEMBER:-(After obtaining the floor) "I move that we buy our president a new lectern and a new gavel."**  
**Which motion below would you use in order to make the motion above two separate motions?**
- A. *Second Degree Amendment*
  - B. *Reconsider and Amendment by Separation*
  - C. *Division of the Assembly*
  - D. *Division of the Question*
- \_\_\_ 11. **What happens to a main motion if the motion to *Take it From the Table* is not proposed within the required time limit?**
- A. It is automatically placed under "Unfinished Business."
  - B. A motion to *Reconsider* may be proposed to bring it back.
  - C. It dies.
  - D. It is adopted.
- \_\_\_ 12. **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.
- \_\_\_ 13. **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.
- \_\_\_ 14. **In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least**
- A. 25.
  - B. 26.
  - C. 27.
  - D. 34.
- \_\_\_ 15. **When there is only one candidate for the office of president and vice president in a viva voce election, the chairman can**
- A. take a vote on the nominee for president.
  - B. declare that the nominees are elected without a vote.
  - C. take a vote on the candidate for vice president.
  - D. Any of the above
- \_\_\_ 16. **A governor of a state who is an ex-officio board member of a private hospital**
- A. should not be counted in determining a quorum.
  - B. must always attend meetings.
  - C. may not make motions.
  - D. may not vote.

- \_\_\_ 17. **Members of standing committees generally continue their duties until**
- A. they make a report.
  - B. the committee chairman excuses the committee permanently.
  - C. new officers of the society replace them.
  - D. their recommendations are put into effect.
- \_\_\_ 18. **The first business of a meeting to organize a permanent society is to**
- A. adopt bylaws.
  - B. select a committee to choose the officers.
  - C. nominate a chairman pro tem and then a secretary.
  - D. adopt a resolution to form the society.
- \_\_\_ 19. **If you were chairman and a member's debate was not germane, what would you do?**
- A. Loudly call the member out of order and follow with a reprimand.
  - B. Rap the gavel lightly, point out the fault, and advise the member to stay on the pending topic.
  - C. Ignore it.
  - D. Tell the parliamentarian to call the member out of order and to explain the breach of order.
- \_\_\_ 20. **Which of the following motions is an incidental motion?**
- A. *Refer to a Committee*
  - B. *Division of the Question*
  - C. *Reconsider*
  - D. *Take From the Table*
- \_\_\_ 21. **The form to use to make a motion to *Lay on the Table* is**
- A. "Table, table!"
  - B. "I move that the motion be tabled."
  - C. "I move that the motion be laid on the table."
  - D. "I move to postpone the motion."
- \_\_\_ 22. **Which one of the following motions is in order when another member has the floor (but has not begun speaking) and does not require a second?**
- A. *Point of Order*
  - B. *Parliamentary Inquiry*
  - C. *Objection to the Consideration of a Question*
  - D. *Call for Division of the Assembly*
- \_\_\_ 23. **Only the affirmative vote may be reconsidered on the motion to**
- A. *Recess*.
  - B. *Postpone Indefinitely*.
  - C. *Adjourn*.
  - D. *Amend*.
- \_\_\_ 24. **How many primary amendments and secondary amendments are allowed at a time?**
- A. One primary amendment and one secondary amendment.
  - B. One primary amendment and two secondary amendments.
  - C. Two primary amendments and one secondary amendment.
  - D. Two primary amendments and two secondary amendments.
- \_\_\_ 25. **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.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 5

QUESTION NUMBER	ANSWER
1	C
2	A
3	B
4	A
5	D
6	A
7	C
8	D
9	A
10	D
11	C
12	C
13	A
14	B
15	D
16	A
17	C
18	C
19	B
20	B
21	C
22	C
23	B
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 6

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **If a motion is considered and adopted without having been seconded, it**  
A. is lost.  
B. must be proposed, seconded and voted on again at a future meeting.  
C. is still adopted.  
D. is automatically laid on the table.
- \_\_\_ 2. **The maker of a motion**  
A. must always speak first in debate on the motion.  
B. may assign his/her right to debate to another member without permission of the assembly.  
C. has the right to speak first and last on his or her motion.  
D. has the right to speak first in debate on the motion.
- \_\_\_ 3. **The terms *unanimous consent* are also called**  
A. *consensus by silence*.  
B. *assembly consent*.  
C. *general consent*.  
D. *quorum consent*.
- \_\_\_ 4. **A member may call the chair's attention to a breach of rules by immediately**  
A. calling out "Question!"  
B. rising to a *Point of Information*.  
C. proposing a motion to *Suspend the Rules* that are being violated.  
D. making a *Point of Order*.
- \_\_\_ 5. **The last meeting of a series of mass meetings has adjourned *sine die*. This adjournment**  
A. allows the convention to meet at the call of any two members.  
B. does not allow the convention to meet again even if the bylaws provide for it to hold a special session.  
C. dissolves the assembly.  
D. allows the convention to meet at the call of the chair.
- \_\_\_ 6. **After a main motion has been made and before the question has been stated by the chair,**  
A. any member can rise and informally suggest changes to the maker of the motion.  
B. the chairman can insist on changes and implement them without a vote.  
C. changes are not allowed because the motion is the property of the assembly.  
D. any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly.
- \_\_\_ 7. **To be in order, an amendment must always be**  
A. germane.  
B. made by the member who proposed the motion that the amendment is applied to.  
C. short.  
D. in the form of a question.
- \_\_\_ 8. **An amendment is always out of order that**  
A. is not germane to the question being amended  
B. is frivolous or absurd  
C. strikes out the word "*Resolved*."  
D. All of the above

- \_\_\_ 9. **When a question is taken up on a different day from the one on which it was proposed, each member**
- A. cannot debate if they have already spoken twice.
  - B. can again debate twice.
  - C. can again debate one more time.
  - D. cannot debate unless the maker of the motion grants permission.
- \_\_\_ 10. **When the *Previous Question* is ordered on a series of pending motions, they are voted on in the**
- A. same order in which they were proposed.
  - B. order as determined by the chairman.
  - C. reverse order in which they were made.
  - D. order that the proposer of each motion demands.
- \_\_\_ 11. **A member who has been assigned the floor may be interrupted for the purpose of**
- A. amending a motion.
  - B. limiting debate.
  - C. raising a question of privilege.
  - D. moving the previous question.
- \_\_\_ 12. **The *privileged motion to Adjourn* is**
- A. always moved in an unqualified form.
  - B. a motion to close the meeting immediately.
  - C. made when no time for adjourning has been set.
  - D. All of the above
- \_\_\_ 13. **In making the motion to *Suspend the Rules*, the motion must**
- A. state its specific purpose.
  - B. be made by the parliamentarian after conferring with the officers.
  - C. be adopted by unanimous consent.
  - D. be proposed before the rules of order have been adopted.
- \_\_\_ 14. **The chair is obligated to answer all *Parliamentary Inquiry* questions except those that**
- A. explain the effects of a motion.
  - B. assist members in making an appropriate motion.
  - C. are hypothetical in nature.
  - D. help members understand the parliamentary situation.
- \_\_\_ 15. **Which motion below enables a majority of the assembly to bring back for further consideration a motion that has already been voted on?**
- A. *Rescind*
  - B. *Take from the Table*
  - C. *Reconsider*
  - D. *Postpone to a Certain Time*
- \_\_\_ 16. **When a member is assigned the floor by the chairman, the member may**
- A. debate the pending motion.
  - B. move a secondary motion.
  - C. debate a pending motion and conclude by moving a secondary motion.
  - D. Any of the above
- \_\_\_ 17. **A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the minimum vote required to adopt a main motion is**
- A. 60.
  - B. 61.
  - C. 90.
  - D. 91.

- \_\_\_18. **In a viva voce election, candidates are voted on**
- A. in random order.
  - B. in the order they were nominated.
  - C. based on their seniority in the society.
  - D. as determined by the nominating committee.
- \_\_\_19. **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.
- \_\_\_20. **When members of a society appear before a committee to present their views on a subject studied by the committee, the meeting is called a**
- A. *debate*.
  - B. *special committee report*.
  - C. *hearing*.
  - D. *mass meeting*.
- \_\_\_21. **If playing the national anthem, the pledge of allegiance and an invocation are all part of a convention's opening ceremonies, which one of the three is always last?**
- A. Invocation
  - B. Pledge of allegiance
  - C. Playing of the national anthem
  - D. None of the above. It doesn't matter which one is last.
- \_\_\_22. **Which motion listed below is in order when the privileged motion to adjourn is pending?**
- A. *Fix the Time to Which to Adjourn*
  - B. *Lay on the Table*
  - C. *Limit or Extend Limits of Debate*
  - D. *Recess*
- \_\_\_23. **The privileged motion to *Take a Recess***
- A. is in order when another member has the floor.
  - B. may be debated.
  - C. must be seconded.
  - D. is decided on by the chairman without a vote.
- \_\_\_24. **Which statement below is false regarding the subsidiary motion to *Postpone to a Certain Time*?**
- A. It can be applied only to a question that is actually pending.
  - B. It has the same effect as the motion to *Postpone Indefinitely*.
  - C. When a postponed motion is taken up it can be postponed again
  - D. A motion to postpone a question to the next meeting which is over a quarterly time interval is out of order.
- \_\_\_25. **The *minutes* of a meeting should not contain**
- A. if the minutes of the previous meeting were read and approved.
  - B. all the main motions.
  - C. the opinions of the secretary on each adopted motion.
  - D. all notices of motions.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 6

QUESTION NUMBER	ANSWER
1	C
2	D
3	C
4	D
5	C
6	A
7	A
8	D
9	B
10	C
11	C
12	D
13	A
14	C
15	C
16	D
17	B
18	B
19	C
20	C
21	B
22	A
23	C
24	B
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 7

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **The basic form of motion by which business is introduced is a (an)**  
A. main motion.  
B. incidental main motion.  
C. privileged motion.  
D. subsidiary motion.
- \_\_\_ 2. **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*
- \_\_\_ 3. **The *main motion* is a motion that**  
A. takes precedence over everything.  
B. can be applied to no other motion.  
C. can be moved at any time.  
D. always requires a majority vote.
- \_\_\_ 4. **If you were the presiding officer, what would be the next step you would pursue after an amendment to a main motion was adopted?**  
A. More new business  
B. A motion to adjourn  
C. Debate on the adopted amendment  
D. Debate on the amended main motion
- \_\_\_ 5. **Which one of the following motions is not debatable but is amendable?**  
A. *Lay on the Table*  
B. *Commit or Refer*  
C. *Postpone Indefinitely*  
D. *Limit or Extend Limits of Debate*
- \_\_\_ 6. **The privileged motion to *Call for the Orders of the Day* is used primarily to**  
A. order the chairman to take an immediate recess.  
B. require that a meeting conform to its agenda.  
C. indicate to members when a point of order may be called.  
D. write orders for all committees to complete their tasks by a specific time.
- \_\_\_ 7. **Which motion below could be made so that the chair would be called on to enforce a violated rule?**  
A. *Appeal*  
B. *Point of Order*  
C. *Suspend the Rules*  
D. *Parliamentary Inquiry*
- \_\_\_ 8. **The incidental motion to *Appeal* is used**  
A. to have the chairman's ruling voted on by the assembly.  
B. if a member wishes to appeal to the maker of a motion to accept an amendment.  
C. when an accurate standing vote is needed on a main motion.  
D. to point out that another member's debate is not germane.

- \_\_\_ 9. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**
- A. the reply is an opinion and not a ruling.
  - B. an appeal is used only when the chair refuses a member's request for a *Division*.
  - C. an appeal must be made by a member who voted with the side that did not prevail.
  - D. the reply is always voted on by the assembly.
- \_\_\_ 10. **At a regular meeting of a society, the motion to *Reconsider* can be made only by the**
- A. presiding officer at a special meeting.
  - B. member who seconded the motion to be reconsidered.
  - C. secretary after stating the reason for the reconsideration.
  - D. member who voted with the prevailing side.
- \_\_\_ 11. **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.
- \_\_\_ 12. **Which term below refers to questions that are carried over from a previous meeting because the meeting adjourned before they could be completed?**
- A. *order of business*
  - B. *old business*
  - C. *unfinished business*
  - D. *special business*
- \_\_\_ 13. **Select the example below which would adopt a motion requiring a majority vote.**
- A. 26 in favor and 27 opposed
  - B. 25 in favor and 28 opposed
  - C. 26 in favor and 26 opposed
  - D. 25 in favor and 24 opposed
- \_\_\_ 14. **When an election is held by a roll call, the secretary should**
- A. record the vote.
  - B. repeat the vote.
  - C. record the vote and repeat it.
  - D. record the vote and remain silent.
- \_\_\_ 15. **The consultant who advises officers, committees, and members on matters concerning parliamentary procedure is called the**
- A. *parliamentary authority*.
  - B. *curator*.
  - C. *parliamentarian*.
  - D. *manager of the bylaws*.
- \_\_\_ 16. **A motion made to the assembly after a committee report**
- A. may not be debated.
  - B. has a higher precedence than the motion to *amend*.
  - C. requires no second.
  - D. can be proposed when another member is speaking.
- \_\_\_ 17. **Members of a new society who sign a permanent record sheet that will be filed with the original papers of the organization are called**
- A. "Original members."
  - B. "Charter members."
  - C. "Permanent members."
  - D. "Corporate members."

- \_\_\_18. **All persons present at a meeting have an obligation to**
- A. speak at least twice on all motions.
  - B. vote on every motion.
  - C. accept all the decisions made by the presiding officer.
  - D. obey the legitimate orders of the presiding officer.
- \_\_\_19. **Which one of the following motions can be proposed when a main motion is pending?**
- A. *Adjourn*
  - B. *Previous Question*
  - C. *Amend*
  - D. All of the above
- \_\_\_20. **If a member moved the motion to *Recess* when no other business was pending, it would**
- A. not be amendable.
  - B. not be debatable.
  - C. require a two-thirds vote to be adopted.
  - D. still need to be seconded.
- \_\_\_21. **The motion to *Take From the Table* must always be**
- A. opened for debate by the presiding officer.
  - B. seconded.
  - C. amended.
  - D. adopted by a two-thirds vote of members present and voting.
- \_\_\_22. **The correct form to use in proposing the ordinary motion to *Adjourn* is**
- A. "Adjourn."
  - B. "I declare to adjourn."
  - C. "I move to adjourn."
  - D. to yell out without rising, "Adjourn!"
- \_\_\_23. **A member who has been assigned the floor by the chairman may be interrupted for the purpose of proposing the motion to**
- A. move the *Previous Question*.
  - B. *Raise a Question of Privilege*.
  - C. *Limit Debate*.
  - D. *Amend*.
- \_\_\_24. **If a special meeting is called, members must be notified ahead of time by mail of the**
- A. time.
  - B. place.
  - C. exact purpose.
  - D. All of the above
- \_\_\_25. **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."

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 7

QUESTION NUMBER	ANSWER
1	A
2	B
3	B
4	D
5	D
6	B
7	B
8	A
9	A
10	D
11	B
12	C
13	D
14	C
15	C
16	C
17	B
18	D
19	D
20	D
21	B
22	C
23	B
24	D
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 8

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 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. **The member who proposes a main motion has the right to speak in debate**  
A. first.  
B. first and last.  
C. three different times.  
D. last.
- \_\_\_ 3. **Which of the following is not classified as a secondary motion?**  
A. Original main motions  
B. Incidental main motions  
C. Motions that bring a question again before the assembly  
D. All of the above
- \_\_\_ 4. **How many standard characteristics are used to describe motions?**  
A. 4  
B. 8  
C. 12  
D. 16
- \_\_\_ 5. **If it appears that a motion will require time or study to perfect, it would be appropriate for a member to make a motion to**  
A. *Postpone to a Certain Time*.  
B. *Postpone Indefinitely*.  
C. *Commit*.  
D. *Amend*.
- \_\_\_ 6. **A session of an assembly is a**  
A. meeting or series of connected meetings.  
B. regular meeting of the organization held twice a year.  
C. group of conventions held in one calendar year.  
D. caucus of members outside a meeting room.
- \_\_\_ 7. **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?**  
A. *Postpone Indefinitely*  
B. *Postpone to a Certain Time*  
C. *Rescind*  
D. *Reconsider*

- \_\_\_ 8. **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.
- \_\_\_ 9. **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.
- \_\_\_ 10. **A *Point of Order* yields to all**
- A. privileged motions.
  - B. secondary motions.
  - C. subsidiary motions.
  - D. main motions.
- \_\_\_ 11. **The motion to call for a *Division of the Assembly***
- A. is debatable.
  - B. does not require a second.
  - C. requires a vote.
  - D. is amendable.
- \_\_\_ 12. **Both of the motions to *Rescind* and to *Amend Something Previously Adopted***
- A. may be proposed when another member has the floor.
  - B. are debatable and debate can go into the merits of the question that is proposed to be rescinded or amended.
  - C. need not be seconded.
  - D. can be moved when another motion is pending.
- \_\_\_ 13. **In the absence of a quorum at an official meeting of a society, the business that may be transacted is**
- A. tabled.
  - B. referred to a committee.
  - C. null and void.
  - D. always adopted by a two-thirds vote.
- \_\_\_ 14. **Generally, if two or more members rise at about the same time to claim the floor, the chair should recognize the member who rose and addressed the chair**
- A. in the loudest voice.
  - B. first after the floor was yielded.
  - C. before the floor was yielded.
  - D. with a raised hand.
- \_\_\_ 15. **Voting by "proxy" is a power of attorney, and it**
- A. is compatible with the characteristics of a deliberative assembly.
  - B. controls elections without attendance.
  - C. always allows voting at a deliberative assembly.
  - D. should always be permitted in nonstock corporations.
- \_\_\_ 16. **The member who takes the place of an absent president is the**
- A. vice-president.
  - B. secretary.
  - C. parliamentarian.
  - D. most senior officer.

- \_\_\_ 17. **After the chairman is elected by a voice vote in a mass meeting, the next step for the chairman is to**
- A. state the reasons for the meeting.
  - B. read the names of the sponsors of the meeting.
  - C. conduct an election for a secretary.
  - D. divide the members into problem solving groups.
- \_\_\_ 18. **When organizing a convention, the first report to be considered is that of the**
- A. Resolutions Committee.
  - B. Credentials Committee.
  - C. Program Committee.
  - D. Convention Arrangements Committee.
- \_\_\_ 19. **Which motion below has the highest precedence?**
- A. *Fix the Time to Which to Adjourn*
  - B. *Lay on the Table*
  - C. *Call for the Orders of the Day*
  - D. *Main Motion*
- \_\_\_ 20. **What is the difference between the privileged motion to *Take a Recess* and the main motion to *Take a Recess*?**
- A. The main motion is debatable.
  - B. The privileged motion requires a two-thirds vote of the members present and voting to be adopted.
  - C. The main motion is in order when another member has the floor.
  - D. The privileged motion is not amendable.
- \_\_\_ 21. **If a member disagreed with the chairman's ruling on a *Point of Order*, what would be the proper form for a motion to appeal?**
- A. "Appeal."
  - B. Yell out without rising, "Appeal!"
  - C. "I appeal your decision."
  - D. "I appeal from the decision of the chair."
- \_\_\_ 22. **Which one of the following motions is amendable but not debatable?**
- A. *Suspend the Rules*
  - B. *Take From the Table*
  - C. *Limit or Extend Debate*
  - D. *Postpone to a Certain Time*
- \_\_\_ 23. **Which one of the following motions requires a two-thirds vote for adoption?**
- A. *Amend Something Previously Adopted*
  - B. *Main Motions*
  - C. *Primary Amendments*
  - D. *Adjourn*
- \_\_\_ 24. **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 above
- \_\_\_ 25. **A parliamentarian for an organization should be appointed by the**
- A. officers.
  - B. president.
  - C. assembly.
  - D. None of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## TEST NUMBER 8

QUESTION NUMBER	ANSWER
1	B
2	A
3	D
4	B
5	C
6	A
7	A
8	C
9	A
10	A
11	B
12	B
13	C
14	B
15	B
16	A
17	C
18	B
19	A
20	A
21	D
22	C
23	A
24	D
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 9

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. The term **rules of order** refers to the
- A. rules of parliamentary procedure.
  - B. agenda.
  - C. adopted bylaws.
  - D. general order of business.
- \_\_\_ 2. If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately
- A. yelling out the word "mistake."
  - B. raising a *Point of Order*.
  - C. raising a *Question of Privilege*.
  - D. calling out "Question!"
- \_\_\_ 3. When the chairman takes a vote on a motion, the **abstentions** are
- A. called for first.
  - B. called for last and used to calculate the majority number.
  - C. not taken.
  - D. usually added to the affirmative votes.
- \_\_\_ 4. 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)*.
- \_\_\_ 5. In organizations that hold regular business meetings throughout the year, the minutes of the annual meeting should be read and approved at the next
- A. standing committee meeting.
  - B. special meeting.
  - C. annual meeting.
  - D. regular meeting.
- \_\_\_ 6. A primary amendment to a main motion
- A. is always debatable but not amendable.
  - B. can be amended but not reconsidered.
  - C. is debatable whenever the motion to which it applies is debatable.
  - D. can introduce an independent question.
- \_\_\_ 7. The subsidiary motion to **Limit or Extend Limits of Debate** may be used to
- A. reduce the length of speeches permitted.
  - B. reduce the number of speeches permitted.
  - C. close debate at a certain time.
  - D. All of the above

- \_\_\_ 8. **An amendment to the privileged motion to Recess**
- A. must relate to which members may take the recess.
  - B. is never allowed.
  - C. is not debatable.
  - D. requires a two-thirds vote to be adopted.
- \_\_\_ 9. **The chair's ruling can be appealed**
- A. at any time.
  - B. at the time of the ruling.
  - C. after the motion to adjourn has been seconded.
  - D. before the time of the ruling.
- \_\_\_ 10. **If a member calls for a *Division* when a voice vote is obviously a majority, the chairman should**
- A. conduct the rising vote.
  - B. declare to the assembly that the call for a *Division* is dilatory.
  - C. conduct another voice vote because it is faster.
  - D. conduct a rising, counted vote and enter the votes in the minutes.
- \_\_\_ 11. **The motion to *Rescind***
- A. can only be moved when no other motion is pending.
  - B. can be applied to any main motion that has been adopted.
  - C. is amendable.
  - D. All of the above
- \_\_\_ 12. **What business may be transacted in the absence of a quorum?**
- A. Approval of the minutes.
  - B. Going into a *Committee of the Whole*.
  - C. Setting a time for an adjourned meeting.
  - D. Going into a *Quasi Committee of the Whole*.
- \_\_\_ 13. **Except for an *Appeal*, how many times can a member speak on the same motion on the same day?**
- A. Once
  - B. Twice
  - C. Three times
  - D. Answer not given
- \_\_\_ 14. **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.
- \_\_\_ 15. **Which of the following would be specified in a society's bylaws concerning its officers?**
- A. The qualifications for holding a specific office
  - B. How the officers should be elected or appointed
  - C. Their term of office
  - D. All of the above
- \_\_\_ 16. **If a draft of the minutes are sent to all members in advance, they**
- A. still must be read to the assembly.
  - B. are not read to the assembly unless requested.
  - C. are never read to the assembly and are automatically approved.
  - D. become approved after ten days unless members notify the secretary of errors.

- \_\_\_ 17. **What is the minimum number of committee members that can call a meeting if the chairman does not?**  
A. Two  
B. Three  
C. Four  
D. None of the above. Only the committee chairman can call a meeting.
- \_\_\_ 18. **In a mass meeting, the officers that are generally elected are a chairman**  
A. and secretary.  
B. and vice-president.  
C. vice-president, and a secretary.  
D. vice-president, secretary, and a treasurer.
- \_\_\_ 19. **If *Robert's Rules of Order Newly Revised* is adopted as a society's parliamentary authority and another manual is in conflict with a specific point, which manual is binding?**  
A. The manual with the latest publication date.  
B. They are both considered in committee, and a compromise decision is recommended and implemented.  
C. ***Robert's Rules of Order Newly Revised***  
D. The assembly votes on the manual to use for this specific controversy.
- \_\_\_ 20. **The articles of bylaws are divided into**  
A. *sub-articles*.  
B. *sections*.  
C. *segments*.  
D. *divisions*.
- \_\_\_ 21. **If a member is ignored on a *point of order* that was called because the presiding officer refused to put a motion, what action can be taken?**  
A. The assembly can immediately elect a new chairman.  
B. The vice-president can conduct a vote on the motion.  
C. The maker of the motion can put the motion from the floor.  
D. All of the above
- \_\_\_ 22. **Which one of the following motions does not require a second?**  
A. *Adjourn* (the privileged motion)  
B. *Call for Orders of the Day*  
C. *Postpone Indefinitely*  
D. *Rescind*
- \_\_\_ 23. **If you wanted to take up a question out of its proper order, what form would you use?**  
A. "I move to postpone the motion indefinitely to consider..."  
B. "I move to rescind the motion and debate the motion to..."  
C. "I move to suspend the rules and take up..."  
D. "I move the previous question and..."
- \_\_\_ 24. **A *Point of Order* may be raised if the chair**  
A. assigns the floor to the wrong member.  
B. overlooks the fact that the rules of the assembly are being violated.  
C. does not rule a main motion out of order that is outside the objectives of the society.  
D. All of the above
- \_\_\_ 25. **In large conventions members may be recognized**  
A. by lining up at numbered microphones.  
B. in numerical order.  
C. from a listing provided to the chair.  
D. All of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 9

QUESTION NUMBER	ANSWER
1	A
2	B
3	C
4	A
5	D
6	C
7	D
8	C
9	B
10	B
11	D
12	C
13	B
14	B
15	D
16	B
17	A
18	A
19	C
20	B
21	C
22	B
23	C
24	D
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 10

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Ordinary societies usually provide themselves with suitable rules of order by naming an edition of a parliamentary law manual in its bylaws. This manual is then called the organization's**  
A. *special rules of order.*  
B. *resolutions for a parliamentary authority.*  
C. *parliamentary authority.*  
D. *rules of order.*
- \_\_\_ 2. **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.
- \_\_\_ 3. **If a rising vote is not decisive, a counted vote can be ordered by**  
A. anyone in attendance without a second.  
B. the secretary.  
C. the chair or the assembly.  
D. the parliamentarian.
- \_\_\_ 4. **Incidental motions are related to the main question in such a way that they must be**  
A. debated to determine their relevance.  
B. proposed by their precedence.  
C. referred to a special committee to determine their outcome.  
D. decided immediately before business can proceed.
- \_\_\_ 5. **Main motions**  
A. take precedence over all motions.  
B. are not debatable.  
C. always require a two-thirds vote to be adopted.  
D. are out of order when another member has the floor.
- \_\_\_ 6. **Strategists test their strength on a motion they oppose by proposing the motion to *Postpone Indefinitely*, which allows**  
A. more debate of the main question.  
B. members to transfer their debating times to other members.  
C. that debate be closed on the main question if the motion to *Postpone Indefinitely* is lost.  
D. All of the above
- \_\_\_ 7. **Which one of the following statements is false regarding the subsidiary 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.

- \_\_\_ 8. 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
- executive session.
  - next regular session.
  - next special meeting.
  - current session.
- \_\_\_ 9. A motion to *Adjourn* at or to a future time while business is pending
- may be adopted anytime during a recess, without a quorum.
  - should be completed prior to debate on the pending motion.
  - is permissible if the chair allows it.
  - is always out of order.
- \_\_\_ 10. Which motion below would be used to dispense with the regular order of business and proceed to a subject that is scheduled later in the meeting?
- Previous Question*
  - Suspend the Rules*
  - Reconsider the Order of Business*
  - Amend the Order of Business*
- \_\_\_ 11. Which statement below is true regarding the incidental motion to *Withdraw a Motion*?
- A motion may be withdrawn by the maker without the consent of anyone before it is stated by the chairman.
  - A motion may be withdrawn anytime, even after voting on the question has begun.
  - Members cannot suggest that the maker of a motion ask permission to withdraw it.
  - The member who seconded the motion may withdraw the motion without the consent of anyone before it is stated by the chair.
- \_\_\_ 12. You voted in favor of a motion that was adopted "to have a picnic next Saturday," and then remembered that you have another engagement on the same day; Therefore, you want the motion to be voted on again. You obtain the floor and say, "I move to reconsider the vote on the motion related to the picnic next Saturday."
- What additional statement do you need to include?
- Who seconded the motion
  - The exact wording of the motion
  - How you voted
  - Nothing. It is correct as stated.
- \_\_\_ 13. The chair should announce the heading of *Unfinished Business and General Orders*
- to determine if they will be amended.
  - only if the minutes show that there is some.
  - after a request from a member to put them on the floor.
  - after all new business has been processed.
- \_\_\_ 14. Which motion below is not always debatable?
- Postpone Indefinitely*
  - Amend*
  - Commit (or Refer)*
  - Postpone to a Certain Time*
- \_\_\_ 15. Which statement below is true regarding making nominations from the floor?
- One member can nominate three persons for the same office.
  - In large assemblies, members need not rise.
  - A second is required.
  - A member need not be recognized.

- \_\_\_ **16. The last paragraph of the minutes should state**  
 A. which motions were seconded. C. all sustained points of order.  
 B. all notices of motions. D. the hour of adjournment.
- \_\_\_ **17. The annual treasurer's report**  
 A. does not require action by the assembly.  
 B. is only presented to the Executive Board.  
 C. is presented for information only and then filed with the secretary.  
 D. should always be audited.
- \_\_\_ **18. One characteristic of a *mass meeting* is that they are**  
 A. meetings of organized groups which must have bylaws.  
 B. called to only take action on a specific problem  
 C. only open to members over twenty-one years old.  
 D. bound by their bylaws to use *Robert's Rules of Order*.
- \_\_\_ **19. A revision of bylaws can be perfected by**  
 A. only first degree amendments.  
 B. first and second degree amendments.  
 C. first, second, and third degree amendments.  
 D. All of the above
- \_\_\_ **20. In disciplinary procedures, if the chairman "names" a member, this means the member has**  
 A. committed a serious breach of order and should relinquish the floor.  
 B. been ordered to help maintain control of the assembly.  
 C. committed a serious breach of order, the chair is preferring charges, and the assembly may impose a penalty.  
 D. completed a breach of order and a penalty will be imposed by the chair after consulting with the other officers.
- \_\_\_ **21. Which motion below has the lowest precedence?**  
 A. *Fix the Time to Which to Adjourn*  
 B. *Lay on the Table*  
 C. *Call for the Orders of the Day*  
 D. *Main Motion*
- \_\_\_ **22. If an adjournment is made as a main motion, it**  
 A. may be reconsidered.  
 B. requires a two-thirds vote to be adopted.  
 C. is debatable and amendable.  
 D. does not require a second.
- \_\_\_ **23. If the motion to *Recess* is made when no question is pending, it is called a/an**  
 A. *main motion*.  
 B. *privileged motion*.  
 C. *subsidiary motion*.  
 D. *incidental motion*.
- \_\_\_ **24. If all the following motions are pending, which is the immediately pending question?**  
 A. *Main Motion* C. *Commit )or Refer)*  
 B. *Postpone to a Certain Time* D. *Recess*
- \_\_\_ **25. If the maker of the motion to *Reconsider* does not declare which side he/she voted on, the chair**  
 A. immediately notifies the member to do so.  
 B. rules the member out of order.  
 C. asks the secretary to announce it.  
 D. must immediately take another vote by a division of the assembly to determine how members voted.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 10

QUESTION NUMBER	ANSWER
1	C
2	D
3	C
4	D
5	D
6	A
7	A
8	B
9	D
10	B
11	A
12	C
13	B
14	B
15	D
16	D
17	D
18	B
19	B
20	C
21	D
22	C
23	A
24	D
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 11

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **If a special rule of order is not in agreement with an organization's parliamentary authority, which one must be used?**  
A. The parliamentary authority  
B. The special rule  
C. It is decided by a majority vote of the assembly.  
D. Neither one. The organization's secondary parliamentary authority would be consulted.
- \_\_\_ 2. **In the standard order of business, the reports of officers are presented**  
A. only as time allows.  
B. immediately before new business.  
C. immediately after approval of the minutes.  
D. just before the program begins.
- \_\_\_ 3. **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. Ten minutes  
B. Five minutes  
C. Two minutes  
D. None of the above
- \_\_\_ 4. **Which one of the following motions may be used to delay consideration of a main motion later in the same meeting or until the next meeting?**  
A. *Lay on the Table*  
B. *Postpone Indefinitely*  
C. *Postpone Definitely*  
D. *Reconsider*
- \_\_\_ 5. **Some societies may hold only one business meeting of the general membership each year. This is called the society's**  
A. fiscal meeting.  
B. calendar meeting.  
C. special meeting.  
D. annual meeting.
- \_\_\_ 6. **When an amendment is pending,**  
A. debate on the amendment is limited to one speech from each member.  
B. the motion to be amended may not be discussed.  
C. debate can extend into the merits of the motion to be amended.  
D. another primary amendment may be applied to the motion to be amended.
- \_\_\_ 7. **If the chairman appoints a committee, who determines its chairman?**  
A. The assembly votes  
B. The committee members  
C. The chairman who appointed the committee  
D. The vice-president who is the administrator for committees

- \_\_\_ 8. **The orders of the day can be called by**
- A. one member proposing the motion and a second.
  - B. a two-thirds vote without notice.
  - C. any member.
  - D. the officers after they confer in executive session and adopt it by a two-thirds vote.
- \_\_\_ 9. **MEMBER:-(After obtaining the floor) "I move that when this meeting adjourns, it adjourn to meet at 9 a.m. next Wednesday." The adoption of this motion establishes a (an)**
- A. *postponed* meeting.
  - B. *adjourned* meeting.
  - C. *recessed* meeting.
  - D. *special* meeting.
- \_\_\_ 10. **If you call for a *Division of the Assembly* at a meeting of seventy members, this means that the vote must be taken again by**
- A. voice.
  - B. rising.
  - C. raising of hands.
  - D. paper ballot.
- \_\_\_ 11. **What is the vote needed to pass the motion to *Rescind*?**
- A. Two-thirds of the members in attendance who vote
  - B. A majority when notice of intent to make the motion has been given at the previous meeting
  - C. A majority of the entire membership
  - D. Any of the above
- \_\_\_ 12. **Who has the duty to determine if a quorum is present before a meeting is called to order?**
- A. Secretary
  - B. Parliamentarian
  - C. Presiding Officer
  - D. Vice-president
- \_\_\_ 13. **Which one of the following statements is false?**
- A. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.
  - B. If a speaker does not use up the allotted ten minutes, it can be transferred to another member.
  - C. A committee member's report is not considered as debate.
  - D. When a member's debate time is exhausted, the chair may interrupt and stop debate.
- \_\_\_ 14. **What can the chairman do if the rising vote that is taken on a voice vote is still inconclusive?**
- A. Ask the assembly to propose a motion to take a rising, counted vote.
  - B. Take a rising, counted vote.
  - C. The chair can propose a motion to take a rising, counted vote.
  - D. Nothing. Announce that the vote is a tie and the motion is lost.
- \_\_\_ 15. **In a mass meeting, the presiding officer is known as the**
- A. *president*.
  - B. *chairperson*.
  - C. *chairman*.
  - D. *moderator*.
- \_\_\_ 16. **The reading of the minutes can be "dispensed with" by a majority vote and without debate. This means that the minutes**
- A. are automatically approved without reading them.
  - B. need not be read at any time.
  - C. must be read at a later time.
  - D. are copied and all members must receive a copy before they are read and approved.

- \_\_\_ **17. A quorum in a committee is**  
A. a majority of its membership unless the assembly has prescribed something different.  
B. two-thirds of the entire membership of the committee.  
C. three-fourths of the officers appointed by the chairman.  
D. None of the above. There is no set quorum if not prescribed in the bylaws.
- \_\_\_ **18. In a mass meeting, a standard parliamentary authority can be adopted by**  
A. the chairman before the meeting begins.  
B. a majority vote on a motion from a member.  
C. any group of three members before the meeting begins.  
D. the officers during a recess of the meeting.
- \_\_\_ **19. In order for an alternate delegate to take the place of an elected delegate who has withdrawn, the alternate must register with the**  
A. secretary of the society.  
B. parliamentarian.  
C. credentials committee.  
D. delegate committee.
- \_\_\_ **20. Nonmembers who are an annoyance at a meeting**  
A. can be removed by an order from the chair.  
B. have no rights of appeal if ordered to be removed.  
C. can be escorted from the meeting by a sergeant-at-arms.  
D. All of the above
- \_\_\_ **21. The incidental motion to call for a *Division of the Assembly* does not allow**  
A. debate.  
B. amendments.  
C. a second.  
D. All of the above
- \_\_\_ **22. The motion to *Take From the Table* is classified as a (an)**  
A. Privileged Motion.  
B. motion that brings a question again before the assembly.  
C. Main Motion.  
D. Incidental Motion.
- \_\_\_ **23. Which form below is not correct when calling a member to a *Point of Order*?**  
A. "Order, order!"  
B. "Point of order."  
C. "I rise to a point of order."  
D. "I call (say name of member) to order."
- \_\_\_ **24. A main motion yields to all applicable secondary motions and takes precedence over**  
A. incidental main motions.  
B. another pending main motion.  
C. all other motions.  
D. no other motion.
- \_\_\_ **25. After a member rises and states a point of order, he/she should**  
A. be allowed to debate the reasons for the point of order.  
B. ask the member to explain the reason for breaking the rule.  
C. be seated.  
D. remain standing while the chair makes a ruling.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 11

QUESTION NUMBER	ANSWER
1	B
2	C
3	A
4	C
5	D
6	B
7	C
8	C
9	B
10	B
11	D
12	C
13	B
14	B
15	C
16	C
17	A
18	B
19	C,
20	D
21	D
22	B
23	A
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 12

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **After the presiding officer calls a meeting to order, the next order of business is usually**
- A. new business.
  - B. reports of officers.
  - C. unfinished business.
  - D. reading and approval of the minutes.
- \_\_\_ 2. **After a motion is made, seconded, and restated by the chair, the motion is**
- A. voted on immediately.
  - B. "pending."
  - C. always amended.
  - D. "put" by the chair as the next step.
- \_\_\_ 3. **What is the proper order of steps in *considering a main motion*?**
- A. Members debate, the chair puts the question, and the chair announces the voting results.
  - B. The chair puts the question, members debate, the chair announces the results of the voting.
  - C. The chair puts the question, the chair announces the results of the voting, and members debate.
  - D. Members debate, the chair announces the voting results, and the chair puts the question.
- \_\_\_ 4. **The motion to *Limit or Extend Limits of Debate* may be used to**
- A. permit more or longer speeches.
  - B. limit the length of speeches.
  - C. allow more speeches per member.
  - D. All of the above.
- \_\_\_ 5. **A meeting that is in continuation of the immediately preceding regular or special meeting is a (an)**
- A. *regular meeting*.
  - B. *special meeting*.
  - C. *adjourned meeting*.
  - D. *annual meeting*.
- \_\_\_ 6. **If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?**
- A. An ad hoc committee studies it and reports back at the next regular meeting.
  - B. It is brought back under the heading of *Unfinished Business* at the next regular meeting.
  - C. It is killed for the duration of the session.
  - D. It is automatically passed without debate.
- \_\_\_ 7. **If the main question is to be handled by a special committee (select or ad hoc), the subsidiary motion *To Commit (or Refer)* may specify the**
- A. number of committee members.
  - B. method of selection.
  - C. names of the members.
  - D. All of the above

- \_\_\_ 8. **Assume that debate on a motion is dragging on. What should you do if you wanted to reduce the number of times each member could debate?**
- A. Obtain the floor and say, "I move that debate be limited for each member."
  - B. Rise, and without obtaining the floor say, "I move to limited debate."
  - C. Obtain the floor and say, "I move that debate be limited to one speech for each member."
  - D. From your seat, and without obtaining the floor say, "I move that debate be reduced."
- \_\_\_ 9. **The privileged motion to *Recess* has precedence over the motion to**
- A. *Fix the Time to Which to Adjourn.*
  - B. *Adjourn.*
  - C. *Refer to a Committee.*
  - D. All of the above
- \_\_\_ 10. **When the incidental motion to *Appeal* is debatable, no member can speak more than once except the**
- A. member who proposed the *Appeal*.
  - B. member who seconded the *Appeal*.
  - C. presiding officer, who may speak twice.
  - D. officers of the organization.
- \_\_\_ 11. **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."
- \_\_\_ 12. **After *New Business* is announced by the chairman, members can**
- A. introduce new items of business.
  - B. make a motion that failed to be adopted at the last meeting.
  - C. move to take from the table any tabled motions.
  - D. Any of the above
- \_\_\_ 13. **Who is the only person who can speak twice on a motion to *Appeal*?**
- A. Members in favor of the *Appeal*
  - B. The parliamentarian
  - C. The member who made the *Appeal*
  - D. The presiding officer
- \_\_\_ 14. **The largest number of votes cast for a motion or candidate when three or more choices are possible is called a**
- A. *Majority vote.*
  - B. *Plurality vote.*
  - C. *Unanimous vote.*
  - D. *Two-thirds vote.*
- \_\_\_ 15. **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.
- \_\_\_ 16. **In an ordinary society, the minutes should contain a record of**
- A. what was said at a meeting by all the members who debated.
  - B. what was done at a meeting.
  - C. the president's and secretary's opinions.
  - D. detailed opinions of the parliamentarian.

- \_\_\_ 17. **If an assembly has no bylaw provision or rule about the quorum of a committee, what is the quorum of a standing committee?**
- A. All the members of the committee
  - B. The chairman and one other member
  - C. A majority of the committee members
  - D. Any number present at a properly called committee meeting
- \_\_\_ 18. **Who is generally appointed by the presiding officer to assume the chair if a motion to refer to a committee of the whole is adopted?**
- A. Secretary
  - B. Vice-president
  - C. Treasurer
  - D. Parliamentarian
- \_\_\_ 19. **Article VII: Committees should provide all the following except**
- A. the names of the standing committees.
  - B. how standing committees are selected.
  - C. the composition and duties of standing committees.
  - D. the names of the special committees.
- \_\_\_ 20. **The Credentials Committee of a convention prepares and certifies to the convention the list of**
- A. alternates.
  - B. delegates.
  - C. officers.
  - D. All of the above
- \_\_\_ 21. **If you were chairman at a trial, what would be your first action?**
- A. Direct the secretary to read the charges, and allow members to speak on their opinions.
  - B. Ask the accused how he or she pleads.
  - C. Remind the assembly that the meeting is in executive session and that all business must be kept secret.
  - D. Notify the accused of the penalty if found guilty.
- \_\_\_ 22. **The incidental motion for a *Division of a Question***
- A. is adopted by a majority vote of the members present and voting.
  - B. must be seconded.
  - C. may be amended.
  - D. All of the above
- \_\_\_ 23. **If the chair does not order a counted vote on a *Division*, the proper form for a member of the assembly to use is**
- A. "I move that the vote on this motion be by counted division."
  - B. "I move for (or 'demand') tellers."
  - C. "I move that the vote be counted."
  - D. Any of the above
- \_\_\_ 24. **After a motion is made and seconded, it is placed before the assembly by the**
- A. chairman stating the question.
  - B. member debating who made the motion.
  - C. secretary reading the motion aloud.
  - D. member who made the motion to *put the question*.
- \_\_\_ 25. **Which statement below is true regarding the duties of the parliamentarian?**
- A. The presiding officer should confer with the parliamentarian before a meeting begins.
  - B. The president should avoid conferring with the parliamentarian during a recess.
  - C. When a permanent appointee, the parliamentarian usually has a set number of functions.
  - D. When advising the presiding officer, the parliamentarian should wait until asked for advice.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 12

QUESTION NUMBER	ANSWER
1	D
2	B
3	A
4	D
5	C
6	C
7	D
8	C
9	C
10	C
11	D
12	D
13	D
14	B
15	B
16	B
17	C
18	B
19	D
20	D
21	C
22	D
23	D
24	A
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 13

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **If you were the presiding officer and several members addressed the chair at about the same time after a motion was made, you should call on the member who**
- A. has already debated twice.
  - B. has the same opinions as all the other previous speakers.
  - C. has debated once.
  - D. made the motion and has not debated.
- \_\_\_ 2. **Which rule of debate listed below is false?**
- A. Personal comments should not be interjected by the chairman.
  - B. The chair should not enter into debate while presiding.
  - C. The chairman cannot arbitrarily close debate.
  - D. The chair can interrupt the speaker for any reason.
- \_\_\_ 3. **If two secondary motions and a main motion are pending at a time, which motion is the immediately pending question?**
- A. The main motion
  - B. The first secondary motion stated by the chair
  - C. The motion most recently stated by the chair
  - D. They are all immediately pending questions.
- \_\_\_ 4. **Which standard descriptive characteristic below is true?**
- A. The main motion ranks the highest in precedence of all motions.
  - B. A main motion may be proposed when another member has the floor.
  - C. A main motion may not be debated.
  - D. A main motion is amendable.
- \_\_\_ 5. **What is the expression that is used to indicate that members will be contacted regarding the fact that a specific motion will be brought up at a meeting?**
- A. *Rescind*
  - B. *Ratification*
  - C. *Reconsider*
  - D. *Previous Notice*
- \_\_\_ 6. **An amendment to a primary amendment is called a**
- A. secondary motion.
  - B. secondary amendment.
  - C. third degree amendment.
  - D. first degree amendment.
- \_\_\_ 7. **Which one of the following subsidiary motions is debatable?**
- A. *Lay on the Table*
  - B. *Postpone to a Certain Time*
  - C. *Previous Question*
  - D. *Limit or Extend Limits of Debate*

- \_\_\_ 8. **To properly call for the *Previous Question* members should**
- A. call out "Question" from their seats without being recognized.
  - B. say "I demand the question" without obtaining the floor.
  - C. say "I move the previous question" after obtaining the floor.
  - D. raise a question of privilege without being recognized by the chair.
- \_\_\_ 9. **The privileged motion to *Recess***
- A. requires a two-thirds vote to be adopted.
  - B. is amendable as to the length of the recess.
  - C. is debatable.
  - D. need not be seconded.
- \_\_\_ 10. **If a *Point of Order* is raised while an amendment is immediately pending, the**
- A. point of order is ignored.
  - B. amendment is disposed of first, and the point of order next.
  - C. point of order is disposed of first.
  - D. chair asks for a second on the point of order and then it is ruled on.
- \_\_\_ 11. **An *Objection to the Consideration of the Question* can be applied to**
- A. incidental main motions.
  - B. petitions and communications from a superior body.
  - C. original main motions.
  - D. any motion stated, but not yet debated.
- \_\_\_ 12. **"After a motion has been stated by the chair, it belongs to the meeting as a whole." What does this statement mean?**
- A. The motion may be withdrawn by anyone in the assembly without a vote.
  - B. A member may make a motion to withdraw a motion, and the chair takes an immediate vote without a second.
  - C. The maker of the motion must request the assembly's permission to withdraw the motion.
  - D. The entire assembly must vote in the affirmative in order for the motion to be withdrawn.
- \_\_\_ 13. **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.
- \_\_\_ 14. **The only action that can legally be taken in the absence of a quorum is to**
- A. fix the time to which to adjourn.
  - B. recess or adjourn.
  - C. take measures to obtain a quorum.
  - D. All of the above
- \_\_\_ 15. **If a special order is pending and the time for a pre-scheduled recess arrives, what would you do as chairman?**
- A. Allow the pending business to continue.
  - B. Call for an immediate vote on the pending business and then call the recess.
  - C. Declare the assembly in recess.
  - D. Any of the above
- \_\_\_ 16. **Your organization has 60 regular members in attendance at a regular meeting and the president, who is the presiding officer. If all 60 regular members voted, how many would have to vote in favor of the motion to *Move the Previous Question* for it to be adopted? Assume the president does not vote.**
- A. 20
  - B. 40
  - C. 30
  - D. 31

- \_\_\_ 17. **If a teller finds that two filled-out ballots are folded together when recording the votes, they**
- A. are recorded as legal votes.
  - B. should not be recorded.
  - C. are recorded as illegal votes.
  - D. None of the above
- \_\_\_ 18. **At a regular meeting, the parliamentarian should be seated**
- A. in an inconspicuous place.
  - B. next to the chairman.
  - C. in the front row of the assembly.
  - D. between the secretary and the chairman.
- \_\_\_ 19. **After a "special committee" has made its final report to the assembly, it**
- A. is listed in the bylaws as a standing committee.
  - B. automatically expires.
  - C. is assigned new members and handles all related topics in the future.
  - D. cannot be discharged by the assembly.
- \_\_\_ 20. **If an assembly considers a question informally, this means that**
- A. members can ask each other questions without going through the chairman.
  - B. debate is not allowed on all motions and their amendments.
  - C. there is no limit on the number of times members can speak in debate on main questions and their amendments.
  - D. members may debate longer than ten minutes each time they speak.
- \_\_\_ 21. **What should the bylaws of the parent body of a convention prescribe for its delegates?**
- A. Basis for determining their numbers
  - B. Qualifications
  - C. Method of electing
  - D. All of the above
- \_\_\_ 22. **Which motion below is the lowest ranking privileged motion?**
- A. *Recess*
  - B. *Call for the Orders of the Day*
  - C. *Adjourn*
  - D. *Raise a Question of Privilege*
- \_\_\_ 23. **After the *Previous Question* has been adopted, this means that**
- A. amendments may be made on the pending question.
  - B. members may not ask the maker of the motion questions related to any motions.
  - C. debate is not allowed on the motion to which it is applied.
  - D. all previous motions are adopted.
- \_\_\_ 24. **After a motion is made and seconded, it is placed before the assembly by the**
- A. chairman stating the question.
  - B. member debating who made the motion.
  - C. secretary reading the motion aloud.
  - D. member who made the motion to *put the question*.
- \_\_\_ 25. **When a motion is adopted for a *Division of a Question*, it means that**
- A. a standing vote must be taken after the initial voice vote.
  - B. the pending motion can be divided into separate parts for action.
  - C. members can divide questions asked of other members into three or more parts.
  - D. the pending motion is divided to consider one part at the present meeting and the other part at the next regular meeting.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 13

QUESTION NUMBER	ANSWER
1	D
2	D
3	C
4	D
5	D
6	B
7	B
8	C
9	B
10	C
11	C
12	C
13	C
14	D,
15	C
16	B
17	C
18	B
19	B
20	C
21	D
22	B
23	C
24	A
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 14

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Except for the corporate charter in an incorporated society, the highest body of rules are the**  
A. bylaws.  
B. standing rules.  
C. laws of the federal government.  
D. parliamentary authority of the society.
- \_\_\_ 2. **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."
- \_\_\_ 3. **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.
- \_\_\_ 4. **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.
- \_\_\_ 5. **Which one of the following is not a standard descriptive characteristic of a motion?**  
A. Whether the motion requires a second  
B. The vote required for the adoption of the motion  
C. Which members can debate the motion  
D. Whether the motion is amendable
- \_\_\_ 6. **The subsidiary motion to *Postpone Indefinitely* takes precedence over**  
A. all other subsidiary motions.  
B. a secondary amendment.  
C. nothing except the main question to which it is applied.  
D. the privileged motion to *Adjourn*.
- \_\_\_ 7. **Which of the following is a variation of the motion to *Commit*?**  
A. To "consider informally."  
B. To "go into a committee of the whole."  
C. To "go into a quasi committee of the whole."  
D. All of the above
- \_\_\_ 8. **The motion to *Lay on the Table***  
A. can only be amended by the member who made the motion.  
B. cannot be amended.  
C. can be amended regarding the time of the action.  
D. cannot be amended unless the chairman consents.

- \_\_\_ 9. **Which one of the following would be an example of the privileged motion to *Adjourn*?**
- A. Obtain the floor and say, "I move that we adjourn at 7:30 p.m."
  - B. Rise, and without obtaining the floor say, "I move that we adjourn sine die."
  - C. Obtain the floor and say, "I move to adjourn."
  - D. Rise, and without obtaining the floor say, "I move that we now adjourn to meet at 7:30 p.m. on May 15th."
- \_\_\_ 10. **The motion calling for a *Division of a Question* is used to**
- A. obtain a standing vote on the pending question.
  - B. divide the pending question into parts and assign the parts to ad hoc committees.
  - C. separate, debate, and vote on different, distinct parts of a motion.
  - D. determine if debate should be divided equally between members.
- \_\_\_ 11. **The motion to *Take From the Table* must be**
- A. seconded.
  - B. passed by a two-thirds vote.
  - C. debated by members for and against the motion to table.
  - D. made by the member who laid the original main motion on the table.
- \_\_\_ 12. **Which of the following is not a characteristic of the motion to *Reconsider*?**
- A. It must be made only on the same day the vote to be reconsidered was taken.
  - B. It must be made only by a member who voted with the prevailing side.
  - C. It can only be moved by a member who voted "Aye" if the motion was adopted, or "No" if the motion was lost.
  - D. It requires a two-thirds vote or a majority vote with previous notice.
- \_\_\_ 13. **The agenda for a regular business meeting calls for unfinished business to be taken up**
- A. before committee reports.
  - B. before new business.
  - C. immediately after the call to order.
  - D. immediately after the reading of the minutes.
- \_\_\_ 14. **How can an item of business be taken out of its proper order?**
- A. The chair simply makes an announcement.
  - B. A recess is called, and it is handled during that time.
  - C. Adopt a motion to suspend the rules.
  - D. Postpone the pending motion indefinitely, and then take up the necessary business.
- \_\_\_ 15. **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.
- \_\_\_ 16. **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
- \_\_\_ 17. **Which of the following should a presiding officer have on hand at each meeting?**
- A. A copy of the bylaws of the organization.
  - B. A copy of the parliamentary authority of the organization.
  - C. A list of the standing and special committees and the members.
  - D. All of the above

- \_\_\_ **18. During a meeting, the work of the parliamentarian should be limited to**
- A. rising to points of order when parliamentary procedure errors are made by members.
  - B. rising to points of order when the chairman makes parliamentary procedure errors.
  - C. giving advice to the chair and members and serving as a consultant.
  - D. speaking to the assembly as often as possible on all trivial matters related to parliamentary procedure.
- \_\_\_ **19. During informal debate of a motion at a meeting, the "informal" aspect**
- A. limits the number of speeches allowed in debate.
  - B. removes the number of times members can debate.
  - C. allows debating without recognition from the chair.
  - D. allows members to ask several questions without recognition from the chair.
- \_\_\_ **20. When two existing societies wish to merge,**
- A. both continue to use their own bylaws.
  - B. one of the two continues, while the other ceases to exist.
  - C. both continue to use their own bylaws.
  - D. they must incorporate as a new society.
- \_\_\_ **21. The best way to change a convention program on a routine matter is for the chairman to**
- A. open it up for debate and then a vote.
  - B. obtain unanimous consent.
  - C. suggest that a delegate refer the matter to a committee.
  - D. allow the Program Committee to make the decision.
- \_\_\_ **22. Which statement below is false regarding the subsidiary motion to *Amend* a pending motion?**
- A. It is not in order if another member is debating.
  - B. It may be amended.
  - C. It is only debatable if the motion to be amended is debatable.
  - D. It requires notice and a majority vote to be adopted.
- \_\_\_ **23. All of the following motions require a two-thirds vote for adoption except the motion to**
- A. *Close the Polls.*
  - B. *Close Nominations.*
  - C. *Make a Special Order.*
  - D. *Raise a Question of Privilege.*
- \_\_\_ **24. Which one of the following does not belong with the other three?**
- A. Amendment of the first degree
  - B. Amendment of the second degree
  - C. Amendment of the third degree
  - D. Amendment to a main motion
- \_\_\_ **25. Which statement below is false regarding a quorum?**
- A. At a meeting without a quorum, matters can be acted on and ratified at a later meeting.
  - B. In the absence of a quorum, business can be transacted if agreed to by unanimous consent.
  - C. If a committee of the whole does not have a quorum, it can only rise and report to the assembly.
  - D. In the absence of a quorum, a motion can be made "to contact absent members during a recess."

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 14

QUESTION NUMBER	ANSWER
1	A
2	D
3	B
4	C
5	C
6	C
7	D
8	B
9	C
10	C
11	A
12	D
13	B
14	C
15	D
16	C
17	D
18	C
19	B
20	B
21	B
22	D
23	D
24	C
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 15

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **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!"
- \_\_\_ 2. **The written rules of parliamentary procedure formally adopted by an assembly or an organization are known as the**  
A. rules of order.  
B. certificate of endorsement.  
C. minutes.  
D. charter.
- \_\_\_ 3. **A motion is brought before the assembly by a member**  
A. making a motion and the chairman stating it.  
B. making a motion, another member seconding it, and the chair stating it.  
C. proposing, seconding and debating a motion.  
D. asking the chair to offer a specific topic open for debate and then taking an immediate vote.
- \_\_\_ 4. **The simple rising vote in which the number of members voting on each side is not counted is usually used**  
A. on motions requiring a two-thirds vote for adoption.  
B. even when the chairman believes the voice vote is conclusive.  
C. on all motions requiring a majority vote for adoption.  
D. only in the election of officers.
- \_\_\_ 5. **The lowest ranking privileged motion is**  
A. *Raise a Question of Privilege*  
B. *Recess*  
C. *Call For the Orders of the Day*  
D. *Fix the Time to Which to Adjourn*
- \_\_\_ 6. **A short intermission that does not end the meeting is called a (an)**  
A. *recess.*  
B. *temporary adjournment.*  
C. *adjournment sine die.*  
D. motion to *Fix the Time to Which to Recess.*
- \_\_\_ 7. **When a main motion and a motion to postpone the main question indefinitely are pending, the first vote is taken on the**  
A. main motion.  
B. motion to postpone indefinitely.  
C. amendment.  
D. None of the above. The chair makes the decision which is dependent on the worth of each amendment.

- \_\_\_ 8. **Which of the following is false regarding an amendment?**
- A. An amendment can be applied to itself.
  - B. Debate on an amendment is permissible only for the member who proposed the amendment.
  - C. The presiding officer cannot debate an amendment unless the chair is given up to the next ranking officer.
  - D. An amendment requires a majority vote to be adopted.
- \_\_\_ 9. **The subsidiary motion to *Limit or Extend Limits of Debate***
- A. can only be applied to amendments.
  - B. requires a majority vote to be adopted.
  - C. is in order when another member has the floor.
  - D. takes precedence over all debatable motions.
- \_\_\_ 10. **Assume that a main motion is being debated and you become aware that something else of immediate urgency has arisen. What should you do?**
- A. Obtain the floor and say, "I move to lay the question on the table."
  - B. Rise, and without obtaining the floor say, "I move to postpone the motion."
  - C. Obtain the floor and say, "I move to lay the question on the table until 10:00 a.m."
  - D. From your seat, and without obtaining the floor say, "I move to postpone the motion indefinitely until after we decide the urgent matter of . . ."
- \_\_\_ 11. **Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?**
- A. *Adjourn*
  - B. *Fix the Time to Which to Adjourn*
  - C. *Recess*
  - D. *Call for the Orders of the Day*
- \_\_\_ 12. **Rules that cannot generally be suspended are those that**
- A. protect absentees.
  - B. protect the basic rights of individual members.
  - C. are in the bylaws (or constitution).
  - D. All of the above
- \_\_\_ 13. **A motion to call for the *Previous Question* is pending, and you are uncertain if this motion is amendable. How could you find out?**
- A. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a point of information."
  - B. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
  - C. Rise, and without obtaining the floor say, "I rise to a parliamentary inquiry."
  - D. Obtain the floor and say, "I rise to a point of order."
- \_\_\_ 14. **The motion to *Reconsider* is debatable if**
- A. the member who proposed the motion to *Reconsider* voted on the prevailing side.
  - B. the motion that is to be considered is debatable.
  - C. members debate only in favor of the motion to be reconsidered.
  - D. there are amendments applied to the reconsidered motion.
- \_\_\_ 15. **If several general orders are made for the same time, they are taken up in**
- A. alphabetical order.
  - B. an order as decided by the chairman.
  - C. the order in which they were made.
  - D. random order so that no one order will be given an advantage.
- \_\_\_ 16. **Which vote is always taken first by the chairman?**
- A. Negative
  - B. Affirmative
  - C. Abstentions
  - D. None of the above. It doesn't matter.

- \_\_\_ 17. **The parliamentarian who is a member can only vote when the vote is by**
- A. viva voce.
  - B. rising.
  - C. ballot.
  - D. a roll call.
- \_\_\_ 18. **While an amendment to a bylaw is pending, a motion can be made to amend it which requires a**
- A. majority vote.
  - B. two-thirds vote of members present and voting.
  - C. three-fourths vote of all members.
  - D. unanimous vote of the officers in executive session.
- \_\_\_ 19. **When the program is adopted by the voting body of a convention, it becomes the**
- A. *bylaws*.
  - B. *standing rules*.
  - C. *order of business*.
  - D. *charter*.
- \_\_\_ 20. **What can a member do if the regular presiding officer does not properly perform the duties of the chair at a meeting?**
- A. Announce that the vice-president is the presiding officer.
  - B. Ask for nominations and then elect a presiding officer pro tem.
  - C. Make a motion to censure the presiding officer.
  - D. None of the above. Members do not have the power to discipline the presiding officer in this case.
- \_\_\_ 21. **Which one of the following statements is not true regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- A. It requires a two-thirds vote of the members present and voting for adoption.
  - B. Debate is not allowed.
  - C. It is amendable.
  - D. A member may interrupt another member who is debating to propose it.
- \_\_\_ 22. **Which one of the following motions does not require a two-thirds vote for adoption?**
- A. *Limit or Extend Limits of Debate*
  - B. *Previous Question*
  - C. *Secondary Amendment*
  - D. *Suspend the Rules*
- \_\_\_ 23. **In large assemblies during the debate on motions, the presiding officer should**
- A. not enter into debate on the pending questions.
  - B. remain seated.
  - C. not close debate if members wish to speak.
  - D. All of the above
- \_\_\_ 24. **The proper form to use to make a motion come up exactly at a certain hour even if it interrupts business that may be pending is**
- A. "I move that the motion be postponed until 3 p.m. at tomorrow's meeting."
  - B. "I move that the motion be postponed indefinitely until 3 p.m. at tomorrow's meeting."
  - C. "I call for the orders of the day and postpone the motion until 3 p.m. tomorrow."
  - D. "I move that the motion be postponed and be made a special order for 3 p.m. tomorrow."
- \_\_\_ 25. **After a parliamentarian declares a position on a point, the chair**
- A. allows the parliamentarian to make the final ruling to the assembly.
  - B. must follow the advice given.
  - C. may disregard the advice given.
  - D. should always allow the assembly to vote on the point before making a ruling.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 15

QUESTION NUMBER	ANSWER
1	C
2	A
3	B
4	A
5	C
6	A
7	B
8	B
9	D
10	A
11	B
12	D
13	C
14	B
15	C
16	B
17	C
18	A
19	C
20	C
21	D
22	C
23	D
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 16

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Which one of the following statements is true regarding a convention?**  
A. A convention is never called to form an association.  
B. The voting membership of a convention usually consists of *delegates*.  
C. Ordinary conventions last a month.  
D. The Credentials Committee certifies all *non-delegates*.
- \_\_\_ 2. **In the standard order of business, what follows special orders?**  
A. The treasurer's report  
B. Standing committee reports  
C. Unfinished business and general orders  
D. New business
- \_\_\_ 3. **Debate on a question must be confined to**  
A. affirmative points on the pending question.  
B. the merits of the immediately pending question.  
C. remarks and questions directed to the maker of the motion.  
D. arguments that would promote the question not to be adopted.
- \_\_\_ 4. **Which motion would you propose if you wanted to close debate and vote immediately on a pending motion?**  
A. *Postpone Definitely*  
B. *Previous Question*  
C. *Lay on the Table*  
D. *Amend*
- \_\_\_ 5. **A general rule when wording a main motion is**  
A. to offer statements such as "I so move," after informal consultation.  
B. not to propose a motion that the assembly *refrain* from doing something.  
C. to include negative statements.  
D. never begin a motion with the words "I move that . . ."
- \_\_\_ 6. **Main motions can be brought up even though another motion is pending by proposing a motion to**  
A. *Recess*.  
B. *Move the Previous Question*.  
C. *Call for the Orders of the Day*.  
D. *Rescind*.
- \_\_\_ 7. **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.

- \_\_\_ 8. **If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)**
- A. main motion.
  - B. privileged motion.
  - C. subsidiary motion.
  - D. incidental motion.
- \_\_\_ 9. **An *Objection to the Consideration of the Question* can be raised only before**
- A. the vote is taken on the motion to be considered.
  - B. an amendment is made on the pending motion and the amendment has not been seconded.
  - C. there has been any debate or any subsidiary motion has been stated by the chair.
  - D. the vote result is announced.
- \_\_\_ 10. **The motion to *Take From the Table* can be made**
- A. under unfinished business.
  - B. under new business.
  - C. during the same session it is laid on the table.
  - D. All of the above
- \_\_\_ 11. **A motion to *Reconsider* may be made**
- A. after another member has been assigned the floor, so long as he or she has not begun to speak.
  - C. during the time a member is actually proposing a motion.
  - D. immediately after the motion to adjourn has passed so that it does not interfere with the regular agenda.
  - D. just before the chairman takes a vote on the motion that is to be reconsidered.
- \_\_\_ 12. **When the term *majority vote* is used without qualifications, it means**
- A. one more than half the votes cast, including blanks and abstentions.
  - B. one more than half the entire membership.
  - C. more than half the votes cast, excluding blanks and abstentions.
  - D. more than half of the persons present who are legally entitled to vote.
- \_\_\_ 13. **Nominations from the floor are sometimes called**
- A. "petition nominations."
  - B. "proxy nominations."
  - C. "open nominations."
  - D. "ballot nominations."
- \_\_\_ 14. **After the "treasurer's report" is made at a regular meeting, it**
- A. is then referred to the finance committee.
  - B. must then be approved by a majority vote of the assembly.
  - C. must be then referred to the budget committee.
  - D. requires no action from the assembly.
- \_\_\_ 15. **The *committee of the whole*, *quasi committee of the whole*, and *informal consideration* all allow members to debate any main motion or amendment**
- A. once.
  - B. twice.
  - C. as often as they can obtain the floor.
  - D. None of the above
- \_\_\_ 16. **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. two-thirds vote after notice at any business meeting.
  - D. two-thirds vote at any special meeting.

- \_\_\_17. **If a convention is called to form a permanent organization, permanent officers are elected**
- A. before the meeting opens.
  - B. directly after the chairman pro tem opens the meeting.
  - C. after the adoption of the bylaws.
  - D. at a special session after the convention adjourns sine die.
- \_\_\_18. **Which one of the following motions is undebatable?**
- A. *Amend*
  - B. *Main Motion*
  - C. *Call for the Orders of the Day*
  - D. *Postpone to a Certain Time*
- \_\_\_19. **Which series of motions below is arranged from highest to lowest precedence?**
- A. Recess, Adjourn, Main Motion, Amend
  - B. Adjourn, Amend, Recess, Main Motion
  - C. Main Motion, Amend, Recess, Adjourn
  - D. Adjourn, Recess, Amend, Main Motion
- \_\_\_20. **If the following motions are all before the assembly at the same time, which is the immediately pending question?**
- A. *Postpone Indefinitely*
  - B. *Limit Debate*
  - C. *Main Motion*
  - D. An amendment to the motion to *Recess*
- \_\_\_21. **Which one of the following motions is debatable?**
- A. *Limit or Extend Debate on a pending question*
  - B. *Lay on the Table*
  - C. *Postpone Definitely*
  - D. *Previous Question*
- \_\_\_22. **The minimum affirmative vote required to adopt the privileged motion to *Fix the Time to Which to Adjourn* is**
- A. a majority of members present and voting.
  - B. two-thirds of members present and voting.
  - C. a majority of the entire membership.
  - D. Any of the above
- \_\_\_23. **The subsidiary motion to *Postpone Indefinitely***
- A. is in order when another member has the floor.
  - B. must be seconded.
  - C. requires a two-thirds vote and previous notice to be adopted.
  - D. is amendable.
- \_\_\_24. **The incidental motion for *Division of a Question***
- A. must be seconded.
  - B. is debatable.
  - C. requires a minimum affirmative two-thirds vote to be adopted.
  - D. can be reconsidered.
- \_\_\_25. **The first paragraph of the minutes should not contain the**
- A. name of the society.
  - B. date and time of the meeting.
  - C. place where the meeting is held if it is not always the same.
  - D. names of the members who voted in the affirmative to approve the minutes of the previous meeting.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 16

QUESTION NUMBER	ANSWER
1	B
2	C
3	B
4	B
5	B
6	C
7	D
8	A
9	C
10	D
11	A
12	C
13	C
14	D
15	C
16	C
17	C
18	C
19	D
20	D
21	C
22	A
23	B
24	A
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 17

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The first two articles in the bylaws of an unincorporated society are**  
A. *Meetings and Committees.*  
B. *Members and Officers.*  
C. *The Name of the Organization and its Object.*  
D. *The Parliamentary Authority and Executive Board.*
- \_\_\_ 2. **If an assembly decides not to do what a motion proposes, the motion is *rejected* or**  
A. *not carried.*  
B. *failed.*  
C. *lost.*  
D. *not passed.*
- \_\_\_ 3. **The chair's announcement of the result of a voice vote should include which side "has it," whether the motion is adopted or lost, and**  
A. a congratulatory statement to the maker of the motion.  
B. a summary of the affirmative and negative debate.  
C. the effect of the vote.  
D. an estimate of how many voted on the prevailing (winning) side.
- \_\_\_ 4. **The standard descriptive characteristic dealing with the vote on a motion indicates**  
A. what vote is required for adoption.  
B. when the president may vote.  
C. when debate is allowed before the voting takes place.  
D. the method of voting that must be taken.
- \_\_\_ 5. **The motion to *Postpone Indefinitely* can**  
A. be laid on the table.  
B. go to committee with the main motion.  
C. be moved only when the main motion is pending.  
D. be applied to all subsidiary motions.
- \_\_\_ 6. **The motion to *Commit (or Refer)***  
A. need not be seconded.  
B. is not debatable.  
C. can be applied to main motions with any amendments that may be pending.  
D. may be proposed when another member has the floor provided debate has not begun.
- \_\_\_ 7. **The unqualified form of the *Previous Question* can apply only to**  
A. all pending amendments.  
B. debatable motions.  
C. the immediately pending question.  
D. all incidental motions.
- \_\_\_ 8. **A motion to recess that is made when no business is pending is a**  
A. privileged motion.  
B. main motion.  
C. incidental motion.  
D. unclassified motion.

- \_\_\_ 9. When the privileged motion to *Adjourn* is pending, which motion below is in order?
- A. *Lay on the Table*
  - B. *Fix the Time to Which to Adjourn*
  - C. *Call for the Orders of the Day*
  - D. *Limit Debate*
- \_\_\_ 10. Which of the following would not be subject to an *Appeal*?
- A. The chair's response to a parliamentary inquiry
  - B. The chair's announcement of the results of a vote
  - C. The chair's response to a point of information
  - D. All of the above
- \_\_\_ 11. The chairman has announced the results of a voice vote on an amendment. The result was close. What could you say from your seat, without obtaining the floor, to demand that the chair take another vote by rising?
- A. "Division."
  - B. "I call for a division."
  - C. "I doubt the result of the vote."
  - D. Any of the above
- \_\_\_ 12. The motion to Rescind can be applied to a
- A. main motion which has been adopted.
  - B. contract when the party has been informed.
  - C. resignation which has been acted upon.
  - D. negative result of an appeal.
- \_\_\_ 13. Which of the following is not an example of a *dilatory motion*?
- A. Two or three members who constantly raise points of order and appeal from the chair's decision.
  - B. A few members who repeatedly lay motions on the table.
  - C. A member who demands a division on every vote even though the results are clear.
  - D. A member who proposes a motion to amend a primary amendment.
- \_\_\_ 14. If you were chairman and a guest speaker had to leave before roll call, what would you do?
- A. Ask the assembly (by unanimous consent) if the guest can speak early.
  - B. Tell the guest that the speech cannot be presented.
  - C. Conduct a voice vote on whether the guest speaker may make an earlier presentation.
  - D. Allow the speaker to make the presentation at any time he or she wishes.
- \_\_\_ 15. How should a member vote on a motion that would result in a direct personal monetary profit?
- A. Vote in the negative
  - B. Vote in the affirmative
  - C. Abstain
  - D. Only vote to break a tie
- \_\_\_ 16. 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.
- \_\_\_ 17. When using the standard order of business, the reports of the officers are presented
- A. immediately after the reading and approval of the minutes.
  - B. at the discretion of the secretary.
  - C. after the program is completed.
  - D. immediately after new business.

- \_\_\_ 18. **A committee that is appointed to carry out a specific task and ceases to exist when it has made final report to the assembly is called a (an)**
- A. *special committee.*
  - B. *select committee.*
  - C. *ad hoc committee.*
  - D. All of the above
- \_\_\_ 19. **A *mass meeting*, as understood in parliamentary law, is a meeting of**
- A. an unorganized group called to take appropriate action on a specific problem.
  - B. all the clubs in an organization.
  - C. an organized society to draft its bylaws.
  - D. all the members of an organization to consider a specific problem.
- \_\_\_ 20. **When a group of delegates meets during a convention to decide how they will act on certain matters that will come before the convention, it is called a (an)**
- A. recess.
  - B. caucus.
  - C. referral.
  - D. ad hoc committee meeting.
- \_\_\_ 21. **Which series of motions below is arranged from lowest to highest precedence?**
- A. Amend, Main Motion, Recess, Postpone Indefinitely
  - B. Main Motion, Postpone Indefinitely, Amend, Recess
  - C. Recess, Amend, Postpone Indefinitely, Main Motion
  - D. Postpone Indefinitely, Amend, Main Motion, Recess
- \_\_\_ 22. **If you were chairman and a member proceeded to debate the merits of a main motion when the motion to *Postpone to a Certain Time* was the immediately pending question, what action would you take?**
- A. Nothing.
  - B. Politely notify the member that debate must be confined to the merits of the motion to postpone the main motion.
  - C. Allow the member to debate for five minutes on the motion to *Postpone Definitely* and five minutes on the motion it is applied to.
  - D. Take a vote on the motion to postpone so that the main motion could be debated again.
- \_\_\_ 23. **Which form below would be used if a member wanted to make a motion so that members could speak in debate as often as they could obtain the floor?**
- A. "I move that the question be considered informally."
  - B. "I move that debate be extended."
  - C. "I move the previous question."
  - D. "I move that debate on the question be unlimited."
- \_\_\_ 24. **Assume you are the chairman at a large meeting. A member makes a motion, but it is not seconded immediately. What would you do?**
- A. Repeat the motion and say, "The motion is lost."
  - B. Tell the maker of the motion that he/she must withdraw the motion.
  - C. Repeat the motion and ask, "Is there a second to the motion?"
  - D. Ask the maker of the motion to suggest a member to second it.
- \_\_\_ 25. **A member must make a *Point of Order***
- A. immediately after debate concludes if it is called on a *Main Motion*.
  - B. immediately after another member makes a *Parliamentary Inquiry*.
  - C. as soon as the breach occurs.
  - D. only after the parliamentarian notifies the assembly that a breach of order has occurred.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 17

QUESTION NUMBER	ANSWER
1	C
2	C
3	C
4	A
5	C
6	C
7	C
8	B
9	B
10	D
11	D
12	A
13	D
14	A
15	C
16	A
17	A
18	D
19	A
20	B
21	B
22	B
23	A
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 18

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Which of the following is not a characteristic of a *deliberative assembly*?**  
A. The size of the group is less than six.  
B. Members can participate and act on their own judgment.  
C. The group meets and after full and free discussion decides action to be taken.  
D. Each member's vote has equal weight.
- \_\_\_ 2. **A mass meeting usually does not need an order of business because**  
A. unfinished business is taken up first.  
B. the chair determines the agenda by asking the officers to draft one after the meeting begins.  
C. only new business can be brought up.  
D. the committee that was assigned the problem for the meeting conducts a panel discussion.
- \_\_\_ 3. **Unless there is a rule to the contrary, a member may speak**  
A. once during the same day.  
B. twice during the same day.  
C. three times on the same motion on the same day.  
D. twice on the same motion on the same day.
- \_\_\_ 4. **A call for the *Orders of the Day* can be required by one member**  
A. if another member seconds the order.  
B. but can be set aside by a two-thirds vote.  
C. if it is adopted by a majority vote.  
D. and can only be amended by unanimous consent.
- \_\_\_ 5. **All subsidiary motions can be applied to**  
A. an original main motion.      C. themselves.  
B. a *point of order*.              D. third degree amendments.
- \_\_\_ 6. **Suppose that the motion "to buy basketballs" is pending. A correct example of amending this motion by *Inserting* is to say, "I move to amend the main motion by**  
A. adding the word 'three.'  
B. substituting 'three' for 'basketballs.'  
C. inserting the word 'three' before the word 'basketballs.'  
D. inserting the word 'three.'
- \_\_\_ 7. **The *Previous Question* is said to be *exhausted* when**  
A. it is voted on and not adopted.  
B. all the pending motions have been adopted.  
C. all the motions on which it was ordered have been finally disposed of.  
D. all the pending motions that have been adopted have been lost.
- \_\_\_ 8. **A motion to *Adjourn* is always privileged when**  
A. the time for adjournment has been set ahead of time.  
B. it sets a time to adjourn (is qualified).  
C. no time for adjournment has been set (is unqualified).  
D. another member has the floor.

- \_\_\_ 9. **An Objection to the Consideration of a Question**
- A. must be seconded by a member who is going to vote on the prevailing side.
  - B. requires a two-thirds vote to sustain the objection.
  - C. is amendable only by the process of *insertion*.
  - D. may be debated by the maker of the motion.
- \_\_\_ 10. **A Parliamentary Inquiry and a Point of Information are not**
- A. seconded.
  - B. voted on.
  - C. subject to reconsideration.
  - D. All of the above
- \_\_\_ 11. **The minimum affirmative vote necessary to adopt a motion to Reconsider is**
- A. a majority.
  - B. two-thirds.
  - C. one third.
  - D. Answer not given. It doesn't require a vote since the chair makes the decision.
- \_\_\_ 12. **Which procedure below is often used by assemblies such as city councils which have to deal with a large number of routine matters?**
- A. Open forum
  - B. Good of the order
  - C. Open agenda
  - D. Consent calendar
- \_\_\_ 13. **A society has a total membership of 60, and 31 members are needed for a quorum. There are 40 members present at a regular meeting. If 10 members abstain on a vote to "have a picnic next Saturday from 9 a.m. to 9 p.m.," how many would have to vote in favor to adopt this main motion?**
- A. 31
  - B. 40
  - C. 15
  - D. 16
- \_\_\_ 14. **When no special title has been assigned, the presiding officer of an assembly is generally called the**
- A. *chairperson or moderator.*
  - B. *chairman.*
  - C. *presider or presiding officer.*
  - D. *chairwoman or chairman.*
- \_\_\_ 15. **Which of the following information about a guest speaker should not be included in the minutes?**
- A. The guest speaker's name
  - B. A summary of the guest speaker's remarks
  - C. The subject of the guest speaker
  - D. All of the above
- \_\_\_ 16. **A committee that has a continuing existence and is in the society's bylaws is called a (an)**
- A. *special committee.*
  - B. *standing committee.*
  - C. *ordinary committee.*
  - D. *whole committee.*
- \_\_\_ 17. **If you were the chair and called for a minority report and a member of the assembly objects, what would you do?**
- A. Have the assembly vote on the request.
  - B. Have the assembly debate whether they wanted to hear the report and then vote on it.
  - C. Ignore the objection and allow the report.
  - D. Don't allow the report.

- \_\_\_18. **If the bylaws of the convention's standing rules do not prescribe a quorum, the quorum is a majority of the**
- A. total membership of the organization.
  - B. delegates and alternates in actual attendance.
  - C. registered delegates irrespective of any who have departed.
  - D. delegates and alternates who have registered.
- \_\_\_19. **What vote is required for the adoption of a convention program?**
- A. Majority
  - B. Notice and two-thirds
  - C. Three-fourths
  - D. Unanimous
- \_\_\_20. **A formal trial of a member of a society who has been accused of injuring the name of the organization must be held**
- A. in the general assembly.
  - B. at a meeting which is open to the public.
  - C. in a special meeting.
  - D. in executive session.
- \_\_\_21. **With a main motion pending and a motion to amend being debated, which one of the following motions would be out of order?**
- A. *Postpone to a Certain Time*
  - B. *Lay on the Table*
  - C. *Postpone Indefinitely*
  - D. *Recess*
- \_\_\_22. **The privileged motion to *Call for the Orders of the Day***
- A. must be made when another member does not have the floor.
  - B. must be seconded.
  - C. may be amended.
  - D. None of the above
- \_\_\_23. **The minimum affirmative vote necessary to adopt the motion to *Suspend Standing Rules* is**
- A. a majority of the entire membership.
  - B. a majority of members present and voting.
  - C. two-thirds of members present and voting.
  - D. None of the above
- \_\_\_24. **The privileged motions rank above**
- A. subsidiary motions.
  - B. motions that bring a question again before the assembly.
  - C. main motions.
  - D. All of the above
- \_\_\_25. **The privileged motion to *Fix the Time to Which to Adjourn* yields to a**
- A. *Point of Order*.
  - B. *Second Degree Amendment*.
  - C. *Recess*.
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 18

QUESTION NUMBER	ANSWER
1	A
2	C
3	D
4	B
5	A
6	C
7	C
8	C
9	B
10	D
11	A
12	D
13	D
14	B
15	B
16	B
17	A
18	C
19	A
20	D
21	C
22	D
23	B
24	D
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 19

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Standing rules**
- A. are always adopted at the same time a society is organized.
  - B. can be adopted by a 49% affirmative vote.
  - C. are related to the details of administration rather than parliamentary procedure.
  - D. must have previous notice to be adopted.
- \_\_\_ 2. **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*.
- \_\_\_ 3. **A motion is recorded in the minutes**
- A. as the wording was improved by the secretary after the meeting.
  - B. as it was stated by the maker.
  - C. as it was stated by the chair just before being voted on by the assembly.
  - D. after the secretary changes the motion to make certain it satisfies the needs of the organization.
- \_\_\_ 4. **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."
- \_\_\_ 5. **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.
- \_\_\_ 6. **The motion to *Postpone Indefinitely* can be reconsidered when it has received a (an)**
- A. plurality vote.
  - B. negative vote.
  - C. affirmative vote.
  - D. tie vote.
- \_\_\_ 7. **Which motion below, if adopted, makes a postponed question an order of the day for a future meeting?**
- A. *Postpone Definitely*
  - B. *Postpone Indefinitely*
  - C. *Reconsider*
  - D. *Lay on the Table*

- \_\_\_ 8. **Assume that there is a meeting in progress and the assembly has digressed from the agenda to such an extent that the important items on the agenda may not be considered because of a lack of time. What would you do?**
- A. Rise, and without obtaining the floor say, "Madam President, I order you to consider the agenda."
  - B. Rise, and without obtaining the floor say, "Madam President, I move we reconsider the agenda."
  - C. Rise, and without obtaining the floor say, "Madam President, I call for the orders of the day."
  - D. Obtain the floor and say, "I move that we order the consideration of our agenda."
- \_\_\_ 9. **The motion to *Fix the Time to Which to Adjourn* is a privileged motion only if it is made**
- A. when a member rises to a *Question of Privilege* and makes a motion to *Fix the Time to Which to Adjourn*.
  - B. if no question is pending.
  - C. and the maker of the immediately pending motion agrees to have it considered.
  - D. while a motion is pending.
- \_\_\_ 10. **The minimum affirmative vote necessary to suspend *Standing Rules* is**
- A. a majority with notice.
  - B. a majority without notice.
  - C. two-thirds without notice.
  - D. two-thirds with notice.
- \_\_\_ 11. **Which motion below can cancel or countermand a previous action?**
- A. *Annul*
  - B. *Repeal*
  - C. *Rescind*
  - D. All of the above
- \_\_\_ 12. **The only action that can legally be taken in the absence of a quorum is to**
- A. fix the time to which to adjourn.
  - B. recess or adjourn.
  - C. take measures to obtain a quorum.
  - D. All of the above
- \_\_\_ 13. **Which one of the following motions would you propose if you wanted to speak longer on a motion than the maximum time allowed?**
- A. move the *Previous Question*
  - B. *Extend the Limits of Debate*
  - C. *Postpone to a Certain Time*
  - D. *Refer to a Committee*
- \_\_\_ 14. **A viva voce method of election is especially applicable to**
- A. annual meetings.
  - B. highly contested elections.
  - C. mass meetings.
  - D. assemblies of delegates.
- \_\_\_ 15. **A report from the treasurer at a regular monthly meeting**
- A. must be submitted to each member.
  - B. must be in writing.
  - C. may consist of an oral statement of the cash balance on hand.
  - D. must have an audit before it is presented.
- \_\_\_ 16. **Committees of organized societies normally operate**
- A. with no rules of parliamentary procedure.
  - B. under the rules adopted by the chairman of the committee.
  - C. under the parliamentary authority adopted by the society.
  - D. with strict, formal parliamentary procedure rules, especially if the committee is under six members.

- \_\_\_17. 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
- \_\_\_18. When a delegate is under instruction, the delegate
- A. should abstain from voting on all amendments.
  - B. is free to change his or her vote on an amendments.
  - C. is required to vote as instructed.
  - D. is required to vote as instructed on the first vote only.
- \_\_\_19. After the temporary chairman is elected at a convention that is not a permanent society, the next officer that is elected is the
- A. vice-president.
  - B. treasurer.
  - C. secretary.
  - D. parliamentarian.
- \_\_\_20. Both of the motions to *Amend* a pending motion and to *Amend an Amendment* of a pending motion
- A. are subsidiary motions.
  - B. must be seconded.
  - C. require a majority vote for adoption.
  - D. All of the above
- \_\_\_21. Which of the following motions is never a subsidiary motion?
- A. *Extend Debate*
  - B. *Point of Order*
  - C. *Postpone Indefinitely*
  - D. *Previous Question*
- \_\_\_22. Which one of the following motions may be reconsidered?
- A. Division of the Question
  - B. Recess
  - C. Fix the Time to Which to Adjourn
  - D. Suspend the Rules
- \_\_\_23. The usual term used in *Robert's Rules of Order Newly Revised* that refers to a combination of the bylaws and constitution is
- A. *Charter*.
  - B. *Statutes*.
  - C. *Bylaws*.
  - D. *Constitution*.
- \_\_\_24. The subsidiary motion to *Postpone to a Certain Time* cannot be
- A. postponed indefinitely.
  - B. committed.
  - C. laid on the table alone.
  - D. All of the above
- \_\_\_25. Which one of the following committees does not belong with the other three?
- A. Special
  - B. Standing
  - C. Select
  - D. Ad hoc

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 19

QUESTION NUMBER	ANSWER
1	C
2	C
3	C
4	A
5	B
6	C
7	A
8	C
9	D
10	B
11	D
12	D
13	B
14	C
15	C
16	C
17	D
18	C
19	C
20	D
21	B
22	C
23	C
24	D
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 20

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The president or chief officer of an organized society who normally presides at its meetings is**
- 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 Chairmember."
- \_\_\_ 2. **Before a member of an assembly is allowed to speak or propose a motion, he or she must "obtain the floor." This means that the member must**
- A. rise and come before the assembly before speaking.
  - B. obtain permission from the assembly before addressing the chairman and speaking.
  - C. rise, address the chair, and wait to be recognized before speaking.
  - D. address the chair and then speak.
- \_\_\_ 3. **May a member who is opposed to a motion second it?**
- A. Yes
  - B. No
  - C. Yes, if a reason is offered
  - D. Only if the chair allows it
- \_\_\_ 4. **When announcing the affirmative results of a voice vote, the chairman should say,**
- A. "The ayes have it, and the motion is adopted."
  - B. "The affirmative wins."
  - C. "The ayes have it, and the motion is affirmed."
  - D. "The motion is firmly adopted."
- \_\_\_ 5. **Assume that a motion to *Postpone* the main motion to a certain time is immediately pending. Which motion below may be proposed?**
- A. *Commit (or Refer)*
  - B. *Postpone Indefinitely*
  - C. *Lay on the Table*
  - D. *Main Motion*
- \_\_\_ 6. **One feature of a *special meeting* is that**
- A. it can be held at the same time as a regular meeting.
  - B. as many different items as desired can be discussed during the meeting.
  - C. notice of the time, place, and purpose must be mailed to members several days in advance.
  - D. the president can call one at any time without notice.
- \_\_\_ 7. **If you were chairman and a member moved to amend a *Secondary Amendment*, what would you do?**
- A. Call the motion to amend the secondary amendment out of order.
  - B. Ask for a second on the third degree amendment.
  - C. Vote immediately on the third degree amendment.
  - D. Suggest that the proposed amendment to the secondary amendment be referred to a committee.



- \_\_\_ 18. **What can a member do if a motion is made and seconded and the chair ignores it?**
- A. Move that the motion be reconsidered.
  - B. Ask the chairman to table the motion.
  - C. Raise a *Point of Order*
  - D. None of the above. The chair always decides which motions are placed before the assembly.
- \_\_\_ 19. **A *Main Motion* must be**
- A. seconded.
  - B. debated.
  - C. made when another member has the floor.
  - D. adopted by a two-thirds vote.
- \_\_\_ 20. **Which statement below is true regarding debating the motion to *Commit (or Refer)* a pending motion?**
- A. Debate is not allowed.
  - B. Debate may go into the merits of the main question.
  - C. Debate must be confined only to the motion to *Commit (or Refer)*.
  - D. Members can each debate the motion three times.
- \_\_\_ 21. **The subsidiary motion to *Lay on the Table***
- A. is debatable.
  - B. is amendable.
  - C. can be reconsidered.
  - D. may not interrupt another member to be proposed.
- \_\_\_ 22. **One similarity of both a *Point of Order* and a *Parliamentary Inquiry* is that they**
- A. are classified as Privileged Motions.
  - B. must be seconded.
  - C. require a majority vote of the members present to be adopted.
  - D. may be made when another member has the floor.
- \_\_\_ 23. **A mnemonic commonly used to remember the articles of bylaws is "NO MOME C PA" (Say, "No Mommy, see Pa.") What do the two "M's" represent?**
- A. Members and Meetings
  - B. Main Motions
  - C. Manual (Parliamentary Authority) and Managers
  - D. Minutes and Membership
- \_\_\_ 24. **What does the chairman say after notifying the assembly that a motion has not been seconded?**
- A. "Will the maker of the motion withdraw his/her motion?"
  - B. "The unseconded motion is postponed until the next regular meeting."
  - C. "The next item of business is . . ."
  - D. "The motion is lost."
- \_\_\_ 25. **A *Division of the Assembly* is in order**
- A. without obtaining the floor.
  - B. when another member has the floor.
  - C. immediately after the vote has been announced.
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 20

QUESTION NUMBER	ANSWER
1	B
2	C
3	A
4	A
5	C
6	C
7	A
8	C
9	B
10	B
11	A
12	D
13	D
14	C
15	B
16	B
17	D
18	C
19	A
20	C
21	D
22	D
23	A
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 21

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. If an organization has adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority and another manual disagrees with a specific rule, which manual is binding?
- A. The assembly votes and chooses the binding manual by a majority vote.
  - B. The parliamentarian decides which manual is binding.
  - C. *Robert's Rules of Order Newly Revised* is binding.
  - D. The officers meet in executive session to decide which manual should be binding.
- \_\_\_ 2. Before members in a large assembly can debate or propose motions, they must
- A. rise and address the chairman.
  - B. address the chairman.
  - C. raise a hand.
  - D. rise.
- \_\_\_ 3. 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.
- \_\_\_ 4. A member can demand a *division* from the moment the negative votes have been cast until the
- A. assembly adopts an amendment to the motion.
  - B. chair announces the results of the voting.
  - C. chair declares the effect of the motion.
  - D. question is stated by the chair on another motion.
- \_\_\_ 5. A member can move to *Adjourn* a meeting while business is pending provided that
- A. two-thirds of the assembly votes in the affirmative.
  - B. the time for the next meeting has been established.
  - C. there are no immediately pending amendments.
  - D. important announcements that have been established by the agenda have been made.
- \_\_\_ 6. 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?"
  - 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.
- \_\_\_ 7. The term *recommit* is applied to a motion
- A. that proposes to refer a question a second time.
  - B. if the original motion to refer is lost.
  - C. that a special committee can adopt to postpone their work indefinitely.
  - D. None of the above

- \_\_\_ 8. **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.
- \_\_\_ 9. **At a regular meeting, a controversial matter that demands immediate action is introduced as a main motion. During debate, a member interrupts, rises to a question of privilege, and moves "that the meeting be closed and that nonmembers be asked to leave." What would you do as chairman?**
- A. Declare the motion out of order.
  - B. Put the motion to an immediate vote.
  - C. Ask for a second and debate on the new motion.
  - D. None of the above
- \_\_\_ 10. **Which motion below can a chairman make?**
- A. *Previous Question*
  - B. *Postpone Indefinitely*
  - C. *Reconsider*
  - D. *Object to the Consideration*
- \_\_\_ 11. **A motion that is *Taken From the Table***
- A. cannot be amended.
  - B. requires a two-thirds vote to be adopted.
  - C. can be laid on the table again.
  - D. must be debated by the member who proposed the motion that was tabled.
- \_\_\_ 12. **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*
- \_\_\_ 13. **A member who has been assigned the floor and has begun to speak may be interrupted by**
- A. a call for the *Orders of the Day*.
  - B. a *Point of Order*.
  - C. the raising of a *Question of Privilege*.
  - D. Any of the above
- \_\_\_ 14. **A two-thirds vote is required to adopt any motion that**
- A. closes, limits, or extends the limits of debate.
  - B. suspends a rule of order previously adopted.
  - C. prevents the introduction of a question for consideration.
  - D. All of the above
- \_\_\_ 15. **One of the duties of a presiding officer of an assembly is to**
- A. open the meeting only after all members are present.
  - B. allow members to debate without recognition.
  - C. allow frivolous and dilatory motions.
  - D. expedite business.
- \_\_\_ 16. **Which one of the following should generally not be included in the minutes of a meeting?**
- A. The kind of meeting
  - B. The name of the seconder of a motion
  - C. The fact that the regular chairman and secretary were present
  - D. All points of order and appeals and the reasons given by the chairman for his or her ruling

- \_\_\_ 17. **A standing committee can appoint subcommittees who are then responsible to and report to the**
- A. assembly.
  - B. standing committee.
  - C. chairman of the standing committee.
  - D. president of the organization.
- \_\_\_ 18. **Usually the article on members in the bylaws covers all of the following except**
- A. the names of the members.
  - B. classes of members.
  - C. qualifications or eligibility of members.
  - D. the required fees and dues and the payable due dates.
- \_\_\_ 19. **A member who uses objectionable or disorderly words in a meeting can be removed by**
- A. a vote of the assembly.
  - B. any member.
  - C. the chair.
  - D. the sergeant-at-arms.
- \_\_\_ 20. **The highest ranking of the following motions is a (an)**
- A. *Main motion.*
  - B. *Amendment.*
  - C. *Amendment* to the motion to *Recess.*
  - D. *Recess.*
- \_\_\_ 21. **The motion to *Appeal* that is related to the priority of business**
- A. is a subsidiary motion.
  - B. is always debatable.
  - C. may interrupt another member speaking.
  - D. need not be seconded.
- \_\_\_ 22. **The motion for an *Objection to Consideration of a Question* cannot be**
- A. seconded.
  - B. debated.
  - C. amended.
  - D. All of the above
- \_\_\_ 23. **If a motion related to voting is made when no question is pending, it**
- A. is debatable.
  - B. is in order when another member has the floor.
  - C. requires a two-thirds vote to be adopted.
  - D. is classified as an incidental motion.
- \_\_\_ 24. **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."
- \_\_\_ 25. **Which statement is false regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- A. Any amendment applied to it is debatable.
  - B. It must be seconded.
  - C. It can be used to control debate on a series of pending questions.
  - D. It is out of order when another member has the floor.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 21

QUESTION NUMBER	ANSWER
1	C
2	A
3	C
4	D
5	B,
6	B
7	A
8	C
9	C
10	D
11	C
12	B
13	D
14	D
15	D
16	B
17	B
18	A
19	A
20	C
21	C
22	D
23	A
24	A
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 22

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Law-making groups such as Congress are called**  
A. mass meetings.  
B. legislative bodies.  
C. congressional boards.  
D. conventions.
- \_\_\_ 2. **The Corporate Charter of a society that wishes to be incorporated should contain**  
A. the name of the society.  
B. the object of the society.  
C. any information required of the particular state where the society originated.  
D. All of the above
- \_\_\_ 3. **Complex motions are presented in the form of a (an)**  
A. incidental main motion.  
B. charter.  
C. secondary amendment.  
D. resolution.
- \_\_\_ 4. **The maker of a motion has the right to modify or withdraw it**  
A. at any time.  
B. up to adjournment of the meeting.  
C. until the chair states the question.  
D. during debate on the question.
- \_\_\_ 5. **Which one of the following is not an incidental motion?**  
A. *Point of Order*  
B. *Parliamentary Inquiry*  
C. *Postpone Indefinitely*  
D. *Division of the Assembly*
- \_\_\_ 6. **Which motion below would you propose if you wanted to strike out an entire main motion that has been adopted?**  
A. *Rescind*  
B. *Repeal*  
C. *Annul*  
D. Any of the above
- \_\_\_ 7. **Assume that a main motion is pending and an amendment is made and seconded. Then another member moves to refer the main motion and the amendment to a committee. Which motion would be voted on first?**  
A. *Main Motion*  
B. *Amendment*  
C. *Refer to a Committee*  
D. None of the above

- \_\_\_ 8. The subsidiary motion to **Commit (or Refer)** takes precedence over the motion to
- Amend.*
  - Lay on the Table.*
  - Recess.*
  - Limit Debate*
- \_\_\_ 9. The motion to **Lay on the Table**
- can be debated if the chairman allows the maker of the motion to speak first.
  - kills the motion and avoids a direct vote on it.
  - can be amended.
  - sets the pending question aside temporarily and there is no set time for taking up the matter again.
- \_\_\_ 10. A motion to recess that is made when no business is pending is a
- privileged motion.
  - main motion.
  - incidental motion.
  - unclassified motion.
- \_\_\_ 11. An **Objection to the Consideration of the Question** can be applied to
- incidental main motions.
  - petitions and communications from a superior body.
  - original main motions.
  - any motion stated, but not yet debated.
- \_\_\_ 12. A question has been laid on the table and the interrupting, urgent matter has been disposed of. **When can the question be taken from the table?**
- At the next business session if held before a quarterly time interval has elapsed.
  - As soon as the interrupting matter has been disposed of.
  - After a new motion is made and before it is stated by the chair.
  - Any of the above
- \_\_\_ 13. If the quorum provision is struck out in a society's bylaws, what number of members of the membership would automatically become a quorum?
- Half
  - A majority
  - Two-thirds
  - Three-fourths
- \_\_\_ 14. If it is desired to prevent any discussion of a subject, one way this can be done is to raise
- a *Point of Order.*
  - an *Objection to the Consideration of the Question.*
  - a *Question of Privilege.*
  - an *Order of the Day.*
- \_\_\_ 15. When counting a rising vote, the
- affirmative is always counted first.
  - chair should always make the count without assistance.
  - negative is always counted first.
  - chair must report the abstentions when announcing the final results.
- \_\_\_ 16. In a large assembly, the presiding officer should stand when
- calling the meeting to order.
  - putting a question to a vote.
  - explaining reasons for a ruling on a point of order.
  - All of the above

- \_\_\_ 17. **Another name for the "executive board" is**
- A. house of delegates.
  - B. board of directors.
  - C. executive committee.
  - D. special committee.
- \_\_\_ 18. **A motion arising out of a report of an officer, board, or committee is taken up**
- A. under new business.
  - B. immediately after the report is read.
  - C. and decided by the Standing Committee that deals with the topic.
  - D. after the chair asks for additions to the minutes.
- \_\_\_ 19. **If an unincorporated society wishes to discontinue its existence, it should**
- A. just stop meeting.
  - B. adopt a resolution to rescind its bylaws.
  - C. adopt a motion to disband.
  - D. stop meeting, dispose of all records, and return its charter to the parent group.
- \_\_\_ 20. **Which one of the following is not a responsibility of a convention's Credentials Committee regarding the steps in registration?**
- A. Verify the corrections of members' credentials
  - B. Record members as they are officially registered
  - C. Submit a list of members who have not paid their dues to the secretary.
  - D. Issue badges to members
- \_\_\_ 21. **If there is an offense against the assembly during a meeting such as a member using objectional words,**
- A. there is no need for a formal trial with witnesses.
  - B. the offending member may be expelled from the organization.
  - C. the secretary should ignore the comments that are made.
  - D. the chair may order the offending member from the hall.
- \_\_\_ 22. **In the series of motions listed below, where they are all pending and in order, which one of the following would be voted on first?**
- A. *Postpone Indefinitely*
  - B. *Limit Debate*
  - C. *Previous Question*
  - D. *Main Motion*
- \_\_\_ 23. **A *Division of the Assembly* and a *Division of the Question* are both**
- A. undebatable.
  - B. in order when another member has the floor.
  - C. adopted by a two-thirds vote of the members present and voting.
  - D. subsidiary motions.
- \_\_\_ 24. **The subsidiary motion to *Postpone Indefinitely***
- A. can only have primary amendments applied to it.
  - B. is out of order when another member has the floor.
  - C. is amendable as to the time of postponement.
  - D. requires a minimum affirmative vote of two-thirds to be adopted.
- \_\_\_ 25. **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.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 22

QUESTION NUMBER	ANSWER
1	B
2	D
3	D
4	C
5	C
6	D
7	C
8	A
9	D
10	B
11	C
12	D
13	B
14	B
15	A
16	D
17	B
18	B
19	B
20	C
21	A
22	C
23	A
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 23

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The document of a society that contains its own rules relating to itself as an organization is the**
- A. constitution or bylaws.
  - B. standing committee report.
  - C. corporate charter.
  - D. parliamentary authority manual.
- \_\_\_ 2. **Members who are unsure of the proper wording of a motion**
- A. may ask another member to assist without permission of the assembly.
  - B. may seek assistance from the chairman.
  - C. must sit, have the business of the assembly stop, and propose the motion when they are ready with the proper wording.
  - D. will be directed by the chairman to confer with the secretary while the meeting continues.
- \_\_\_ 3. **There are 26 in the affirmative and 26 in the negative on a vote for a main motion. Which way would the chairman have to vote in order for the motion to be adopted?**
- A. For the negative
  - B. For the affirmative
  - C. The chair would have to abstain
  - D. None of the above. The chair cannot vote in this situation.
- \_\_\_ 4. **Most incidental motions**
- A. are not debatable.
  - B. are always debatable.
  - C. may be debated if permission is granted by the chairman.
  - D. may be debated after they are amended.
- \_\_\_ 5. **The main difference between the rules governing original and incidental main motions is that incidental main motions**
- A. need not be seconded.
  - B. cannot have an *Objection to the Consideration of a Question* applied to them.
  - C. cannot be amended.
  - D. can only be debated one time by each member.
- \_\_\_ 6. **Which form of amendment below would be proper to use if you wanted to strike out a paragraph and insert another paragraph?**
- A. *Strike out and Insert*
  - B. *Substitution*
  - C. *Strike out*
  - D. *Add*
- \_\_\_ 7. **If a motion for the *Previous Question* fails to gain the necessary votes,**
- A. debate is stopped on it.
  - B. the motion to which it was applied is lost.
  - C. debate continues on the pending motion as if this motion had not been made.
  - D. members may not ask the maker of the motion questions directly for the duration of the meeting.

- \_\_\_ 8. **While the privileged motion to *Adjourn* is pending, it is not in order to**
- A. make important announcements.
  - B. make a main motion.
  - C. give notice of a motion to be made at the next meeting.
  - D. make a motion to *Reconsider and Enter in the Minutes*.
- \_\_\_ 9. **If a member is not in agreement with a portion of a main motion that is indivisible, the member can**
- A. demand that the chair take a vote on the opposed part first.
  - B. move to strike out the part that is unfavorable.
  - C. make a direct request to the maker of the motion to withdraw it without a vote.
  - D. None of the above
- \_\_\_ 10. **If a question is taken up on a different day than it was laid on the table, how many more times may members each debate the motion?**
- A. Once
  - B. Twice
  - C. None, if they have already debated twice the first day
  - D. A total of two times, including the first day
- \_\_\_ 11. **In the absence of a quorum, which motion below would you take a vote on if you were chairman?**
- A. Adjourn
  - B. A main motion to "have a picnic"
  - C. A primary amendment
  - D. A motion to refer a motion to a committee
- \_\_\_ 12. **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.
- \_\_\_ 13. **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.
- \_\_\_ 14. **If the presiding officer has to vacate the chair during a meeting and a vice-president is not available, the chairman, with the approval of the assembly, can appoint a chairman**
- A. *pre term*. B. *part time*. C. *pro tem*. D. *proviso trustee*.
- \_\_\_ 15. **When a committee is appointed "with power," this means that the committee has permission from the assembly to**
- A. conduct a regular meeting with the entire assembly and propose motions.
  - B. take action for all pending special committees.
  - C. take all the necessary steps to carry out its instructions.
  - D. require that the president of the society be the chairman of the committee.
- \_\_\_ 16. **If an assembly considers a question informally, this means that**
- A. members can ask each other questions without going through the chairman.
  - B. debate is not allowed on all motions and their amendments.
  - C. there is no limit on the number of times members can speak in debate on main questions and their amendments.
  - D. members may debate longer than ten minutes each time they speak.

- \_\_\_17. **Delegates to a convention are usually chosen to represent their constituent units for one**
- A. five-year period.
  - B. session.
  - C. meeting.
  - D. quarter.
- \_\_\_18. **A member who uses objectionable or disorderly words in a meeting can be removed by**
- A. a vote of the assembly.
  - B. any member.
  - C. the chair.
  - D. the sergeant-at-arms.
- \_\_\_19. **Which motion below is the highest ranking subsidiary motion?**
- A. *Postpone Indefinitely*
  - B. *Commit (or Refer)*
  - C. *Lay on the Table*
  - D. *Postpone Definitely*
- \_\_\_20. **Which series of motions below is arranged from lowest to highest precedence?**
- A. Main Motion, Adjourn, Amend
  - B. Amend, Adjourn, Main Motion
  - C. Main Motion, Amend, Adjourn
  - D. Adjourn, Amend, Main Motion
- \_\_\_21. **With a main motion and an amendment pending, which of the following motions would be out of order?**
- A. *Lay on the Table*
  - B. *Recess*
  - C. *Postpone Indefinitely*
  - D. *Refer to a Committee*
- \_\_\_22. **The incidental motion for a *Division of a Question***
- A. is adopted by a majority vote of the members present and voting.
  - B. must be seconded.
  - C. may be amended.
  - D. All of the above
- \_\_\_23. **If an organization has both a constitution and bylaws as separate documents, which is higher ruling?**
- A. The bylaws
  - B. The constitution
  - C. The assembly decides by a minimum affirmative vote of two-thirds of the members present at a special meeting.
  - D. None of the above
- \_\_\_24. **When a member has *exhausted his/her right to debate* a particular question for that day, it means that the member**
- A. cannot debate other motions that have similar content on the same day.
  - B. has debated the question twice and cannot make a third speech on the same day.
  - C. cannot debate an amendment that is applied to the question.
  - D. can now solicit unused debating time from other members of the assembly.
- \_\_\_25. **Which form below is proper for the subsidiary motion to a *Commit or Refer*?**
- A. "I move to commit the referral to a motion."
  - B. "I move to commit and refer the motion to a committee."
  - C. "I move to refer the motion to a committee."
  - D. "I move that a committee refer the motion."

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 23

QUESTION NUMBER	ANSWER
1	A
2	B
3	B
4	A
5	B
6	B
7	C
8	B
9	B
10	B
11	A
12	C
13	D
14	C
15	C
16	C
17	B
18	A
19	C
20	C
21	C
22	D
23	B
24	B
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 24

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. In a deliberative assembly, a proposition may be adopted by a *majority vote*, which means that a motion must be approved by
- A. all the members present who vote.
  - B. two-thirds of the voting members.
  - C. more than half of the members present and voting.
  - D. exactly half of the members in the organization.
- \_\_\_ 2. Which article below is generally not included in an organization's bylaws?
- A. Committees
  - B. Parliamentary authority
  - C. Officers
  - D. A listing of all the members' legal names and addresses
- \_\_\_ 3. The member who wishes to second a motion must
- A. not vote against the motion.
  - B. second the motion before it may be considered.
  - C. rise and be recognized by the chair before seconding it.
  - D. be acceptable to the member who proposed the motion.
- \_\_\_ 4. In large assemblies, the chair has the same voting rights as any other member. This means that the chairman may vote
- A. only to make a tie.
  - B. for the negative when there is a tie vote.
  - C. when it would affect the outcome, or he may abstain.
  - D. only when a motion is obviously going to be adopted.
- \_\_\_ 5. If you obtained new information about your motion that has been adopted that might change the way members voted, the proper motion that you could propose is
- A. *Rescind*.
  - B. *Discharge a Committee*.
  - C. *Reconsider*.
  - D. *Repeal*.
- \_\_\_ 6. A meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret is called a (an)
- A. *executive session*.
  - B. *private meeting*.
  - C. *special meeting*.
  - D. *confidential session*.
- \_\_\_ 7. 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.

- \_\_\_ 8. **Assume the main motion "that we have a dance next Saturday" is pending. You want to include the time for the dance. What would you do?**
- A. Obtain the floor and say, "I move to amend by inserting '9 p.m. to 11:30 p.m.'"
  - B. Propose a new motion and include the time.
  - C. Obtain the floor and say, "I move to amend by adding the words, 'from 9 p.m. to 11:30 p.m.'"
  - D. Rise, and without obtaining the floor say, "I move to amend the motion by substituting '9 p.m. to 11:30 p.m.'"
- \_\_\_ 9. **In a society that holds regular business meetings on the same day of each week, a question cannot be postponed for longer than a**
- A. day.
  - B. week.
  - C. quarter (three months).
  - D. year.
- \_\_\_ 10. **Which of the following is true of the privileged motion to recess?**
- A. It may provide for a recess at a later time.
  - B. It requires that the duration of the recess be included in the motion.
  - C. The vote may be reconsidered.
  - D. It is "privileged" only when it is proposed while another question is pending.
- \_\_\_ 11. **Assume you do not agree with the chairman's ruling on your *Point of Order*. What could you do?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
  - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
  - C. From your seat, and without obtaining the floor say, "I move the previous question."
  - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
- \_\_\_ 12. **Assume that you laid a motion "to have a car wash next Saturday" on the table at the beginning of a regular meeting. How could you bring it back for consideration?**
- A. Obtain the floor and say, "I move to take from the table the motion related to having a car wash."
  - B. From your seat, and without obtaining the floor say, "I move to take the motion to have a car wash off the table."
  - C. Rise, and without obtaining the floor say, "I rise to take a motion off the table."
  - D. Obtain the floor and say, "I move we reconsider the motion that was tabled regarding having a car wash next Saturday."
- \_\_\_ 13. **The privileged motion to *Fix the Time to Which to Adjourn***
- A. is in order in the absence of a quorum.
  - B. may be proposed when another member is debating.
  - C. requires a two-thirds vote to be adopted.
  - D. is the lowest-ranking privileged motion.
- \_\_\_ 14. **Orders of the Day are divided into two classes called**
- A. *general orders and special orders.*
  - B. *points of order and good of the order.*
  - C. *rules of order and call to order.*
  - D. *order of business and order of precedence.*
- \_\_\_ 15. **When the presiding officer relinquishes the chair in order to debate a main motion, the chair is returned when the**
- A. chair has completely debated the question.
  - B. main motion has been amended.
  - C. main motion has been disposed of.
  - D. temporary chairman requests that the regular presiding officer return to the chair.

- \_\_\_ 16. When taking a vote by *roll call*, the roll of the assembly is called by the secretary in
- A. seniority order (most senior member first, etc.).
  - B. random order as determined by the secretary and vice-president.
  - C. the order in which members rise, address the chair and are recognized.
  - D. alphabetical order, with the chairman's name called last.
- \_\_\_ 17. The name of the officer who assists the chair in preserving order and sometimes serves notices of fines is the
- A. *curator*.
  - B. *doorkeeper*.
  - C. *sergeant-at-arms*.
  - D. *parliamentarian*.
- \_\_\_ 18. In large assemblies, special committees are generally appointed by the
- A. parliamentarian. B. secretary. C. vice-president. D. chairman.
- \_\_\_ 19. If the members at a mass meeting are trying to organize a permanent society and need to have more meetings, the presiding officer elected at the first meeting is designated as
- A. "president."
  - B. "chairman."
  - C. "presiding officer."
  - D. "chairman pro tem."
- \_\_\_ 20. One of the duties of the convention's Credentials Committee is to
- A. send each constituent body information about the authorized number of representatives and alternates and their eligibility requirements.
  - B. select representatives for each constituent body.
  - C. allow each constituent body to verify the eligibility of each representative selected.
  - D. select an alternate delegate for each constituent body.
- \_\_\_ 21. All of the privileged motions are
- A. debatable.
  - B. undebatable.
  - C. amendable.
  - D. able to be laid on the table.
- \_\_\_ 22. The motion to call for the *Previous Question* may be applied to all the subsidiary motions listed below except
- A. *Refer to a Committee*
  - B. *Limit Debate*
  - C. *Lay on the Table*
  - D. *Extend Limits of Debate*
- \_\_\_ 23. Which one of the following motions can be proposed with an amendment pending?
- A. *Postpone Indefinitely*
  - B. *Main Motion*
  - C. *Limit Debate*
  - D. A new motion to "have a dance."
- \_\_\_ 24. Usually the chair must state the question on a motion immediately after it is
- A. made and seconded.
  - B. made.
  - C. submitted in writing before being proposed.
  - D. recorded in the minutes by the secretary.
- \_\_\_ 25. The subsidiary motion to *Commit or Refer* cannot be
- A. amended.
  - B. postponed indefinitely.
  - C. reconsidered in any case.
  - D. carried to the table when applied to a main motion.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 24

QUESTION NUMBER	ANSWER
1	C
2	D
3	B
4	C
5	C
6	A
7	B
8	C
9	B
10	D
11	D
12	A
13	A
14	A
15	C
16	D
17	C
18	D
19	D
20	A
21	B
22	C
23	C
24	A
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 25

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A board generally has the same character of a**  
A. special committee.  
B. deliberative assembly.  
C. large committee.  
D. legislative body.
- \_\_\_ 2. **What specifies the sequence in which certain general types or classes of business are brought up or permitted to be introduced at a meeting?**  
A. Order of business  
B. Bylaws  
C. Standing rules  
D. Charter
- \_\_\_ 3. **When the presiding officer *puts the question*, this means that the chair**  
A. is asking for a second.  
B. proceeds to take a vote on the pending motion.  
C. is going to ask the maker of the motion a question.  
D. is going to put the pending motion on temporary hold.
- \_\_\_ 3. **When the presiding officer *puts the question*, this means that the chair**  
A. is asking for a second.  
B. proceeds to take a vote on the pending motion.  
C. is going to ask the maker of the motion a question.  
D. is going to put the pending motion on temporary hold.
- \_\_\_ 4. **An *incidental main motion***  
A. can be made only with the permission of the assembly.  
B. is in order if an original main motion is the immediate pending question.  
C. proposes an action that is defined under parliamentary law and described by a particular parliamentary term.  
D. is the same as a main motion, except it only can be proposed when an incidental motion is pending.
- \_\_\_ 5. **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.
- \_\_\_ 6. **The *Previous Question* can be used to close debate immediately and the making of all subsidiary motions except to**  
A. *Commit (or Refer)*.  
B. *Lay on the Table*.  
C. *Amend*.  
D. *Postpone Indefinitely*.

- \_\_\_ 7. **Assume that your organization is debating a motion and you want to talk privately to several fellow members about the business at hand. What would you do?**
- A. Rise, and without obtaining the floor say, "I move we postpone the motion for ten minutes and take a recess."
  - B. From your seat, and without obtaining the floor yell out, "Recess!"
  - C. Obtain the floor and say, "I move we lay the motion on the table and take a ten minute recess."
  - D. Obtain the floor and say, "I move to recess for ten minutes."
- \_\_\_ 8. **The incidental motion calling for a *Division of the Question***
- A. is in order when another member has the floor.
  - B. cannot be made on the main question while an amendment to the main question is pending.
  - C. allows one speech per member to divide the debate on the question equally.
  - D. is not amendable.
- \_\_\_ 9. **In contrast to the motion to *Reconsider*, the motion to *Rescind***
- A. does not need to be seconded.
  - B. is never debatable.
  - C. can be made by any member.
  - D. requires a majority vote of all the members of a society to be adopted.
- \_\_\_ 10. **What should a member do if there is not a quorum at a meeting?**
- A. Call for the orders of the day.
  - B. Move that the minutes should reflect that a quorum was not present.
  - C. Make a point of order to notify the assembly.
  - D. Move that a count be taken, and then allow business to proceed as usual.
- \_\_\_ 11. **The assembly can adopt the motion to close debate immediately on a pending question if two-thirds of those vote**
- A. for a *Division of the Question*.
  - B. to *Postpone the Question*.
  - C. for the *Previous Question*.
  - D. to *Postpone the Question Indefinitely*.
- \_\_\_ 12. **Voting by *ballot* is used when**
- A. the assembly adopts its use by a two-thirds vote.
  - B. the chairman wants a fast method of taking a vote.
  - C. a division of the assembly is needed.
  - D. it is desired to keep the members' votes a secret.
- \_\_\_ 13. **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.
- \_\_\_ 14. **In writing minutes, a proficient secretary will**
- A. include personal observations and conclusions on debate.
  - B. summarize motions and include all debate.
  - C. include all motions in one paragraph.
  - D. use the exact wording of motions that are acted upon.
- \_\_\_ 15. **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.

- \_\_\_ 16. In a quasi committee of the whole, each member is allowed to debate on motions
- once.
  - twice.
  - an unlimited number of times.
  - until the chair stops them.
- \_\_\_ 17. One characteristic of a mass meeting is that the sponsors may
- have the secretary read the minutes of the previous meeting immediately before unfinished business is taken up.
  - indicate the amount of dues after the meeting begins.
  - limit the right of attendance.
  - demand that they have a meeting at any time during the regular meeting of an organized society.
- \_\_\_ 18. When two or more organizations merge or consolidate, the resulting organization
- may be given a new name.
  - is required to have a new name.
  - must use parts of each group's name in the new name.
  - must use the word "incorporated" in the new name.
- \_\_\_ 19. Which one of the following motions is debatable?
- Raise a Question of Privilege*
  - Previous Question*
  - The privileged motion *To Fix the Time to Which to Adjourn*
  - Postpone Indefinitely*
- \_\_\_ 20. Which one of the following motions is in order if the privileged motion to *Raise a Question of Privilege* is pending?
- Lay on the Table*
  - Limit or Extend Limits of Debate*
  - Fix the Time to Which to Adjourn*
  - Main Motion*
- \_\_\_ 21. If a member wanted a counted vote on a motion, which one of the following actions is allowed?
- Debate
  - Two-thirds vote of members present and voting required for adoption
  - The maker of the motion may interrupt a speaker to propose a motion for a counted vote.
  - It may be reconsidered if it is not adopted.
- \_\_\_ 22. The motion to *Lay on the Table* and to *Take From the Table* both
- must be seconded.
  - are not debatable.
  - are not amendable.
  - All of the answers
- \_\_\_ 23. Which of the following motions is classified as an *Incidental Main Motion*?
- Annul*
  - Repeal*
  - Rescind*
  - All of the above
- \_\_\_ 24. Which statement below is true regarding secondary motions?
- A secondary motion can be made while a main motion is pending.
  - Secondary motions generally are not seconded before being stated by the chair.
  - When a secondary motion is placed before the assembly, it becomes the pending question.
  - When a secondary motion is immediately pending, the main motion is not pending.
- \_\_\_ 25. If a *Main Motion*, a *Primary Amendment* and a motion to *Commit* are pending, and the motion to *Commit* is adopted, what happens to the *Amendment*?
- It is tabled by the chair.
  - It has to be made again after the committee report.
  - It is lost.
  - It *adheres* to the main motion.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 25

QUESTION NUMBER	ANSWER
1	B
2	A
3	B
4	C
5	C
6	B
7	D
8	B
9	C
10	C
11	C
12	D
13	A
14	D
15	D
16	C
17	C
18	A
19	D
20	C
21	C
22	D
23	D
24	A
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 26

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **A board is an administrative body that is**  
A. always elected in executive session.  
B. appointed at a general meeting by the chairman.  
C. elected or appointed.  
D. never appointed.
- \_\_\_ 2. **The minimum affirmative vote necessary to suspend rules of order named in an organization's parliamentary authority or adopted as special rules of order is**  
A. a majority of the entire membership and previous notice.  
B. three-fourths of the members present and voting.  
C. a fifth (20%) of the members voting.  
D. two-thirds of the members present and voting.
- \_\_\_ 3. **With very few exceptions, a member never speaks**  
A. while seated.  
B. more than once on a main motion.  
C. unless permission is granted by the maker of the motion.  
D. longer than five minutes.
- \_\_\_ 4. **Motions proposed in small boards or committees**  
A. must be seconded.  
B. may be seconded by the maker of the motion.  
C. need not be seconded.  
D. must be seconded by the presiding officer.
- \_\_\_ 5. **One method of calling for a counted rising vote is for a member to rise, address the chair and move that the vote be counted. This motion must be seconded and adopted by a**  
A. unanimous vote.  
B. two-thirds vote.  
C. majority vote.  
D. None of the above. A vote is not necessary.
- \_\_\_ 6. **If a member does not want a motion to be discussed at a meeting, he or she can**  
A. raise an *Objection to the Consideration of the Question*.  
B. rise to a *Question of Privilege*.  
C. move to *Postpone Indefinitely*.  
D. move to *Refer*.
- \_\_\_ 7. **Previous notice may be given**  
A. only by members of the executive board.  
B. by charter members.  
C. by any member present at a meeting.  
D. by anyone present at a meeting.

- \_\_\_ 8. **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.
- \_\_\_ 9. **It is out of order to move to lay a pending question on the table if**
- A. the motion on the previous question is pending.
  - B. the motion to be laid on the table has an amendment already applied to it.
  - C. another member has already moved to lay the matter on the table during the same meeting.
  - D. there is evidently no other matter urgently requiring immediate attention.
- \_\_\_ 10. **After a member makes a *Point of Order*, the chair should always**
- A. ask for a second.
  - B. determine if the maker wishes to debate it first.
  - C. make certain that amendments that are applied to it are germane.
  - D. try to make a ruling on it.
- \_\_\_ 11. **To withdraw a motion that has been stated by the chair requires**
- A. a secondary amendment.
  - B. approval of the member who seconded the motion to be withdrawn.
  - C. permission of the assembly.
  - D. approval of the secretary.
- \_\_\_ 12. **Who is usually entitled to call up the motion to *Reconsider* if it cannot be taken up when it is made?**
- A. The member who seconded the motion to *Reconsider*
  - B. The member who made the motion to *Reconsider*
  - C. The member who made the main motion that is to be *Reconsidered*
  - D. Any member who spoke on the prevailing side
- \_\_\_ 13. **Members should be given preference in recognition for debate from the chair if they**
- A. made a committee report and want to implement a motion.
  - B. moved to take a motion off the table.
  - C. made a motion and have not already spoken.
  - D. All of the above
- \_\_\_ 14. **What method of voting should the chair use in a large assembly to determine if a question has obtained two-thirds of the votes cast?**
- A. Voice
  - B. Rising
  - C. Show of hands
  - D. Ballot
- \_\_\_ 15. **In the absence of a society's president and vice-president,**
- A. any standing committee chairman can preside.
  - B. a chairman pro tem should be elected.
  - C. the secretary can put questions to a vote.
  - D. any volunteer from the assembly may preside.
- \_\_\_ 16. **After the "treasurer's report" is made at a regular meeting, it**
- A. is then referred to the finance committee.
  - B. must then be approved by a majority vote of the assembly.
  - C. must be then referred to the budget committee.
  - D. requires no action from the assembly.

- \_\_\_ 17. Which statement is true regarding the *quasi committee of the whole*?
- A. Members can only debate motions three times.
  - B. The results of votes are final decisions of the assembly.
  - C. It is suited for groups of fifty to one-hundred members.
  - D. All of the above are true.
- \_\_\_ 18. The time at which a bylaw amendment goes into effect is immediately upon
- A. adjournment of the meeting.
  - B. the conclusion of the report.
  - C. its adoption.
  - E. the signatures of all the officers.
- \_\_\_ 19. Which one of the following standing rules would require a two-thirds vote if it was voted on separately at a convention?
- A. To require that all delegates wear badges while on the floor
  - B. To limit all speeches on resolutions to two minutes
  - C. To require that all reports be typed
  - D. To require that all resolutions be signed by the maker and seconder
- \_\_\_ 20. Nominations and the elections of officers at a convention should take place
- A. prior to the convention.
  - B. relatively early in the convention.
  - C. near the end of the convention.
  - D. after the convention.
- \_\_\_ 21. Which one of the following motions cannot be amended?
- A. *Recess*
  - B. *Previous Question*
  - C. *Limit or Extend Limits of Debate*
  - D. *Amend*
- \_\_\_ 22. Which of the following is an incidental motion?
- A. *Division of the Assembly*
  - B. *Fix the Time to Which to Adjourn*
  - C. *Lay on the Table*
  - D. *Call for the Orders of the Day*
- \_\_\_ 23. The motion to *Postpone Indefinitely* and to *Postpone Definitely* both
- A. are amendable.
  - B. require a majority with notice to be adopted.
  - C. must be seconded.
  - D. are classified as incidental motions.
- \_\_\_ 24. If the vote on a motion has been counted, the chair should announce the count
- A. before announcing the prevailing side.
  - B. after announcing the prevailing side.
  - C. after indicating the effect of the vote.
  - D. immediately before announcing the next item of business.
- \_\_\_ 25. Which one of the following motions does not belong with the other three?
- A. Subsidiary motions
  - B. Privileged motions
  - C. Incidental motions
  - D. Original main motions

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 26

QUESTION NUMBER	ANSWER
1	C
2	D
3	A
4	C
5	C
6	A
7	C,
8	D
9	D
10	D
11	C
12	B
13	D
14	B
15	B
16	D
17	C
18	C
19	B
20	B
21	B
22	A
23	C
24	A
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 27

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A member of an assembly, in a parliamentary sense, is a person having the right to**
- A. examine all the records of the organization.
  - B. attend the executive sessions.
  - C. participate fully in its proceedings.
  - D. bate a motion in detail before it is proposed.
- \_\_\_ 2. **At a formal meeting, and without notice, a deliberative assembly has the right to temporarily suspend its**
- A. standing rules.
  - B. constitution or bylaws.
  - C. charter.
  - D. bylaw Objectives.
- \_\_\_ 3. **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
- \_\_\_ 4. **The rising, counted vote on a main motion is twenty-four for the affirmative and twenty-three for the negative. The chairman votes for the negative. This means that the vote on the main motion is**
- A. twenty-five for the affirmative and twenty-three for the negative, and it is adopted.
  - B. a tie, and the main motion is lost.
  - C. a tie, and the main motion is adopted.
  - D. twenty-four for the affirmative and twenty-four for the negative, and the motion is postponed to the next regular meeting.
- \_\_\_ 5. **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*
- \_\_\_ 6. **Which of the following is false with regard to a special meeting?**
- A. It can take action in an emergency beyond the notice given but is subject to ratification.
  - B. It is set by a motion at the previous regular meeting.
  - C. It is convened only to consider the business mentioned in the call to the special meeting.
  - D. It is a procedure requiring authorization in the bylaws.
- \_\_\_ 7. **"An amendment must be 'germane' to be in order." This means that**
- A. the amendment must be made by a process called "insertion."
  - B. the date and purpose of the proposed change must be included.
  - C. an amendment must in some way involve the same question that is raised by the motion to which it is applied.
  - D. the amendment must always be proposed by the member who proposed the main motion.

- \_\_\_ 8. **If adopted, the *Previous Question* is a motion that stops**
- A. the making of all subsidiary motions.
  - B. debate and the making of amendments on the pending question.
  - C. the making of privileged motions.
  - D. the making of undebatable motions.
- \_\_\_ 9. **The motion to *Lay on the Table* is commonly misused in meetings in the place of the motion to**
- A. *Adjourn*.
  - B. *Postpone to a Certain Time*.
  - C. *Reconsider*.
  - D. *Commit (or Refer)*.
- \_\_\_ 10. **The motion to *Raise a Question of Privilege* takes precedence over all the motions below except the motion to**
- A. *Amend*.
  - B. *Commit (or Refer)*.
  - C. *Limit Debate*.
  - D. *Recess*.
- \_\_\_ 11. **The privileged motion to *Adjourn***
- A. has the same effect as the motion to *Fix the Time to Which to Adjourn*.
  - B. may be amended by a two-thirds vote.
  - C. is not needed if the chairman adjourns a meeting after asking for further business.
  - D. allows for the member who proposed the motion to *Adjourn* to have the first right to debate it.
- \_\_\_ 12. **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*
- \_\_\_ 13. **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
- \_\_\_ 14. **No motion can be introduced that is outside the object of a society as defined in the bylaws unless**
- A. the chairman permits its consideration.
  - B. the assembly agrees by a two-thirds vote to consider it.
  - C. a special committee recommends consideration.
  - D. the society's officers unanimously agree to consider it.
- \_\_\_ 15. **To take a motion out of its proper order at a meeting requires**
- A. a two-thirds vote in the affirmative.
  - B. a majority vote in the affirmative.
  - C. the chairman's approval.
  - D. a three-fourths affirmative vote by ballot.
- \_\_\_ 16. **When the chairman asks, "Are you ready for the question?" this means that the chair**
- A. wants members to ask the maker of the motion questions.
  - B. has stopped debate on the main motion and is going to take an immediate voice vote on it.
  - C. is trying to determine if debate has concluded.
  - D. is asking permission to ask the maker of the motion a question related to the main motion.

- \_\_\_ **17. Voting by ballot is when members**
- A. state their vote when their names are called by the presiding officer.
  - B. vote by rising individually and then stating how they voted.
  - C. mark their votes on slips of paper.
  - D. vote by raising their hands.
- \_\_\_ **18. A president who is an ex-officio member of a committee**
- A. may not vote on issues at meetings.
  - B. must attend all meetings.
  - C. is counted when determining if a quorum is present.
  - D. has the same rights as other members.
- \_\_\_ **19. Normally, in most organizations, the minutes of each meeting are read and approved**
- A. by the officers when they meet to plan the next meeting.
  - B. at the end of the regular meeting before adjournment.
  - C. at the beginning of the next regular meeting after the meeting is called to order and opening ceremonies are completed.
  - D. whenever the chairman determines there will be adequate time to discuss them in detail.
- \_\_\_ **20. A board can transact business if**
- A. every board member has been notified.
  - B. a quorum is present.
  - C. it is a regular or properly called meeting.
  - D. All of the above
- \_\_\_ **21. After a "special committee" has made its final report to the assembly, it**
- A. is listed in the bylaws as a standing committee.
  - B. automatically expires.
  - C. is assigned new members and handles all related topics in the future.
  - D. cannot be discharged by the assembly.
- \_\_\_ **22. Unless prescribed in the bylaws, the quorum for a committee of the whole is**
- A. established by the committee as the first new business.
  - B. the same as that of the assembly.
  - C. always a majority of the committee members.
  - D. prescribed in the special bylaws drawn up by the committee.
- \_\_\_ **23. Which series of motions below is arranged from highest to lowest precedence?**
- A. Adjourn, Fix the Time to Which to Adjourn, Commit, Postpone Indefinitely
  - B. Fix the Time to Which to Adjourn, Adjourn, Commit, Postpone Indefinitely
  - C. Postpone Indefinitely, Commit, Adjourn, Fix the Time to Which to Adjourn
  - D. Commit, Adjourn, Fix the Time to Which to Adjourn, Postpone Indefinitely
- \_\_\_ **24. The subsidiary motion to *Postpone Indefinitely***
- A. yields only to main motions.
  - B. can be applied to any motion.
  - C. is the lowest-ranking subsidiary motion.
  - D. is used to bring a motion back for consideration at the same meeting.
- \_\_\_ **25. If a motion is adopted to send the main question to a standing committee, the motion should indicate the**
- A. names of former committee members.
  - B. date the committee will be dissolved.
  - C. name of the committee.
  - D. the Article and Section number in the bylaws that names the committee.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 27

QUESTION NUMBER	ANSWER
1	C
2	A
3	D
4	B
5	B
6	B
7	C
8	B
9	B
10	D
11	C
12	B
13	D
14	B
15	A
16	C
17	C
18	D
19	C
20	D
21	B
22	B
23	B
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 28

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **When an unorganized group meets to discuss a specific problem and anyone may attend who is interested, it is called a**
- A. convention.
  - B. mass meeting.
  - C. legislative body.
  - D. board meeting.
- \_\_\_ 2. **Ordinary standing rules generally contain**
- A. rules that may not be changed except with previous notice and a two-thirds vote.
  - B. the object and standing committees of the organization.
  - C. an hour that sets the time meetings are to begin.
  - D. rules of parliamentary procedure related to the presiding officer.
- \_\_\_ 3. **After a motion is made and seconded, the chair *states the question*. This means that the chairman**
- A. asks members if they have questions about the motion.
  - B. repeats the exact motion and indicates it is open for debate.
  - C. asks if the member who proposed the motion wishes to change it.
  - D. directs at least two questions to the member who made the motion.
- \_\_\_ 4. **Motions that assist the assembly in treating or disposing of a main motion are called**
- A. main motions.
  - B. subsidiary motions.
  - C. incidental motions.
  - D. privileged motions.
- \_\_\_ 5. **A single member has the power to require a**
- A. roll call vote.
  - B. ballot vote.
  - C. counted vote.
  - D. standing vote.
- \_\_\_ 6. **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*.
- \_\_\_ 7. **If an incomplete motion is made such as "to refer the main motion to a committee," what can be done about it?**
- A. Members can offer formal amendments to complete the details.
  - B. The chair can call for amendments to complete the details.
  - C. The chair can put the motion to *Commit (or Refer)* to a vote at once.
  - D. All of the above

- \_\_\_ 8. **The orders of the day can be set aside by**
- A. a two-thirds vote.
  - B. any member who objects.
  - C. the chairman if there is an important item being debated.
  - D. a motion to *Reconsider*.
- \_\_\_ 9. **If a motion to *Fix the Time to Which to Adjourn* is made when no question is pending,**
- A. the chairman should rule it out of order.
  - B. it should be voted on immediately after a second.
  - C. it is subject to all the rules applicable to a main motion.
  - D. a two-thirds vote is necessary for its adoption.
- \_\_\_ 10. **Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?**
- A. Ignore the appeal.
  - B. Suggest that the member should call for a *Division*.
  - C. Take another voice vote.
  - D. Take a vote on the appeal.
- \_\_\_ 11. **A member can call for a division of the assembly on a motion from the time a voice vote is taken and up until**
- A. adjournment.
  - B. the chair announces the outcome of the voting.
  - C. adjournment at the next regular meeting.
  - D. the chair has stated the question on another motion.
- \_\_\_ 12. **The motion to *Rescind* is a (an)**
- A. original main motion.
  - B. privileged motion.
  - C. incidental main motion.
  - D. subsidiary motion.
- \_\_\_ 13. **If a quorum is not fixed for boards and committees, how many of the members must be present to make a quorum?**
- A. Half
  - B. A majority
  - C. Two-thirds
  - D. Three-fourths
- \_\_\_ 14. **Which member has preference to be recognized after a motion is laid on the table?**
- A. The member who introduced the urgent business.
  - B. The member who will make a motion to take the motion from the table.
  - C. Any member who wants to debate the reason for laying a motion on the table.
  - D. The member who wants to amend the pending main motion.
- \_\_\_ 15. **The vote on a main motion is 30 for the affirmative and 29 for the negative. The chair votes in the negative and therefore the motion is**
- A. adopted.
  - B. lost.
  - C. a tie and is adopted.
  - D. None of the answers are correct
- \_\_\_ 16. **When an organization elects its president one entire term in advance, the person chosen is called the**
- A. *upcoming president*.
  - B. *president-elect*.
  - C. *president to be*.
  - D. *president pro tempore*.

- \_\_\_ 17. **Which one of the following statements is generally false regarding honorary officers and honorary members of an organization?**
- A. They can attend meetings.
  - B. They can make motions and vote.
  - C. They must be authorized by the bylaws.
  - D. They may speak at meetings.
- \_\_\_ 18. **In a small board meeting,**
- A. all main motions must be seconded.
  - B. the chairman does not need to rise while putting motions to a vote.
  - C. members must obtain the floor by standing, addressing the chair, and being recognized.
  - D. a motion to limit debate is always in order.
- \_\_\_ 19. **After a report from a standing committee concludes by making a recommendation to adopt a resolution, how is the resolution adopted by the assembly?**
- A. The chairman takes an immediate vote on the resolution without a formal motion.
  - B. The resolution is adopted without a vote.
  - C. The reporting member proposes a motion.
  - D. It can't be adopted until the assembly discharges the committee.
- \_\_\_ 20. **If the meaning of a bylaw is not clear, it can be changed by**
- A. a unanimous vote of the members.
  - B. the chairman at a special meeting of the officers.
  - C. members through an amendment of the bylaws.
  - D. None of the above
- \_\_\_ 21. **Formal disciplinary procedures should generally be**
- A. held in an open meeting.
  - B. the first step in solving a problem believed to be caused by a member.
  - C. regarded as a drastic step reserved for serious situations.
  - D. regarded as a extreme step and should be used as the second step for all problems caused by members.
- \_\_\_ 22. **Which one of the following motions is amendable?**
- A. *Lay on the Table*
  - B. *Commit (or Refer)*
  - C. The privileged motion to *Adjourn*
  - D. *Raise a Question of Privilege*
- \_\_\_ 23. **If a motion is made to approve the minutes,**
- A. a second is not required.
  - B. the motion is not debatable.
  - C. the motion is in order when another member has the floor.
  - D. it is adopted by a majority vote.
- \_\_\_ 24. **When a main motion places a special limit on the number of speeches each member may make at a meeting, the minimum affirmative vote required for adoption is**
- A. a majority.
  - B. two-thirds.
  - C. a majority and notice.
  - D. two-thirds and notice
- \_\_\_ 25. **"Gaveling through" a motion is a procedure when the presiding officer**
- A. taps the gavel when a motion is seconded and again after it is adopted.
  - B. allows the assembly to vote on an unimportant main motion without a second and debate.
  - C. puts a question to a vote so fast that members cannot gain the floor.
  - D. interrupts a member who is making a motion by tapping the gavel several times.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 28

QUESTION NUMBER	ANSWER
1	B
2	C
3	B
4	B
5	D
6	C
7	D
8	A
9	C
10	B
11	D
12	C
13	B
14	A
15	B
16	B
17	B
18	B
19	C
20	C
21	C
22	B
23	D
24	B
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 29

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **When an organization needs to make a decision that requires more than a majority vote, common requirements are a**
- A. rising vote.
  - B. ballot vote.
  - C. two-thirds vote and possibly previous notice.
  - D. three-fourths vote and previous notice.
- \_\_\_ 2. **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.
- \_\_\_ 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. **The purpose of a second to a motion is to**
- A. establish the fact that at least two members are willing to speak in favor of the motion.
  - B. prevent time from being consumed by the assembly having to dispose of a motion that only one member wants introduced.
  - C. establish the fact that at least two members are willing to vote in favor of the motion.
  - D. indicate to the chairman that members must debate the motion before it is voted on.
- \_\_\_ 5. **When a motion is adopted without the steps of stating the question and putting the motion to a formal vote, it is called adopting by**
- A. consensus.
  - B. unanimous (general) consent.
  - C. a withdrawal of objections.
  - D. a caucus.
- \_\_\_ 6. **If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can**
- A. move to *Postpone Indefinitely*.
  - B. make a motion for *Division of the Question*.
  - C. request that the chair divide the question.
  - D. make a second degree *Amendment* to separate the motion into two parts.
- \_\_\_ 7. **A special meeting is convened to consider items specified in the**
- A. call of the meeting.
  - B. bylaws.
  - C. standing rules.
  - E. announcement made at the previous meeting.

- \_\_\_ 8. The subsidiary motion to *Commit (or Refer)* takes precedence over the motion to
- Amend.*
  - Lay on the Table.*
  - Recess.*
  - Limit Debate*
- \_\_\_ 9. When the subsidiary motion for the *Previous Question* is made in its unqualified form such as "I move the previous question," this means that it
- requires a majority vote for adoption.
  - grants permission for members to ask questions of members.
  - applies to all pending questions.
  - None of the above
- \_\_\_ 10. Assume a main motion is pending at a regular meeting. A member gains the floor and moves that the assembly recess for dinner after the vote on the pending motion. What would you do as chairman?
- Declare the motion to recess out of order.
  - Take a voice vote on the motion to recess without a second.
  - Call for a second on the motion to recess and then take an immediate voice vote.
  - None of the above
- \_\_\_ 11. If an objection to the consideration of a main motion is sustained,
- the main motion can be renewed by a majority vote.
  - the main motion is dismissed for that session.
  - the vote sustaining the objection cannot be reconsidered.
  - All of the above
- \_\_\_ 12. In a session of one day, the motion to *Reconsider*
- is not subject to time limits.
  - can be made at any future regular meeting within the current year.
  - must be made on the same day the vote to be reconsidered was taken.
  - cannot be made until two-thirds of the assembly adopts it.
- \_\_\_ 13. If the chair is in doubt as to which member is entitled to the floor,
- it should automatically be assigned to the member who addressed the chair.
  - the parliamentarian should decide.
  - the assembly can decide by a vote.
  - all the officers should confer and make the decision.
- \_\_\_ 14. Which one of the following is a rule that members should obey during debate?
- Address all remarks through the chairman.
  - Use members' names for clarity.
  - Speak against your own motions.
  - Attack members' motives.
- \_\_\_ 15. In an election, John received 50 votes, Mary received 49 votes, and Jane received 48 votes. Which person received a plurality?
- John
  - Mary
  - Jane
  - None of the above
- \_\_\_ 16. The presiding officer, if a member of the assembly,
- should only vote by ballot upon the permission of the assembly.
  - may vote by ballot to break a tie.
  - can always vote by ballot with other members.
  - can vote by ballot after the polls are closed without permission of the assembly.

- \_\_\_ 17. **When an organization elects its president one entire term in advance, the person chosen is called the**  
A. *upcoming president.*  
B. *president-elect.*  
C. *president to be.*  
D. *president pro tempore.*
- \_\_\_ 18. **The number of votes on each side should be entered in the minutes**  
A. on a voice vote.  
B. if the chairman conducts the initial vote by division.  
C. when a count is ordered or the vote is by ballot.  
D. in small assemblies when the initial vote is by a show of hands.
- \_\_\_ 19. **An ex-officio member of a board**  
A. may be a nonmember of the society.  
B. may be an appointed officer.  
C. must be a member of the society.  
D. must be an elected officer.
- \_\_\_ 20. **Which of the following is the primary difference between a board and a committee?**  
A. The committee is larger.  
B. The board has more authority to act independently for the assembly.  
C. The board meets more frequently.  
D. The quorum for a board is always larger.
- \_\_\_ 21. **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.
- \_\_\_ 22. **Members of a society who are chosen especially for a convention as representatives within a larger group of people are called**  
A. *tellers.*  
B. *representatives of a special committee.*  
C. *delegates.*  
D. *speakers.*
- \_\_\_ 23. **Which one of the following motions would be out of order after the previous question has been ordered on the pending amendment to a main motion?**  
A. *Recess*  
B. *Adjourn*  
C. *Parliamentary Inquiry*  
D. *Refer*
- \_\_\_ 24. **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."
- \_\_\_ 25. **The subsidiary motion for the *Previous Question* can be applied to an undebatable motion if a member wanted to**  
A. stop an amendment.  
B. not allow members to ask questions.  
C. delete a question asked by a member that is recorded in the minutes of the previous meeting.  
D. make a motion to allow the assembly to debate it.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 29

QUESTION NUMBER	ANSWER
1	C
2	C
3	D
4	B
5	B
6	B
7	A
8	A
9	D
10	A
11	B
12	C
13	C
14	A
15	A
16	C
17	B
18	C
19	A
20	B
21	C,
22	C
23	D
24	B
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 30

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **Large boards and large committees follow parliamentary procedure**  
A. in the same way as any assembly.  
B. to a lesser degree than other deliberative assemblies.  
C. only for items that are brought from the previous meeting.  
D. when the presiding officer feels it will benefit the organization.
- \_\_\_ 2. **In the absence of a provision in the bylaws, the quorum of an organized society is**  
A. two-thirds of the registered members.  
B. a majority of the entire membership.  
C. a majority of the members who answer roll call.  
D. two-thirds of its officers in attendance.
- \_\_\_ 3. **The statement by the chair, "Are you ready for the question?" means the**  
A. assembly may not debate the pending question.  
B. assembly must decide if it is ready to ask questions.  
C. members may debate the pending question.  
D. members may ask the maker of the motion questions.
- \_\_\_ 4. **Assume that the chairman has declared the results of a voice vote. A member who desires to have the vote taken again and counted should**  
A. call out "Division" without rising or being recognized by the chair.  
B. rise, address the chair, be recognized and say, "I move that the vote be counted."  
C. demand, without rising, that "the chair take a counted vote."  
D. rise, and without being recognized by the chair state, "I rise to a point of order and wish a standing, c counted vote."
- \_\_\_ 5. **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*
- \_\_\_ 6. **One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it**  
A. takes precedence over all other motions.  
B. can be debated in detail before being proposed.  
C. takes precedence over no other motions.  
D. has a higher precedence than subsidiary motions.
- \_\_\_ 7. **How should a society generally handle the minutes from an executive session?**  
A. A committee should be appointed by the president to approve them.  
B. The executive board should read and approve them.  
C. Have them read and approved at another executive session.  
D. They should be approved like any other regular meeting minutes.

- \_\_\_ 8. **The process used to amend a motion by placing words at the end of a sentence is**  
A. *insertion*.  
B. *striking out*.  
C. *addition*.  
D. *substitution*.
- \_\_\_ 9. **One rule for the subsidiary motion to *Postpone to a Certain Time* is that**  
A. a second is not required.  
B. it is out of order when another member has the floor.  
C. debate may go into the merits of the main question.  
D. a two-thirds vote is required to adopt it.
- \_\_\_ 10. **A member who has been assigned the floor may be interrupted for the purpose of**  
A. amending a motion.  
B. limiting debate.  
C. raising a question of privilege.  
D. moving the previous question.
- \_\_\_ 11. **When a member makes a *Point of Order*, how is it normally decided?**  
A. The chair rules on it.  
B. It can be adopted by a majority vote of the assembly.  
C. It can be adopted by a two-thirds vote of the assembly after it is seconded.  
D. The parliamentarian rises after the breach of order is described by the member and immediately rules on it.
- \_\_\_ 12. **Which one of the following is usually made by the chairman?**  
A. Primary amendments to a main motion  
B. Reconsidering motions  
C. Referring a motion to a special committee  
D. Declaring that nominations are closed
- \_\_\_ 13. **If the chair rules adversely on a *Point of Order*, it cannot be raised again during the same meeting unless**  
A. the chair independently brings it up.  
B. the parliamentarian grants special permission.  
C. an appeal is made and the chair's decision is reversed.  
D. it is referred to a committee and they give their opinion to the assembly before the meeting adjourns.
- \_\_\_ 14. **An *Order of the Day* is a specific item of business that**  
A. has been amended and ordered to be completed immediately by the chairman.  
B. must be incorporated into the bylaws by a majority vote.  
C. is set in advance to be taken up at a given session.  
D. lists in detail all the standing committees in the bylaws.
- \_\_\_ 15. **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 above
- \_\_\_ 16. **Select the example below which would adopt a motion requiring a two-thirds vote.**  
A. 24 in favor and 18 opposed  
B. 24 in favor and 16 opposed  
C. 24 in favor and 14 opposed  
D. 24 in favor and 12 opposed

- \_\_\_ 17. **Another name for the secretary is the**  
A. *clerk*.  
B. *recording secretary*.  
C. *scribe*.  
D. All of the above
- \_\_\_ 18. **An adjourned meeting of an ordinary society has its minutes approved at the next**  
A. meeting of the officers of the society.  
B. regular or adjourned meeting (whichever comes first).  
C. adjourned meeting.  
D. special meeting which is usually called for the purpose of approving the minutes of an adjourned meeting.
- \_\_\_ 19. **A standing committee of an organization reports to the**  
A. executive board.  
B. president.  
C. assembly.  
D. board of directors.
- \_\_\_ 20. **Which of the following is false regarding committee reports?**  
A. A written report is usually not addressed or dated.  
B. The report should begin with the identification of the committee that submitted it.  
C. The report generally should always be written in the first person.  
D. The report should be submitted in writing.
- \_\_\_ 21. **A committee of the whole can**  
A. alter the text of any resolution referred to it.  
B. adopt the same motions as if a regular assembly.  
C. propose amendments and report them as recommendations to the assembly.  
D. limit the number of times members may debate on a motion while it is considered by the committee.
- \_\_\_ 22. **The motion to *Reconsider*, if used to bring a question before the assembly,**  
A. must be seconded.  
B. can be adopted by a vote of a majority of the members present and voting.  
C. cannot be reconsidered.  
D. All of the above
- \_\_\_ 23. **A person presiding at a meeting who is not an officer should be addressed as "Mr. or Madam**  
A. Chairman."  
B. Presider."  
C. Honorary Chairman."  
D. Chairman Pro tem."
- \_\_\_ 24. **The adoption of the motion to *Fix the Time to Which to Adjourn* does not**  
A. have the same effect as a motion to fix the time *at* which to adjourn.  
B. adjourn the present meeting.  
C. set a time for the present meeting to adjourn.  
D. All of the above
- \_\_\_ 25. **If a member yields the floor before speaking for a full ten minutes, the remaining time**  
A. can be allotted to the member who seconded the pending motion.  
B. is added to the member's total debating time remaining.  
C. is relinquished.  
D. can be allotted by the chairman to another member who spoke in the affirmative on the motion.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 30

QUESTION NUMBER	ANSWER
1	A
2	B
3	C
4	B
5	C
6	C
7	C
8	C
9	B
10	C
11	A
12	D
13	C
14	C
15	D
16	D
17	D
18	B
19	C
20	C
21	C
22	D
23	A
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 31

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Rules of order that supplement or modify the rules contained in an organization's parliamentary authority are called**  
A. *a corporate charter.*  
B. *special rules of order.*  
C. *the secondary parliamentary authority.*  
D. *secondary amendments.*
- \_\_\_ 2. **A society which has adopted *Robert's Rules of Order Newly Revised* as its parliamentary authority**  
A. may use a new parliamentary authority at each meeting.  
B. must follow the order of business given in the parliamentary manual.  
C. may adopt its own particular order of business.  
D. may change any item in the parliamentary authority by a majority vote without notice.
- \_\_\_ 3. **Assume that a main motion is not seconded. What should the chairman say?**  
A. "The chair seconds the motion."  
B. Repeat the following three times: "Will some member please second the motion?"  
C. "Since there is no second, the motion is not before this meeting."  
D. "Since there is no second, will the maker of the motion withdraw it?"
- \_\_\_ 4. **A motion to *postpone indefinitely* can be used when a member wishes to**  
A. avoid an embarrassing matter.  
B. postpone the motion to a later time.  
C. postpone the motion to the next meeting.  
D. change the motion to make it more germane.
- \_\_\_ 5. **Which one of the following is a standard descriptive characteristic of a motion?**  
A. Other motions which are applicable to the motion  
B. The number of times members may debate on the motion  
C. The duties of the secretary regarding the motion  
D. When the minority may speak
- \_\_\_ 6. **An *incidental main motion* is a main motion that is different from an original main motion because it**  
A. cannot be amended.  
B. is always made when a main motion is the immediately pending question.  
C. may be made any time, even if another member is speaking.  
D. never introduces a substantive question as a new subject.
- \_\_\_ 7. **The motion to *Postpone Indefinitely* can be**  
A. applied to all subsidiary motions.  
B. referred to a committee.  
C. laid on the table.  
D. applied only to the main question.

- \_\_\_ 8. **The motion to *Refer to a Committee* can be applied to**
- A. *Points of Order.*
  - B. *Main Motions.*
  - C. *All Secondary Motions.*
  - D. *Privileged Motions.*
- \_\_\_ 9. **Which statement below is true regarding the subsidiary motion *To Lay on the Table*?**
- A. A second is not needed.
  - B. The maker of the motion may state the reason prior to proposing the motion.
  - C. All amendments to the motion must pass by a majority vote.
  - D. The chair should not ask the maker of the motion to state the reason first.
- \_\_\_ 10. **If the privileged motion to *Adjourn* is voted down, the motion can be renewed**
- A. only after debate on the adjournment occurs.
  - B. after additional debate occurs.
  - C. only after action on the pending main motion is completed.
  - D. Any of the above
- \_\_\_ 11. **The minimum affirmative vote necessary to suspend rules of parliamentary procedure that are in an established parliamentary procedure manual is**
- A. a majority.
  - B. two-thirds.
  - C. more than one-third.
  - D. None of the above
- \_\_\_ 12. **When it is necessary to express strong disapproval, a motion to *Rescind and Expunge from the Minutes* is used. If adopted, the secretary**
- A. draws a single line through the words in the minutes.
  - B. writes "Rescinded and Ordered Expunged" with the date and his or her signature across the words.
  - C. Omits the expunged material from the published minutes.
  - D. All of the above
- \_\_\_ 13. **Which of the following is an optional heading for an order of business?**
- A. Announcements
  - B. Roll call
  - C. Opening ceremonies
  - D. All of the above
- \_\_\_ 14. **Which one of the following statements should not be used by a member during debate when referring to another member?**
- A. "The member who spoke last."
  - B. "The delegate from King County."
  - C. "Our Vice President."
  - D. "John."
- \_\_\_ 15. **When counting ballots, blank ballots are**
- A. entered as a legal vote.
  - B. entered as an illegal vote.
  - C. ignored.
  - D. counted.
- \_\_\_ 16. **If the secretary is absent at a regular meeting,**
- A. any member can be directed by the presiding officer to assume the duties of the secretary.
  - B. a secretary pro tem should be elected.
  - C. the secretary should ask someone else ahead of time to take minutes.
  - D. the duties are automatically assumed by the treasurer.

- \_\_\_ 17. **In a small board meeting of about a dozen members or less, the chairman can**
- A. adopt a motion without a vote.
  - B. propose a motion to close or limit debate.
  - C. make motions.
  - D. None of the above
- \_\_\_ 18. **A motion "to adopt the report" of a committee**
- A. does not require a second.
  - B. has the effect of endorsing every word of the report.
  - C. should be made by the reporting member.
  - D. is never appropriate.
- \_\_\_ 19. **Notice of a bylaw amendment should be formally worded and if it is required to be written, it should be signed by the**
- A. president.
  - B. president and secretary.
  - C. mover and seconder.
  - D. officers of the society.
- \_\_\_ 20. **To avoid a change of officers during a convention, the bylaws should provide that newly elected officers should take up their duties**
- A. immediately upon being elected.
  - B. at the close of the convention.
  - C. at the beginning of the next convention.
  - D. after the beginning of the next calendar year.
- \_\_\_ 21. **Which one of the following motions can the *Previous Question* be applied to?**
- A. *Adjourn*
  - B. *Raise a Question of Privilege*
  - C. *Commit (or Refer)*
  - D. *Lay on the Table*
- \_\_\_ 22. **In both houses of the Congress of the United States, the quorum is**
- A. a percentage of the members that is determined by the chairman after roll call.
  - B. two-thirds of the members attending.
  - C. 25% of the members who vote on the first new business put to the assembly.
  - D. a majority of the members.
- \_\_\_ 23. **While debating motions, members of an assembly should**
- A. address their remarks to the chair.
  - B. interject personal comments into debate.
  - C. attack the motives of members for more meaningful debate.
  - D. refer to other members by their personal names.
- \_\_\_ 24. **The subsidiary motion to *Postpone to a Certain Time* is amendable as to the**
- A. location where the postponement will be considered.
  - B. time that the main question may be postponed to.
  - C. number of members that will consider if the main question is postponed.
  - D. duties of the presiding officer on handling the matter if the main question is postponed.
- \_\_\_ 25. **The motion to *Take From the Table* generally cannot be moved while any other question is pending because**
- A. it must be made after the vote on the motion to *Adjourn* is announced.
  - B. there is unlimited debate on the motion to *Take From the Table* and it would consume too much time.
  - C. it is a main motion.
  - D. it takes precedence over no pending motion.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 31

QUESTION NUMBER	ANSWER
1	B
2	C
3	C
4	A
5	A
6	D
7	D
8	B
9	B
10	B
11	B
12	D
13	D
14	D
15	C
16	B
17	C
18	B
19	C
20	B
21	C
22	D
23	A
24	B
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 32

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The bylaws of an organized local society usually provide that it shall hold**  
A. biannual adjourned meetings.  
B. regular meetings at stated intervals.  
C. a specific number of meetings each year.  
D. special meetings every month.
- \_\_\_ 2. **The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is**  
A. a majority of those present.  
B. two-thirds without previous notice.  
C. a majority of the entire membership with notice.  
D. two-thirds with previous notice or a vote of a majority of the entire membership.
- \_\_\_ 3. **If an assembly decides to do what a motion proposes, the motion is *carried* or**  
A. *adopted*.  
B. *accepted*.  
C. *passed*.  
D. *endorsed*.
- \_\_\_ 4. **If the affirmative vote is almost unanimous on a motion that is complimentary and noncontroversial, the chairman**  
A. need not call for a negative vote.  
B. calls for a standing vote to confirm it.  
C. takes only the negative vote by a division.  
D. doesn't need to call for a negative vote even if a member objects.
- \_\_\_ 5. **Which motion below would a member propose to fix a date and hour of another meeting before the next regular meeting?**  
A. *Recess*  
B. *Adjourn*  
C. *Raise a Question of Privilege*  
D. *Fix the Time to Which to Adjourn*
- \_\_\_ 6. **If a member violates the secrecy of an executive session,**  
A. the member may be punished under disciplinary procedures.  
B. no action may be taken by the organization.  
C. the president directs the secretary to publish the information that was secret and distribute it to all members.  
D. None of the above
- \_\_\_ 7. **The subsidiary motion to *Postpone Indefinitely***  
A. is in order when another member has the floor.  
B. does not require a second.  
C. is not a secondary motion.  
D. is debatable and debate can go fully into the merits of the main question.

- \_\_\_ 8. **Assume a main motion is pending that you feel needs to be studied further. What should you do?**
- A. Obtain the floor and say, "I move we study the motion further."
  - B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
  - C. Obtain the floor and say, "I move that the main motion be referred to a committee to be appointed by the chairman."
  - D. From your seat, and without obtaining the floor say, "I move we rescind this motion."
- \_\_\_ 9. **The motion to *Lay on the Table* is a motion that can be**
- A. debated and amended.
  - B. applied to the motion to *Limit Debate*.
  - C. made when the *Previous Question* has been made.
  - D. applied to a pending amendment.
- \_\_\_ 10. **When a motion to *Recess* is made while another motion is pending it is a (an)**
- A. incidental motion.
  - B. privileged motion.
  - C. incidental main motion.
  - D. main motion.
- \_\_\_ 11. **The incidental motion to *Appeal* is debatable unless it**
- A. is made while the immediate pending question is undebatable.
  - B. relates to indecorum or a transgression of the rules of speaking.
  - C. relates to priority of business.
  - D. All of the above.
- \_\_\_ 12. **When a document is considered by paragraph, a member can debate each paragraph**
- A. once.
  - B. twice.
  - C. three times.
  - D. as many times as desired.
- \_\_\_ 13. **"The right of each member to debate the motion to *Reconsider* is separate from the original consideration of the motion proposed to be reconsidered." This means that a member may debate and go into the merits of the question to be considered**
- A. two more times.
  - B. three more times.
  - C. only if amendments to the motions to be reconsidered are offered.
  - D. Answer not given
- \_\_\_ 14. **The presiding officer may recognize a member after he or she has risen and addressed the chair by**
- A. announcing the member's name or title.
  - B. announcing the place or unit that the member represents.
  - C. nodding if only one person has addressed the chair.
  - D. Any of the above
- \_\_\_ 15. **The presiding officer, if a member of the assembly, must cast a vote to**
- A. break a tie.
  - B. make a tie.
  - C. make a two-thirds vote.
  - D. None of the above
- \_\_\_ 16. **If a member is not ready to vote on a roll call and wishes to be called later, the member answers**
- A. *abstain*.
  - B. *skip*.
  - C. *pass*.
  - D. *nay*.

- \_\_\_ 17. **Which of the following is one of the duties of an executive secretary (or director) in a national organization that can be completed without the approval of the board?**
- A. Hire staff
  - B. Conduct day-to-day regular business
  - C. Determine staff salaries
  - D. Fire staff
- \_\_\_ 18. **In ordinary societies, the financial reports are audited by elected members known as**
- A. "assistant treasurers."
  - B. "accountants."
  - C. "bookkeepers."
  - D. "trustees."
- \_\_\_ 19. **At a mass meeting, unless a time has been set for another meeting, the adoption of the motion to adjourn**
- A. allows members to go into their regular meeting.
  - B. dissolves the assembly.
  - C. temporarily postpones adjournment until members are notified by the secretary.
  - D. is not in order.
- \_\_\_ 20. **Unfinished business of a convention is normally taken up at the next convention day after**
- A. new business.
  - B. the invocation.
  - C. the reading of the minutes.
  - D. the treasurer's report.
- \_\_\_ 21. **A convention called for a specific purpose and not involving a permanent organization**
- A. is similar to a mass meeting.
  - B. has no officers when called to order.
  - C. will probably have trouble determining proper delegates.
  - D. All of the above
- \_\_\_ 22. **Which rule is true regarding the adoption of an ordinary standing rule?**
- A. It may be proposed when another member has the floor.
  - B. It is not debatable.
  - C. It is classified as a privileged motion.
  - D. A majority vote is required for its adoption.
- \_\_\_ 23. **The incidental motion to *Suspend the Rules***
- A. is in order when another member has the floor.
  - B. is debatable.
  - C. normally requires a two-thirds vote of the members present and voting for adoption.
  - D. may be amended.
- \_\_\_ 24. **The subsidiary motion to *Limit or Extend Limits of Debate* cannot**
- A. increase the length of speeches.
  - B. force an instant closing of debate.
  - C. require that debate be closed at a certain later hour.
  - D. increase the number of speeches for each motion.
- \_\_\_ 25. **If a motion is adopted that conflicts with a motion that has been adopted, it**
- A. must be implemented.
  - B. is null and void.
  - C. must be handled by a special committee appointed by the chair.
  - D. is laid on the table to the next meeting to be considered again.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 32

QUESTION NUMBER	ANSWER
1	B
2	D
3	A
4	A
5	D
6	A
7	D
8	C
9	C
10	B
11	D
12	B
13	A
14	D
15	D
16	C
17	B
18	D
19	B
20	C
21	D
22	D
23	C
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 33

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Which of the following would not be classified as a principal type of *deliberative assembly*?**  
A. Legislative body  
B. Convention  
C. Board  
D. Committee
- \_\_\_ 2. **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.
- \_\_\_ 3. **A second implies that the seconder agrees that the motion**  
A. must be entered in the minutes.  
B. should come before the assembly.  
C. can be adopted without change.  
D. could be referred to a committee after it is adopted.
- \_\_\_ 4. **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.
- \_\_\_ 5. **How can a member propose to have the pending matter given special study?**  
A. Move to refer it to a committee.  
B. Move to lay the matter on the table.  
C. Move to postpone it definitely.  
D. Move to reconsider it.
- \_\_\_ 6. **The motion to *Rescind* is a (an)**  
A. privileged motion.  
B. original main motion.  
C. incidental main motion.  
D. subsidiary motion.
- \_\_\_ 7. **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.

- \_\_\_ 8. **A substitute motion offered for a main motion is a (an)**  
A. third degree amendment.  
B. incidental motion.  
C. primary amendment.  
D. incidental main motion.
- \_\_\_ 9. **The motion to *Postpone to a Certain Time* can be made while**  
A. the main motion with an amendment is pending.  
B. the motion to *Lay on the Table* is pending.  
C. another member has the floor.  
D. another member is debating a main motion.
- \_\_\_ 10. **The *Previous Question* is not allowed in**  
A. deliberate assemblies.  
B. committees.  
C. conventions.  
D. legislative meetings.
- \_\_\_ 11. **Who makes the initial ruling on the motion to *Raise a Question of Privilege*?**  
A. Members  
B. The chairman  
C. The parliamentarian  
D. The vice president
- \_\_\_ 12. **Which of the following is the correct form to use in making the motion to adjourn as a main motion?**  
A. "I move to adjourn."  
B. "I move that we now adjourn to meet at 6 p.m. on May 5."  
C. "I move that the meeting adjourn."  
D. All of the above
- \_\_\_ 13. **Assume that a member at a meeting is debating the main motion while an amendment is the immediately pending question. What could you do to stop the member from speaking on the main motion?**  
A. Rise, and without obtaining the floor say, "I rise to a point of order."  
B. From your seat, and without obtaining the floor say, "Point of information."  
C. Obtain the floor and say, "I rise to a question of privilege."  
D. Rise, and without obtaining the floor say, "I rise to a parliamentary inquiry."
- \_\_\_ 14. **The proper language to use by the chair for putting the affirmative vote of the question on an appeal is**  
A. "all those in favor of sustaining the chair, say 'aye.'"  
B. "all those in favor of the chair, say 'aye.'"  
C. "as many as are in favor of sustaining the chair's decision, say 'aye.'"  
D. "all those in favor of my decision, say 'aye.'"
- \_\_\_ 15. **When a member raises an objection to the consideration of a question, the chair should ask,**  
A. "Is there a second?"  
B. "The consideration of the question is objected to. Shall the question be considered?"  
C. "How many sustain the objection? Those objecting, please rise."  
D. "An objection has been raised. Is there any discussion?"
- \_\_\_ 16. **Incidental motions related to the method of voting and the polls**  
A. can be applied to any motion on which the assembly is called on to vote.  
B. need not be seconded.  
C. are debatable.  
D. all require a two-thirds vote to be adopted.

- \_\_\_ 17. **In a mass meeting, the quorum is**
- A. the number of persons present at the time.
  - B. a majority of those members who indicated they would attend.
  - C. the officers elected prior to beginning the official meeting.
  - D. always stated in the bylaws.
- \_\_\_ 18. **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.
- \_\_\_ 19. **Which of the privileged motions listed below is not debatable?**
- A. *Adjourn*
  - B. *Recess*
  - C. *Fix the Time to Which to Adjourn*
  - D. All of the above
- \_\_\_ 20. **Which one of the following results could be affected by a vote of the presiding officer?**
- A. 40 in favor and 21 opposed (2/3 required to adopt)
  - B. 14 in favor and 30 opposed (2/3 required to reject)
  - C. 15 in favor and 17 opposed (majority required to adopt)
  - D. 25 in favor and 24 opposed (majority required to adopt)
- \_\_\_ 21. **An order for a recount on a ballot vote requires a**
- A. majority vote.
  - B. two-thirds vote.
  - C. three-fourths vote.
  - D. unanimous vote.
- \_\_\_ 22. **If a secondary motion is withdrawn, the**
- A. motion does not appear in the minutes.
  - B. minutes must show who proposed the motion.
  - C. minutes must show that the motion was withdrawn.
  - D. motion is circled and initialed by the secretary in the minutes.
- \_\_\_ 23. **Rules of debate at small board meetings of about twelve or less members provide that members can speak**
- A. as often as desired.
  - B. informally on a topic while no motion is pending.
  - C. while seated.
  - D. All of the above
- \_\_\_ 24. **The usual method of appointing assembly members to a special committee is**
- A. to conduct a ballot vote.
  - B. to select a committee chairman who then chooses the committee members.
  - C. by open nominations from the floor.
  - D. usually specified in the motion that establishes the committee.
- \_\_\_ 25. **What should be written after the signature of the chairman if a committee authorizes its chairman to sign a report?**
- A. "Approved"
  - B. "Approved by all the committee members"
  - C. "Chairman"
  - D. "Adopted"

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 33

QUESTION NUMBER	ANSWER
1	D
2	C
3	B
4	D
5	A
6	C
7	B
8	C
9	A
10	B
11	B
12	B
13	A
14	C
15	B
16	A
17	A
18	B
19	D
20	D
21	A
22	A
23	D
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 34

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The basic principle of decision in a deliberative assembly is that**  
A. propositions must be adopted by a majority vote.  
B. it takes two members to demand a rising vote.  
C. a two-thirds vote is required for all amendments.  
D. all the decisions of the presiding officer may be reversed by a two-thirds vote.
- \_\_\_ 2. **What is the legal document that gives the name and object of a society and also other information as required by law?**  
A. Parliamentary authority  
B. Constitution  
C. Bylaws  
D. Corporate Charter
- \_\_\_ 3. **The reading of a communication at a meeting means that**  
A. a motion is not formally before the assembly.  
B. the communication must be debated and voted on.  
C. a committee should be appointed to investigate the communication.  
D. the member who originally read the communication is the only one who may amend it.
- \_\_\_ 4. **If a rising vote is inconclusive, the chair should**  
A. ask for another voice vote and order it to be counted.  
B. order another rising vote and order it to be counted.  
C. take another rising vote.  
D. declare the vote a tie.
- \_\_\_ 5. **Which one of the following motions would you propose if you wanted to call the presiding officer's attention to the fact that ventilation in the meeting room was very poor and you wanted it to be more comfortable?**  
A. *Call For Orders of the Day*  
B. *Recess*  
C. *Raise a Question of Privilege*  
D. *Fix the Time to Which To Adjourn*
- \_\_\_ 6. **The Latin term *sine die* means *without***  
A. *a division.*  
B. *an official signature* for a document such as the minutes of a meeting.  
C. *a voice vote.*  
D. *day.*
- \_\_\_ 7. **The adoption of special rules of order requires**  
A. a majority vote of the members present.  
B. a two-thirds vote.  
C. previous notice.  
D. previous notice and two-thirds vote.

- \_\_\_ 8. **A motion is before the assembly to "commend" the high school basketball coach for her conduct during the disturbance after a recent game. A member moves to amend this motion by striking out "commend" and inserting in its place "censure." What would you do as chairman?**
- A. Declare the amendment out of order because it is contrary to the spirit of the main motion.
  - B. Accept this amendment and ask for a second.
  - C. Have the assembly decide by a voice vote if the amendment is proper.
  - D. Declare the amendment out of order because it is not germane to the main motion.
- \_\_\_ 9. **One of the rules concerning the subsidiary motion to *Commit (or Refer)* is that**
- A. debate can extend only to the desirability of committing the main question.
  - B. it is in order when another member has the floor.
  - C. it doesn't need to be seconded.
  - D. a two-thirds vote is required for it to be adopted.
- \_\_\_ 10. **The main reason that the motion to *Limit or Extend Limits of Debate* requires a two-thirds vote is because it**
- A. is a high-ranking, privileged motion.
  - B. is two separate motions.
  - C. takes away the rights of members to enter into free discussions.
  - D. limits the debate on the privileged motion to *Amend* a motion previously adopted.
- \_\_\_ 11. **The motion to take a *Recess* at a future time may be proposed only**
- A. when no question is pending.
  - B. if the member who made the immediately pending motion agrees.
  - C. when another question is pending.
  - D. during the time before new business will be considered.
- \_\_\_ 12. **Assume that an undesirable main motion has been moved and seconded. At this stage, how could you keep this motion from coming before the assembly?**
- A. Obtain the floor and say, "I move that this motion be tabled."
  - B. Obtain the floor and say, "I move that this motion be postponed."
  - C. Obtain the floor and say, "I object to the consideration of the motion."
  - D. Rise, and without obtaining the floor say, "I move that this motion be committed."
- \_\_\_ 13. **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.
- \_\_\_ 14. **In a body of members such as a convention, and in the absence of any bylaw provision, a quorum is a majority of the**
- A. delegates who were elected which are attending.
  - B. registered delegates who are in attendance.
  - C. members in actual attendance.
  - D. delegates and alternates who have been registered as attending.
- \_\_\_ 15. **Every member of the assembly has the right to speak on every debatable motion, and this right cannot be interfered with except**
- A. if the chairman wishes to stop debate.
  - B. when a member makes a motion to limit debate and it is adopted by a majority vote.
  - C. by a two-thirds vote.
  - D. when the maker of the motion decides to limit debate.

- \_\_\_ 16. **A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present. If all the members present vote, the minimum vote required to adopt the *Previous Question* is**  
A. 60. B. 61. C. 80. D. 81.
- \_\_\_ 17. **Assume that you are the presiding officer and the nominating committee has submitted a list of nominees to you. You asked for additional nominations from the floor, and no one responded. What should you do?**  
A. Ask for a motion to close nominations.  
B. Call for a majority vote to close nominations.  
C. Declare that nominations are closed.  
D. Tell the nominating committee chairman to close nominations.
- \_\_\_ 18. **When minutes have been approved by the assembly, the secretary**  
A. writes "approved" on the original minutes.  
B. and the president sign them.  
C. writes "approved" with the date and initials it below.  
D. announces that they cannot be amended in the future.
- \_\_\_ 19. **If certain standing committees are listed in the bylaws, no other standing committees can be established unless the**  
A. president grants permission.  
B. bylaws are amended.  
C. assembly allows it through the recommendation of an ad hoc committee.  
D. entire organization is notified to ask for volunteers to serve on the new committee.
- \_\_\_ 20. **The proceedings of a committee of the whole are**  
A. distributed to members for approval at the next regular meeting.  
B. distributed to members.  
C. not entered into the minutes of the assembly.  
D. entered into the minutes of the assembly.
- \_\_\_ 21. **In a mass meeting, assembly members can generally speak**  
A. until stopped by the chair.  
B. no longer than ten minutes at a time.  
C. as long as desired.  
D. None of the above
- \_\_\_ 22. **A caucus**  
A. is chaired by the executive secretary.  
B. excludes alternate delegates.  
C. functions under procedural rules for a committee unless it is large.  
D. All of the above
- \_\_\_ 23. **If a *Question of Privilege* is made as a main motion, it**  
A. is not debatable.  
B. may be amended.  
C. is decided by the chairman.  
D. cannot be reconsidered.
- \_\_\_ 24. **Legislative bodies such as a state legislature usually consist of**  
A. representatives who have paid for the position and have not been chosen by the electorate.  
B. two "houses" and its sessions may continue for months.  
C. members who cannot be legally required to attend its meetings.  
D. representatives who are chosen for an indefinite term of office.
- \_\_\_ 25. **A *Point of Order* arising from a motion to *Recess* would yield to a motion to**  
A. *Commit*. B. *Adjourn*. C. *Amend*. D. *Postpone Definitely*.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 34

QUESTION NUMBER	ANSWER
1	A
2	D
3	A
4	B
5	C
6	D
7	D
8	B
9	A
10	C
11	A
12	C
13	C
14	B
15	C
16	C
17	C
18	C
19	B
20	C
21	B
22	C
23	B
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 35

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **When a convention concludes,**  
A. official delegates must meet to elect new officers.  
B. the assembly is normally dissolved.  
C. alternate delegates begin their own convention.  
D. all of the officers may meet to adopt new bylaws.
- \_\_\_ 2. **The chair must recognize any**  
A. officer who seeks the floor, in preference to a member.  
B. member who seeks the floor while entitled to it.  
C. person in the assembly who seeks the floor.  
D. member of the board in preference to any regular member.
- \_\_\_ 3. **If a motion is made that cannot be debated or amended, the chair would**  
A. say, "Are you ready for the question?"  
B. still ask if the maker of the motion wants to give reasons for proposing the motion.  
C. put the motion to a vote immediately after stating it.  
D. say, "Since this motion cannot be debated or amended, it is adopted."
- \_\_\_ 4. **For a motion requiring a two-thirds vote for adoption, the chair says,**  
A. "There are less than two-thirds in the affirmative, and the motion is lost."  
B. "We don't have two-thirds in favor, so the motion is lost."  
C. "The motion is lost since the vote is more than two-thirds in the affirmative."  
D. "The motion is lost."
- \_\_\_ 5. **A call for the *Orders of the Day* is in order when a member**  
A. can't hear the proceedings of the meeting.  
B. demands that the assembly proceed to the part of the agenda that deals with the program before the scheduled time.  
C. demands that the assembly conform to its agenda.  
D. is aware that there is a disturbance in the assembly room.
- \_\_\_ 6. **Which motion below would you propose if you wanted to strike out an entire main motion that has been adopted?**  
A. *Rescind*  
B. *Repeal*  
C. *Annul*  
D. Any of the above
- \_\_\_ 7. **Which statement below is true regarding an executive session?**  
A. Members can openly discuss the proceedings of an executive session with anyone they wish.  
B. The minutes of an executive session are read and approved at a regular meeting.  
C. A motion to go into executive session is a question of privilege and requires a second and majority vote to be adopted.  
D. The session is always open only to the officers of the organization.

- \_\_\_ 8. **The motion to *Postpone Indefinitely* is used when a member of the assembly wishes to avoid**
- A. an undesirable consequence.
  - B. a direct vote on the question.
  - C. an embarrassing matter.
  - D. the motion by postponing it to the next meeting.
- \_\_\_ 9. **The subsidiary motion to *Postpone to a Certain Time* takes precedence over the motion to**
- A. *Adjourn*.
  - B. *Limit Debate*.
  - C. *Lay on the Table*.
  - D. *Amend*.
- \_\_\_ 10. **If a member obtained the floor and "called for the question" on a motion to *Refer*, what would you do as chairman?**
- A. Vote on the "call for the question."
  - B. Ask for a second.
  - C. Stop debate immediately on the motion to *Refer*.
  - D. Ignore the member and ask if there is further debate on the motion to *Refer*.
- \_\_\_ 11. **The privileged motion to *Call for the Orders of the Day* may not be**
- A. seconded.
  - B. debated.
  - C. amended.
  - D. All of the above
- \_\_\_ 12. **The gavel may be rapped to signal**
- A. a recess, an adjournment, and a breach of order.
  - B. when a motion has been adopted, a division, and a point of information.
  - C. a question of privilege, the adoption of an amendment, and the start of debate on main motions.
  - D. when the chairman has cast the deciding vote on any motion.
- \_\_\_ 13. **Assume that the assembly is debating a main motion and the hour is getting late. You want to make sure that the assembly meets again tomorrow to complete the agenda. What could you do?**
- A. Obtain the floor and say, "I move we table the remaining agenda and adjourn until tomorrow."
  - B. Obtain the floor and say, "I move we recess until tomorrow at 9:00 a.m."
  - C. Obtain the floor and say, "I move that when this meeting adjourns, it adjourn to meet again at 9:00 a.m. tomorrow."
  - D. Obtain the floor and say, "I move we adjourn."
- \_\_\_ 14. **A tie vote on the motion to *Appeal* from the decision of the chair**
- A. sustains the decision of the chair.
  - B. means that the decision of the chair is not sustained.
  - C. automatically means a division of the assembly will be taken.
  - D. means that more debate will be allowed.
- \_\_\_ 15. **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.
- \_\_\_ 16. **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

- \_\_\_ 17. In a deliberative assembly where the bylaws do not specify a quorum, the quorum is
- A. two-thirds of the members present.
  - B. a majority of those voting.
  - C. a majority of all the members.
  - D. the largest number of members who can be present at any time.
- \_\_\_ 18. 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.
- \_\_\_ 19. Orders of the day that are not set for particular hours are taken up under the heading of
- A. *General Orders*.
  - B. *Unfinished Business*.
  - C. *Special Orders*.
  - D. Any of the above
- \_\_\_ 20. After a member obtains the floor to debate a motion, he/she can speak no longer than
- A. 10 minutes.
  - B. 20 minutes.
  - C. 30 minutes.
  - D. decided by the chair.
- \_\_\_ 21. 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.
- \_\_\_ 22. A rising vote on the motion to call for the *Previous Question* is 59 for the affirmative and 30 for the negative. How should the chair vote in order for the motion to be adopted?
- A. Vote for the negative
  - B. Abstain
  - C. Vote for the affirmative
  - D. None of the above
- \_\_\_ 23. If you were chairman, what ruling would you make if a member voted for herself for president of your society?
- A. Tell the member that she may not vote for herself.
  - B. Have the assembly decide by a vote if she may vote for herself.
  - C. Tell the member that she may vote only if there is a tie.
  - D. Do not make a ruling. Allow the vote.
- \_\_\_ 24. Who has the right to examine the minutes of a society if requested at a reasonable time and place?
- A. Only the president
  - B. Only the officers of the organization
  - C. Any member
  - D. Any interested person
- \_\_\_ 25. 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.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 35

QUESTION NUMBER	ANSWER
1	B
2	B
3	C
4	A
5	C
6	D
7	C
8	B
9	D
10	B
11	D
12	A
13	C
14	A
15	A
16	D
17	C
18	C
19	D
20	A
21	A
22	C
23	D
24	C
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 36

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **In an incorporated organization, the document that supersedes all other rules is the**
- A. constitution.
  - B. bylaws and the constitution.
  - C. corporate charter.
  - D. business license from the state where the organization originated.
- \_\_\_ 2. **A communication addressed to the organization is normally read aloud at a meeting by the**
- A. president.
  - B. vice-president.
  - C. committee chairman.
  - D. secretary.
- \_\_\_ 3. **When a member's motion is not in order, the chair says,**
- A. "You are out of order because . . ."
  - B. "I rule your motion is out of order because . . ."
  - C. "I'm sorry, Mary, you made a mistake and you are out of order because . . ."
  - D. "The chair rules that the motion is out of order because . . ."
- \_\_\_ 4. **When a secondary motion has been made and has been admitted by the chair as *in order*,**
- A. it must be acted upon and disposed of before the main motion can be considered.
  - B. it should be voted on immediately without debate.
  - C. the main motion is then the *immediately pending question*.
  - D. only secondary amendments may be applied to it.
- \_\_\_ 5. **A standing rule passed at one session does not interfere with the freedom of a later session because it can be suspended for the duration of any session by a**
- A. majority vote.
  - B. decision of the presiding officer.
  - C. mandate from a majority vote of the organization's officers.
  - D. two-thirds vote of the standing committee on standing rules.
- \_\_\_ 6. **Which one of the following motions would be most acceptable?**
- A. After obtaining the floor, say "I move that this organization declare its opposition to the recent increase in dues."
  - B. After obtaining the floor, say "I move that this organization go on record as not favoring the proposal to increase in dues."
  - C. after obtaining the floor, say "I move that our delegates be given no instructions regarding the proposal for the increase in dues when they attend the convention next week."
  - D. After obtaining the floor, say "I move that we give no response to the proposed dues."
- \_\_\_ 7. **Previous notice for certain motions can be given orally at a meeting**
- A. and may interrupt a speaker.
  - B. when no question is pending.
  - C. after the chairman has declared the meeting adjourned.
  - D. after the chair has stated a motion.

- \_\_\_ 8. **Assume you know for certain that a motion that is pending will be bad for your organization and you want to stop it immediately. What would you do?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order."
  - B. Obtain the floor and say, "I move that this motion be postponed indefinitely."
  - C. Obtain the floor and say, "I move the previous question."
  - D. From your seat, and without obtaining the floor say, "I move to lay this motion on the table."
- \_\_\_ 9. **If different methods are suggested or moved on how to select a committee, which one of the methods below is voted on first?**
- A. Viva voce
  - B. Nominations from the floor
  - C. Election by ballot
  - D. Appointment by the chair
- \_\_\_ 10. **When the motion to *Limit Debate* is applied to a main motion, it**
- A. requires a majority vote to be adopted.
  - B. can be laid on the table along with the main motion.
  - C. does not need a second.
  - D. is amendable and debatable.
- \_\_\_ 11. **The motion to *Lay on the Table***
- A. can be debated if the chairman allows the maker of the motion to speak first.
  - B. kills the motion and avoids a direct vote on it.
  - C. can be amended.
  - D. sets the pending question aside temporarily and there is no set time for taking up the matter again.
- \_\_\_ 12. **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.
- \_\_\_ 13. **Which statement below is true regarding a *Point of Order*?**
- A. Points of order should be called on minor irregularities.
  - B. A parliamentary inquiry has the same purpose as a point of order.
  - C. If a motion is not seconded, and is debated and then adopted, a point of order is too late.
  - D. A member must rise and be recognized by the chair before raising a point of order.
- \_\_\_ 14. **Motions relating to nominations may include**
- A. methods of making nominations.
  - B. motions to close nominations.
  - C. motions to open nominations.
  - D. All of the above
- \_\_\_ 15. **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*.
- \_\_\_ 16. **Motions to obtain a quorum are treated as privileged motions and are**
- A. not seconded.
  - B. debatable.
  - C. adopted by a majority vote.
  - D. not amendable.

- \_\_\_ 17. **Any established sequence that prescribes that business will be taken up at a session is called an**
- A. *order of business.*
  - B. *adjournment sine die.*
  - C. *order of the day.*
  - D. All of the above
- \_\_\_ 18. **Before a motion may be debated upon by the assembly, it must be**
- A. amended.
  - B. explained by the chair regarding its merits.
  - C. debated by the maker of the motion and then seconded.
  - D. made, seconded, and stated by the chair.
- \_\_\_ 19. **If a presiding officer rises to make a ruling, a member who is speaking should**
- A. remain standing.
  - B. politely notify the chair that the floor is taken.
  - C. be seated.
  - D. raise a *Point of Order* because of the presiding officer's interruption.
- \_\_\_ 20. **Which statement is false regarding the voting rights of a chairman?**
- A. The chair may vote against a motion.
  - B. The chair can vote twice, once as a member and again as a presiding officer.
  - C. The chair may vote in favor of a motion.
  - D. The chair can abstain when a motion is voted on.
- \_\_\_ 21. **The result of a ballot vote is always declared by the**
- A. teller making the report.
  - B. secretary.
  - C. chairman.
  - D. chairman of the tellers.
- \_\_\_ 22. **Which one of the following is not a duty of a secretary?**
- A. To keep records of all proceedings of meetings
  - B. To preside for an entire meeting upon the absence of the president
  - C. To keep an organization's official membership roll
  - D. To furnish credentials to delegates
- \_\_\_ 23. **If an error is found in the minutes several years after approval, they can be corrected by means of the motion to**
- A. *Amend.*
  - B. *Reconsider and alter.*
  - C. *Rescind A Previous Action.*
  - D. *Amend Something Previously Adopted.*
- \_\_\_ 24. **When an assembly receives a committee report, the assembly**
- A. has ratified the report subject to approval of the committee.
  - B. reviews the written report after hearing it.
  - C. hears the report that is read.
  - D. automatically reconsiders the report if it is adopted.
- \_\_\_ 25. **A committee to draw up proposed bylaws should generally**
- A. be small.
  - B. include the president.
  - C. be large.
  - D. include the chairmen from all standing committees.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 36

QUESTION NUMBER	ANSWER
1	C
2	D
3	D
4	A
5	A
6	A
7	B
8	B
9	C
10	B
11	D
12	C
13	C
14	D
15	D
16	C
17	A
18	D
19	C
20	B
21	C
22	B
23	D
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 37

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **Which type of deliberative assembly below is characterized by having each meeting normally serve as a separate session?**  
A. Convention  
B. Legislative body  
C. Organized local societies  
D. Mass meetings
- \_\_\_ 2. **A standing rule remains in effect until**  
A. rescinded or amended.  
B. the end of the meeting.  
C. the member who proposed the rule withdraws it.  
D. the parliamentarian decides it has no value for the organization.
- \_\_\_ 3. **When a member yields the floor by sitting, this means that**  
A. any other member is allowed to speak immediately.  
B. there is an immediate vote on the pending motion.  
C. the member is finished speaking.  
D. the member may name another member to debate.
- \_\_\_ 4. **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.
- \_\_\_ 5. **Motions that relate in different ways to the pending business or to business otherwise at hand are called**  
A. *main motions*.  
B. *privileged motions*.  
C. *incidental motions*.  
D. *subsidiary motions*.
- \_\_\_ 6. **Special meetings can only be called if they are authorized**  
A. in the bylaws.  
B. by the president.  
C. by all of the officers of an organization.  
D. by a two-thirds vote.
- \_\_\_ 7. **The adoption of special rules of order requires**  
A. a majority vote of the members present.  
B. a two-thirds vote.  
C. previous notice.  
D. previous notice and two-thirds vote.

- \_\_\_ 8. **The motion to amend can be**
- A. postponed indefinitely.
  - B. adopted without a formal vote (by unanimous consent).
  - C. referred to a committee.
  - D. laid on the table.
- \_\_\_ 9. **The motion to *Postpone to a Certain Time (Postpone Definitely)* yields to which one of the following motions?**
- A. *Main Motion*
  - B. *Postpone Indefinitely*
  - C. *Lay on the Table*
  - D. *Division of the Question*
- \_\_\_ 10. **If you were chairman, what would you do after the motion for the *Previous Question* was adopted on a primary amendment?**
- A. Declare that the amendment is adopted.
  - B. Vote on the motion that the amendment was applied to.
  - C. Call for a vote on the amendment.
  - D. Ask for more debate on the amendment.
- \_\_\_ 11. **The privileged device, *Raise a Question of Privilege*, is not**
- A. amendable.
  - B. debatable.
  - C. seconded.
  - D. All of the above.
- \_\_\_ 12. **Which statement below is false regarding the privileged motion to *Fix the Time to Which to Adjourn*?**
- A. It affects the time when the present meeting will adjourn.
  - B. An amendment may be applied to it.
  - C. It is out of order when another member has the floor.
  - D. It can be reconsidered.
- \_\_\_ 13. **The incidental motion to *Appeal***
- A. may not interrupt a speaker.
  - B. must be seconded.
  - C. may be amended.
  - D. is always debatable.
- \_\_\_ 14. **One characteristic of incidental motions related to nominations is that they**
- A. are not debatable.
  - B. are not amendable.
  - C. are in order when another member has the floor.
  - D. take precedence over all privileged motions.
- \_\_\_ 15. **Which of the following terms or phrases deal with the order in which business is taken up in a session?**
- A. Agenda
  - B. Order of Business
  - C. Orders of the Day
  - D. All of the above
- \_\_\_ 16. **An *Order of the Day* is a specific item of business that**
- A. has been amended and ordered to be completed immediately by the chairman.
  - B. must be incorporated into the bylaws by a majority vote.
  - C. is set in advance to be taken up at a given session.
  - D. lists in detail all the standing committees in the bylaws.

- \_\_\_ 17. **A member wishes to transfer seven minutes of unused debating time to another member. What would you do as chairman?**
- A. Grant permission to transfer the time to another member.
  - B. Tell the member that unexpired time cannot be transferred to another member.
  - C. Explain that since the other member proposed the motion, the time cannot be transferred.
  - D. Ask the member to propose a motion, and if it is adopted by a majority vote, allow the transfer.
- \_\_\_ 18. **Except for two motions, all the remaining incidental motions**
- A. need to be seconded.
  - B. are undebatable.
  - C. are amendable.
  - D. may not interrupt a member speaking.
- \_\_\_ 19. **If you were chairman, what ruling would you make if a member voted for herself for president of your society?**
- A. Tell the member that she may not vote for herself.
  - B. Have the assembly decide by a vote if she may vote for herself.
  - C. Tell the member that she may vote only if there is a tie.
  - D. Do not make a ruling. Allow the vote.
- \_\_\_ 20. **The minutes of a board meeting may be made accessible for inspection to members of the society**
- A. if the board grants permission.
  - B. by a two-thirds vote of the society.
  - C. by previous notice and a majority vote of the assembly.
  - D. All of the above
- \_\_\_ 21. **The form for a detailed report by a committee should consist of four parts. Which part is covered last?**
- A. The facts uncovered or information obtained
  - B. Recommendations
  - C. A description of the way the committee undertook its charge
  - D. The findings or conclusions derived from the facts or information
- \_\_\_ 22. **Which statement is true regarding a *committee of the whole*?**
- A. Members can debate one time on all main motions.
  - B. The results of votes taken are final assembly decisions.
  - C. The regular presiding officer is chairman.
  - D. The chairman is appointed.
- \_\_\_ 23. **During the debate of a measure, the chair should alternate between**
- A. the maker of the motion and members who oppose it.
  - B. officers and members who are not officers.
  - C. members who want to speak pro and con.
  - D. members and nonmembers.
- \_\_\_ 24. **A demand of a member to retake a vote by rising is called *Division of the***
- A. *Assembly.*
  - B. *Members.*
  - C. *House.*
  - D. *Group.*
- \_\_\_ 25. **Which one of the following motions does not belong with the other three?**
- A. *Objection to Consideration of a Question*
  - B. *Division of a Question*
  - C. *Previous Question*
  - D. *Point of Order*

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 37

QUESTION NUMBER	ANSWER
1	C
2	A
3	C
4	C
5	C
6	A
7	D
8	B
9	C
10	C
11	D
12	A
13	B
14	A
15	D
16	C
17	B
18	B
19	C
20	D
21	B
22	D
23	C
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 38

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **The actions of any deliberative assembly are subject to**  
A. only the rules of the parent organization.  
B. change by a majority vote of the members without notice.  
C. the bylaws and other rules of its organization and all applicable local, state, and national laws.  
D. change by the president and secretary of the organization.
- \_\_\_ 2. **In a mass meeting or a meeting of a body not yet organized, adopting a parliamentary authority**  
A. may take place at the beginning of the meeting.  
B. must be included by the second meeting.  
C. is not usually required by a society with less than one hundred members.  
D. may take place at the close of the meeting.
- \_\_\_ 3. **A member addressing the chair to claim the floor when the names of the members are not known should**  
A. raise his/her hand.  
B. state his/her name and appropriate identifying information.  
C. wait until the presiding officer asks his/her name.  
D. wait until the secretary notifies the presiding officer of his/her name before speaking.
- \_\_\_ 4. **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.
- \_\_\_ 5. **The day (such as the second Wednesday of each month) of the regular meetings of an organization should be in the bylaws and the hour should be fixed in the**  
A. bylaws also.  
B. standing rules.  
C. special rules of order.  
D. parliamentary authority.
- \_\_\_ 6. **After a question has been stated by the chair, the maker of the motion may seek to modify it by requesting**  
A. that an amendment be accepted by the chairman without a vote of the assembly.  
B. unanimous consent to do so.  
C. approval by a two-thirds vote of the assembly.  
D. a *Question of Privilege*.
- \_\_\_ 7. **The motion to *Postpone Indefinitely* remains with the main motion when the main motion is**  
A. laid on the table.  
B. referred to a committee.  
C. reconsidered.  
D. All of the above

- \_\_\_ 8. **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.
- \_\_\_ 9. **If a member proposed the motion to *Lay on the Table* and specifies a time for resuming consideration, what would you do as chairman?**
- A. Ask for a second and conduct a vote on it.
  - B. Handle it as two separate motions.
  - C. Suggest that the maker of the motion submit it as a *Motion to Postpone*.
  - D. Rule the motion out of order.
- \_\_\_ 10. **Raising a question of privilege while business is pending**
- A. cannot usually interrupt a member speaking.
  - B. requires recognition from the chairman to state the request.
  - C. cannot be made while an amendment is pending.
  - D. requires a two-thirds vote in order to be adopted.
- \_\_\_ 11. **If it appears that there is no further business in a meeting of an ordinary society, the chair should state**
- A. "All those in favor of adjourning, say 'Aye.' Those opposed, say 'No.'"
  - B. "The meeting is adjourned."
  - C. "Is there any further business? Since there is no further business, the meeting is adjourned."
  - D. None of the above
- \_\_\_ 12. **The incidental motion to *Suspend the Rules***
- A. must be seconded.
  - B. is debatable.
  - C. is amendable as to which rule is to be suspended.
  - D. may interrupt another member who has the floor.
- \_\_\_ 13. **If a member is not in agreement with a portion of a main motion that is indivisible, the member can**
- A. demand that the chair take a vote on the opposed part first.
  - B. move to strike out the part that is unfavorable.
  - C. make a direct request to the maker of the motion to withdraw it without a vote.
  - D. None of the above
- \_\_\_ 14. **No motion can be renewed during the same session unless the question**
- A. has in some respect become different.
  - B. is proposed by a different member.
  - C. is made and seconded by different members.
  - D. has been successfully appealed by a unanimous vote.
- \_\_\_ 15. **The actual reading of the minutes by a society's secretary may be waived if**
- A. the chairman decides they are not important.
  - B. they are too long.
  - C. they are sent to all members in advance and no member objects to not reading them.
  - D. the secretary does not have time.
- \_\_\_ 16. **If you were chairman and a member concluded debate on a main motion by making an amendment, what would you do?**
- A. Ask for a second and process the amendment.
  - B. Rule the amendment out of order.
  - C. Take a vote on the amendment.
  - D. Take a vote on the main motion and then process the amendment.

- \_\_\_ 17. **An assembly has 30 regular members in attendance at a meeting and the president, who is the presiding officer. If all 30 of the regular members voted, how many would have to vote in favor of main motion "to have a dance next Saturday" in order for it to be adopted? Assume the presiding officer does not vote.**  
A. 20 B. 21 C. 15 D. 16
- \_\_\_ 18. **Taking a vote by *roll call* (also called *yeas and nays*) has the effect of**  
A. a member calling for a division of the house.  
B. placing on the record how each member voted.  
C. keeping members' votes secret.  
D. requiring every member to vote in the affirmative or negative.
- \_\_\_ 19. **One duty of a *corresponding secretary* is to**  
A. record minutes of meetings.  
B. issue notices of meetings.  
C. take care of all the society's records.  
D. keep committee reports on file.
- \_\_\_ 20. **If a standing committee has extensive powers, it is usually chosen in an election by**  
A. viva voce. B. ballot. C. rising. D. roll call.
- \_\_\_ 21. **How should the chair take a vote on a committee's recommendation of several amendments that will be debated?**  
A. Vote on the recommendations all at once after they are all read.  
B. Take a vote on each recommendation after it is read and opened for debate.  
C. Have the committee excused and vote for the entire assembly.  
D. A vote is not required, since the committee recommended them for adoption.
- \_\_\_ 22. **The minimum affirmative vote necessary to adopt a motion to *Dispense with the Reading of the Minutes* is**  
A. a majority with previous notice.  
B. two-thirds of members present and voting.  
C. a majority of the entire membership.  
D. a majority of the members present and voting.
- \_\_\_ 23. **The chair should not mention a member's name except when**  
A. assigning the floor.  
B. announcing committee members.  
C. naming a committee chairman.  
D. All of the above
- \_\_\_ 24. **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.
- \_\_\_ 25. **MEMBER:- (Rising, and without waiting to be recognized) "Mr. President, I object to the consideration of the motion."  
What is the major effect of the above motion?**  
A. To object to the consideration of amendments to the pending motion  
B. To not consider the immediately pending motion during the meeting  
C. To object to the fact that a motion has been considered and adopted by a majority vote  
D. To demand that the maker of the motion explain the objective of the pending motion immediately

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 38

QUESTION NUMBER	ANSWER
1	C
2	A
3	B
4	D
5	B
6	B
7	A
8	C
9	C
10	B
11	C
12	A
13	B
14	A
15	C
16	A
17	D
18	B
19	B
20	B
21	B
22	D
23	D
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 39

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **Membership in a local assembly of an organized society is limited to persons who are**
- A. listed in the rolls of the society as voting members in good standing.
  - B. in attendance at meetings.
  - C. always chosen by its president.
  - D. charter members.
- \_\_\_ 2. **After members make motions, they should**
- A. remain standing and wait for permission to debate.
  - B. resume their seats.
  - C. debate the motion.
  - D. sit and wait for another member to ask a question so that debate may proceed.
- \_\_\_ 3. **The seconder of a motion has the right to withdraw his/her second**
- A. anytime during a meeting.
  - B. if the maker of the motion modifies the motion that was seconded before it is stated by the chair.
  - C. immediately after the motion is stated by the chair.
  - D. after the minutes are read for approval by the assembly.
- \_\_\_ 4. **To consider a motion later in the same meeting, a member may move to**
- A. postpone the motion definitely.
  - B. lay the motion on the table.
  - C. refer the motion to a committee.
  - D. call for the orders of the day on the motion.
- \_\_\_ 5. **Which statement below is true regarding an *adjourned meeting*?**
- A. It is the same as a "called meeting."
  - B. The minutes of the preceding meeting are read.
  - C. It is the same as the act of adjourning a regular meeting.
  - D. An adjourned meeting always starts with new business.
- \_\_\_ 6. **The suppression of a motion that was *Postponed Indefinitely* at a convention that has several meetings continues**
- A. throughout the next convention also.
  - B. until the presiding officer wants it debated.
  - C. only for the meeting it was suppressed.
  - D. throughout the entire series of meetings.
- \_\_\_ 7. **In an assembly that does not meet as often as quarterly, a question**
- A. cannot be postponed beyond the end of the present session.
  - B. cannot be postponed beyond the end of the next session.
  - C. can be postponed beyond the end of the next session.
  - D. cannot be postponed.

- \_\_\_ 8. **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.
- \_\_\_ 9. **MEMBER:-(Rising, and without obtaining the floor) "I rise to a question of privilege affecting the assembly." The statement above can be used by a member at a meeting to**
- A. demand an immediate vote on the pending question.
  - B. request a standing, counted vote on an amendment.
  - C. ask another member a question related to a privileged motion.
  - D. request that specific windows be opened to increase the ventilation in the meeting room.
- \_\_\_ 10. **The effect of adopting the privileged motion to *Fix the Time to Which to Adjourn* is to**
- A. adjourn the present meeting.
  - B. recess immediately.
  - C. establish a continuation of the present meeting.
  - D. set a time for adjourning the next meeting.
- \_\_\_ 11. **A characteristic of the motion to *Appeal* is that it**
- A. takes two members to *Appeal* a chair's decision.
  - B. yields to all privileged motions.
  - C. yields to the *Previous Question*.
  - D. All of the above
- \_\_\_ 12. **Assume a member wishes to read some pages during debate at a meeting. Another member objects. What would you do as chairman?**
- A. Allow the papers to be read.
  - B. Deny permission, and proceed with the meeting.
  - C. Ask the member who wishes to read the papers to propose a motion and then allow them to be read.
  - D. Put the question on granting permission.
- \_\_\_ 13. **Which one of the following is not a subdivision of a "standard" order of business?**
- A. Reading and Approval of Minutes
  - B. Roll Call
  - C. New Business
  - D. Reports of Officers, Boards, and Standing Committees
- \_\_\_ 14. **Special committees are called on to report**
- A. before the minutes are read.
  - B. in the order in which they were appointed.
  - C. in random order.
  - D. based on the order in which they address the presiding officer and are recognized.
- \_\_\_ 15. **In debate, a member's remarks must have bearing on whether the pending motion should be adopted. In other words, debate must**
- A. be always in the affirmative.
  - B. be germane.
  - C. end with a subsidiary motion.
  - D. attack the motives of the member who made the motion.
- \_\_\_ 16. **A two-thirds vote, when the term is unqualified, means at least two-thirds of the votes cast by**
- A. persons actually in attendance.
  - B. the entire membership.
  - C. persons entitled to vote.
  - D. those who registered.

- \_\_\_ 17. Which one of the following statements is false regarding voting by a *show of hands*?
- It can be used in the place of a voice vote in a small assembly.
  - It is always used in large assemblies on motions requiring a two-thirds vote for adoption.
  - It can be used in the place of a rising vote in small assemblies.
  - It should never be used in large assemblies.
- \_\_\_ 18. Who may propose a motion to implement a report made by an officer?
- Any member except the reporting officer
  - Only the reporting officer
  - The vice-president, who also assumes the chair until the motion is disposed of
  - Any person in attendance at the meeting
- \_\_\_ 19. If there are periodic changes in a board's membership, which of the following is true each time there is a change?
- If it elects its own officers, new ones are elected.
  - All unfinished business that existed falls to the ground.
  - If it appoints its standing committees, new ones are chosen.
  - All of the above
- \_\_\_ 20. If a motion "to accept" a committee report is adopted, it implies that the assembly has
- heard the report.
  - endorsed the entire report.
  - heard the report and agrees to part of it after an appropriate amendment.
  - agreed to hear the report and vote on it.
- \_\_\_ 21. Which statement is false regarding the *informal consideration* of a motion?
- It is well suited for small meetings.
  - The regular presiding officer remains in the chair.
  - Members can only debate amendments one time.
  - The votes taken are recognized as decisions of the assembly.
- \_\_\_ 22. Unless a time has been set for another meeting at a mass meeting, a motion to adjourn is
- allowed while business is pending.
  - permitted but must be adopted by a two-thirds vote of the assembly.
  - not in order while business is pending.
  - never needed.
- \_\_\_ 23. Certain questions may be brought up by means of the lowest-ranking privileged motion,
- To *Raise a Question of Privilege*
  - To *Call for the Previous Question*
  - To *Call for the Orders of the Day*
  - To *Commit*
- \_\_\_ 24. MEMBER:- (After obtaining the floor) "I move to *Amend* the motion to *Postpone Indefinitely* by adding the words 'until our next regular meeting.'"
- What would you do as chairman if a member made the above amendment and it was seconded?
- Ask for debate on the amendment, since the motion to *Postpone Indefinitely* is debatable.
  - Take an immediate vote on the amendment.
  - Declare that the amendment is out of order.
  - Suggest to the member that a motion to *Lay the Postponed Motion on the Table* would serve the same purpose as the motion to *Amend*.
- \_\_\_ 25. The privileged motion to *Recess* is a brief intermission in an assembly's proceedings
- which must be taken if demanded by a single member.
  - which closes the meeting for the day.
  - after which the meeting is continued precisely where it was interrupted.
  - and after it has expired, business may be transacted without a quorum.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 39

QUESTION NUMBER	ANSWER
1	A
2	B
3	B
4	A
5	B
6	D
7	A
8	C
9	D
10	C
11	D
12	D
13	B
14	B
15	B
16	C
17	B
18	A
19	D
20	B
21	C
22	C
23	C
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## NUMBER 40

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A board within an organized society**  
A. such as a board of education may be assigned a particular function.  
B. has responsibilities that are conferred on it by authority outside itself.  
C. is subordinate to the society's full assembly.  
D. All of the above
- \_\_\_ 2. **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.
- \_\_\_ 3. **Motions proposed in small boards or committees**  
A. must be seconded.  
B. may be seconded by the maker of the motion.  
C. need not be seconded.  
D. must be seconded by the presiding officer.
- \_\_\_ 4. **When a member's motion is not in order, the chair says,**  
A. "You are out of order because . . ."  
B. "I rule your motion is out of order because . . ."  
C. "I'm sorry, Mary, you made a mistake and you are out of order because . . ."  
D. "The chair rules that the motion is out of order because . . ."
- \_\_\_ 5. **Which one of the following motions is not an incidental motion?**  
A. *Object to the Consideration of a Question*  
B. *Appeal from the Decision of the Chair*  
C. *Postpone to a Certain Time*  
D. *Point of Order*
- \_\_\_ 6. **Incidental motions**  
A. have an order of precedence within themselves.  
B. are all not in order if another member has the floor.  
C. usually deal with questions of procedure arising out of another pending motion.  
D. are the highest ranking motion in the order of precedence and therefore are adopted without a vote.
- \_\_\_ 7. **The motion to *Ratify* is a motion to**  
A. delay action.  
B. reconsider previous action.  
C. repeal previous action.  
C. confirm.  
D.
- \_\_\_ 8. **Which of the following is not a form of amendment?**  
A. Striking out words  
B. Insert words  
C. Add words  
D. Fill a blank with words

- \_\_\_ 9. **If the motion to *Postpone Indefinitely* is made before a member moved to refer a main motion to a committee, what would you do as chairman?**
- A. Conduct a voice vote on the motion to *Postpone Indefinitely*.
  - B. Declare that the motion to *Refer* is out of order.
  - C. Declare that the motion to *Postpone Indefinitely* cannot be considered.
  - D. Dissolve the committee and make the motion to *Postpone Indefinitely* the immediate pending question.
- \_\_\_ 10. **Assume you are chairman at a meeting. The orders of the day are called for, and you sense that the assembly would prefer to consider the pending question. What would be the proper procedure?**
- A. Proceed with fulfilling the request for the orders of the day.
  - B. The chair could call for a vote on whether the assembly wishes to consider the orders of the day.
  - C. Ignore the request and proceed with the pending question.
  - D. Call the member who called for the orders of the day out of order.
- \_\_\_ 11. **The time for taking a pre-scheduled recess can be postponed by a**
- A. two-thirds vote of the people attending.
  - B. two-thirds vote of the assembly.
  - C. majority vote of the quorum.
  - D. majority vote of officers.
- \_\_\_ 12. **Depending on the circumstances, the motion to *Fix the Time to Which to Adjourn* may be proposed as a privileged motion or a (an)**
- A. incidental motion.
  - B. subsidiary motion.
  - C. main motion.
  - D. question of privilege.
- \_\_\_ 13. **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.
- \_\_\_ 14. **Why should the chair ask a member if he or she will yield to a question when another member calls for a point of 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.
- \_\_\_ 15. **It is generally more efficient to approve and to handle the correction of the minutes by**
- A. conducting a rising vote after the chair offers a formal motion.
  - B. a member proposing a formal motion.
  - C. the chair stating "they are correct as read" immediately after they are read.
  - D. unanimous consent.
- \_\_\_ 16. **A general order that has been set for a particular hour cannot be considered before that hour unless the**
- A. chairman makes a ruling.
  - B. rules are suspended by a two-thirds vote.
  - C. the member who made the general order grants permission.
  - D. a committee is formed and they give permission.

- \_\_\_ 17. **What jobs are usually assigned tellers when voting by *ballot*?**
- A. Ballot distribution
  - B. Ballot counting
  - C. Reporting the vote
  - D. All of the above
- \_\_\_ 18. **How should a vice-president be addressed when presiding if the president is not on the platform?**
- A. "Mr. or Madam Acting President"
  - B. "Mr. or Madam President Pro-tem"
  - C. "Mr. or Madam President"
  - D. "Mr. or Madam Presiding Vice-president"
- \_\_\_ 19. **Some society's bylaws state that the president "shall appoint all committees." Which statement is false regarding this statement?**
- A. The president selects persons to serve on committees.
  - B. A committee cannot be created by the president.
  - C. No vote is generally taken on members who are appointed to a committee by the president.
  - D. None of the above. They are all true.
- \_\_\_ 20. **In writing bylaws, the committee should write each sentence**
- A. without punctuation marks.
  - B. so it would be impossible to quote them out of context.
  - C. short and precise.
  - D. so that preceding or following sentences need to be used as a reference.
- \_\_\_ 21. **According to *Robert's Rules of Order Newly Revised*, who "makes an amendment?"**
- A. The member who offers the amendment
  - B. The maker of the motion that the amendment is applied to
  - C. The assembly
  - D. Both the member who proposed the amendment and the member who seconded it
- \_\_\_ 22. **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.
- \_\_\_ 23. **An order limiting or extending limits of debate is *exhausted* when the**
- A. questions affected by the order have been referred to a committee.
  - B. meeting ends.
  - C. questions on which it was applied have been all voted on.
  - D. All of the above
- \_\_\_ 24. **The privileged motion to *Call for the Orders of the Day* takes precedence over all the motions below except to**
- A. *Commit.*
  - B. *Amend an Amendment.*
  - C. *Recess.*
  - D. *Postpone Definitely.*
- \_\_\_ 25. **The privileged motion to *Adjourn* can be applied to the motion to**
- A. *Postpone Indefinitely.*
  - B. *Lay on the Table.*
  - C. *Postpone to a Certain Time.*
  - D. None of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (randomly selected from the reference)

## ANSWER KEY

### TEST NUMBER 40

QUESTION NUMBER	ANSWER
1	D
2	C
3	C
4	D
5	C
6	C
7	D
8	D
9	C
10	B
11	B
12	C
13	C
14	A
15	D
16	B
17	D
18	C
19	D
20	B
21	C
22	A
23	D
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## NUMBER 41

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The written rules of parliamentary procedure formally adopted by an assembly or an organization are known as the**  
A. rules of order.  
B. certificate of endorsement.  
C. minutes.  
D. charter.
- \_\_\_ 2. **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*.
- \_\_\_ 3. **Complex motions are presented in the form of a (an)**  
A. incidental main motion.  
B. charter.  
C. secondary amendment.  
D. resolution.
- \_\_\_ 4. **The statement by the chair, "Are you ready for the question?" means the**  
A. assembly may not debate the pending question.  
B. assembly must decide if it is ready to ask questions.  
C. members may debate the pending question.  
D. members may ask the maker of the motion questions.
- \_\_\_ 5. **When a motion is adopted without the steps of stating the question and putting the motion to a formal vote, it is called adopting by**  
A. consensus.  
B. unanimous (general) consent.  
C. a withdrawal of objections.  
D. a caucus.
- \_\_\_ 6. **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.
- \_\_\_ 7. **Which one of the following is a standard descriptive characteristic of a motion?**  
A. Other motions which are applicable to the motion  
B. The number of times members may debate on the motion  
C. The duties of the secretary regarding the motion  
D. When the minority may speak

- \_\_\_ 8. **When a main motion and a motion to postpone the main question indefinitely are pending, the first vote is taken on the**
- A. main motion.
  - B. motion to postpone indefinitely.
  - C. amendment.
  - D. None of the above. The chair makes the decision which is dependent on the worth of each amendment.
- \_\_\_ 9. **If a member votes in favor of the motion to *Amend* when the vote is taken on the motion to which the amendment applies, the member**
- A. must also vote in favor of the amended motion.
  - B. must abstain.
  - C. is not obligated to vote in any particular way.
  - D. can withdraw the vote on the amendment.
- \_\_\_ 10. **The motion to *Refer to a Committee* can be applied to**
- A. *Points of Order*.
  - B. *Main Motions*.
  - C. *All Secondary Motions*.
  - D. *Privileged Motions*.
- \_\_\_ 11. **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*
- \_\_\_ 12. **Assume that a main motion is being debated and you become aware that something else of immediate urgency has arisen. What should you do?**
- A. Obtain the floor and say, "I move to lay the question on the table."
  - B. Rise, and without obtaining the floor say, "I move to postpone the motion."
  - C. Obtain the floor and say, "I move to lay the question on the table until 10:00 a.m."
  - D. From your seat, and without obtaining the floor say, "I move to postpone the motion indefinitely until after we decide the urgent matter of . . ."
- \_\_\_ 13. **The orders of the day can be set aside by**
- A. a two-thirds vote.
  - B. any member who objects.
  - C. the chairman if there is an important item being debated.
  - D. a motion to *Reconsider*.
- \_\_\_ 14. **Who makes the initial ruling on the motion to *Raise a Question of Privilege*?**
- A. Members
  - B. The chairman
  - C. The parliamentarian
  - D. The vice president
- \_\_\_ 15. **A motion to recess that is made when no business is pending is a**
- A. privileged motion.
  - B. main motion.
  - C. incidental motion.
  - D. unclassified motion.
- \_\_\_ 16. **When the privileged motion to *Adjourn* is pending, which motion below is in order?**
- A. *Lay on the Table*
  - B. *Fix the Time to Which to Adjourn*
  - C. *Call for the Orders of the Day*
  - D. *Limit Debate*

- \_\_\_ 17. **MEMBER:-(After obtaining the floor) "I move that when this meeting adjourns, it adjourn to meet at 9 a.m. next Wednesday." The adoption of this motion establishes a (an)**  
A. *postponed* meeting. B. *adjourned* meeting. C. *recessed* meeting. D. *special* meeting.
- \_\_\_ 18. **Rules that cannot generally be suspended are those that**  
A. protect absentees.  
B. protect the basic rights of individual members.  
C. are in the bylaws (or constitution).  
D. All of the above
- \_\_\_ 19. **"After a motion has been stated by the chair, it belongs to the meeting as a whole." What does this statement mean?**  
A. The motion may be withdrawn by anyone in the assembly without a vote.  
B. A member may make a motion to withdraw a motion, and the chair takes an immediate vote without a second.  
C. The maker of the motion must request the assembly's permission to withdraw the motion.  
D. The entire assembly must vote in the affirmative in order for the motion to be withdrawn.
- \_\_\_ 20. **A motion that is *Taken From the Table***  
A. cannot be amended.  
B. requires a two-thirds vote to be adopted.  
C. can be laid on the table again.  
D. must be debated by the member who proposed the motion that was tabled.
- \_\_\_ 21. **In a session of one day, the motion to *Reconsider***  
A. is not subject to time limits.  
B. can be made at any future regular meeting within the current year.  
C. must be made on the same day the vote to be reconsidered was taken.  
D. cannot be made until two-thirds of the assembly adopts it.
- \_\_\_ 22. **To take a motion out of its proper order at a meeting requires**  
A. a two-thirds vote in the affirmative.  
B. a majority vote in the affirmative.  
C. the chairman's approval.  
D. a three-fourths affirmative vote by ballot.
- \_\_\_ 23. **A member who has been assigned the floor and has begun to speak may be interrupted by**  
A. a call for the *Orders of the Day*.  
B. a *Point of Order*.  
C. the raising of a *Question of Privilege*.  
D. Any of the above
- \_\_\_ 24. **In a large assembly, the presiding officer should stand when**  
A. calling the meeting to order.  
B. putting a question to a vote.  
C. explaining reasons for a ruling on a point of order.  
D. All of the above
- \_\_\_ 25. **Which motion below has the lowest precedence?**  
A. *Fix the Time to Which to Adjourn*  
B. *Lay on the Table*  
C. *Call for the Orders of the Day*  
D. *Main Motion*

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 41

QUESTION NUMBER	ANSWER
1	A
2	C
3	D
4	C
5	B
6	C
7	A
8	B
9	C
10	B
11	C
12	A
13	A
14	B
15	B
16	B
17	B
18	D
19	C
20	C
21	C
22	A
23	D
24	D
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## NUMBER 42

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **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"
- \_\_\_ 2. **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.
- \_\_\_ 3. **A second implies that the seconder agrees that the motion**  
A. must be entered in the minutes.  
B. should come before the assembly.  
C. can be adopted without change.  
D. could be referred to a committee after it is adopted.
- \_\_\_ 4. **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.
- \_\_\_ 5. **Which of the following is not classified as a secondary motion?**  
A. Original main motions  
B. Incidental main motions  
C. Motions that bring a question again before the assembly  
D. All of the above
- \_\_\_ 6. **If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can**  
A. move to *Postpone Indefinitely*.  
B. make a motion for *Division of the Question*.  
C. request that the chair divide the question.  
D. make a second degree *Amendment* to separate the motion into two parts.
- \_\_\_ 7. **An example of an incidental main motion would be a motion to**  
A. take a recess when no business is pending.  
B. place a special limit on the length of speeches throughout a meeting.  
C. adopt recommendations a committee has proposed.  
D. All of the above

- \_\_\_ 8. **Assume a main motion is pending that you feel needs to be studied further. What should you do?**  
A. Obtain the floor and say, "I move we study the motion further."  
B. Rise, and without obtaining the floor say, "I object to the consideration of the question."  
C. Obtain the floor and say, "I move that the main motion be referred to a committee to be appointed by the chairman."  
D. From your seat, and without obtaining the floor say, "I move we rescind this motion."
- \_\_\_ 9. **Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?**  
A. Obtain the floor and say, "I move to postpone the main motion to our next regular meeting."  
B. Obtain the floor and say, "I move to postpone the main motion indefinitely to our next regular meeting."  
C. Obtain the floor and say, "I move to table the motion to our next regular meeting."  
D. Obtain the floor and say, "I move to rescind the motion to our next regular meeting."
- \_\_\_ 10. **An amendment to the privileged motion to Recess**  
A. must relate to which members may take the recess.  
B. is never allowed.  
C. is not debatable.  
D. requires a two-thirds vote to be adopted.
- \_\_\_ 11. **If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)**  
A. main motion. B. privileged motion. C. subsidiary motion. D. incidental motion.
- \_\_\_ 12. **Assume that the assembly is debating a main motion and the hour is getting late. You want to make sure that the assembly meets again tomorrow to complete the agenda. What could you do?**  
A. Obtain the floor and say, "I move we table the remaining agenda and adjourn until tomorrow."  
B. Obtain the floor and say, "I move we recess until tomorrow at 9:00 a.m."  
C. Obtain the floor and say, "I move that when this meeting adjourns, it adjourn to meet again at 9:00 a.m. tomorrow."  
D. Obtain the floor and say, "I move we adjourn."
- \_\_\_ 13. **The proper language to use by the chair for putting the affirmative vote of the question on an appeal is**  
A. "all those in favor of sustaining the chair, say 'aye.'"  
B. "all those in favor of the chair, say 'aye.'"  
C. "as many as are in favor of sustaining the chair's decision, say 'aye.'"  
D. "all those in favor of my decision, say 'aye.'"
- \_\_\_ 14. **The motion to *Take From the Table* must be**  
A. seconded.  
B. passed by a two-thirds vote.  
C. debated by members for and against the motion to table.  
D. made by the member who laid the original main motion on the table.
- \_\_\_ 15. **An improper motion is one that conflicts with**  
A. a society's bylaws.  
B. the Constitution of the United States.  
C. state or local laws.  
D. All of the above
- \_\_\_ 16. **The only action that can legally be taken in the absence of a quorum is to**  
A. fix the time to which to adjourn.  
B. recess or adjourn.  
C. take measures to obtain a quorum.  
D. All of the above

- \_\_\_ 17. **When the chairman asks, "Are you ready for the question?" this means that the chair**
- A. wants members to ask the maker of the motion questions.
  - B. has stopped debate on the main motion and is going to take an immediate voice vote on it.
  - C. is trying to determine if debate has concluded.
  - D. is asking permission to ask the maker of the motion a question related to the main motion.
- \_\_\_ 18. **A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the minimum vote required to adopt a main motion is**
- A. 60.
  - B. 61.
  - C. 90.
  - D. 91.
- \_\_\_ 19. **Which statement is false regarding the voting rights of a chairman?**
- A. The chair may vote against a motion.
  - B. The chair can vote twice, once as a member and again as a presiding officer.
  - C. The chair may vote in favor of a motion.
  - D. The chair can abstain when a motion is voted on.
- \_\_\_ 20. **Any corrections and the approval of the minutes are normally accomplished by**
- A. a two-thirds vote of the assembly.
  - B. the secretary without permission of the assembly.
  - C. unanimous consent of the assembly.
  - D. a directive from the chairman after they are read to the assembly.
- \_\_\_ 21. **All of the privileged motions are**
- A. debatable.
  - B. undebatable.
  - C. amendable.
  - D. able to be laid on the table.
- \_\_\_ 22. **Which one of the following motions can the *Previous Question* be applied to?**
- A. *Adjourn*
  - B. *Raise a Question of Privilege*
  - C. *Commit (or Refer)*
  - D. *Lay on the Table*
- \_\_\_ 23. **Which one of the following motions does not require a second?**
- A. *Adjourn* (the privileged motion)
  - B. *Call for Orders of the Day*
  - C. *Postpone Indefinitely*
  - D. *Rescind*
- \_\_\_ 24. **The motion to *Lay on the Table* and to *Take From the Table* both**
- A. must be seconded.
  - B. are not debatable.
  - C. are not amendable.
  - D. All of the above
- \_\_\_ 25. **How would a member make a motion to call for an uncounted rising vote on the verification of a voice vote?**
- A. Yell out "Question!"
  - B. "I move for a division of the question."
  - C. "I move that the chairman take a standing vote."
  - D. Yell out "Division!"

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 42

QUESTION NUMBER	ANSWER
1	D
2	D
3	B
4	D
5	D
6	B
7	D
8	C
9	A
10	C
11	A
12	C
13	C
14	A
15	D
16	D
17	C
18	B
19	B
20	C
21	B
22	C
23	B
24	D
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## NUMBER 43

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The basic principle of decision in a deliberative assembly is that**  
A. propositions must be adopted by a majority vote.  
B. it takes two members to demand a rising vote.  
C. a two-thirds vote is required for all amendments.  
D. all the decisions of the presiding officer may be reversed by a two-thirds vote.
- \_\_\_ 2. **Which of the following is an example of a *standing rule*?**  
A. Naming the organization's parliamentary authority  
B. Listing the duties of the chairman of all the Standing Committees  
C. The maintenance of a guest register  
D. Defining a quorum for the organization
- \_\_\_ 3. **After a motion is made, seconded, and restated by the chair, the motion is**  
A. voted on immediately.  
B. "put" by the chair as the next step.  
C. always amended.  
D. "pending."
- \_\_\_ 4. **If a motion is made that cannot be debated or amended, the chair would**  
A. say, "Are you ready for the question?"  
B. still ask if the maker of the motion wants to give reasons for proposing the motion.  
C. put the motion to a vote immediately after stating it.  
D. say, "Since this motion cannot be debated or amended, it is adopted."
- \_\_\_ 5. **The standard descriptive characteristic dealing with the vote on a motion indicates**  
A. what vote is required for adoption.  
B. when the president may vote.  
C. when debate is allowed before the voting takes place.  
D. the method of voting that must be taken.
- \_\_\_ 6. **If it appears that a motion will require time or study to perfect, it would be appropriate for a member to make a motion to**  
A. *Postpone to a Certain Time*.  
B. *Postpone Indefinitely*.  
C. *Commit*.  
D. *Amend*.
- \_\_\_ 7. **"An amendment must be 'germane' to be in order." This means that**  
A. the amendment must be made by a process called "insertion."  
B. the date and purpose of the proposed change must be included.  
C. an amendment must in some way involve the same question that is raised by the motion to which it is applied.  
D. the amendment must always be proposed by the member who proposed the main motion.

- \_\_\_ 8. **The main reason that the motion to *Limit or Extend Limits of Debate* requires a two-thirds vote is because it**
- A. is a high-ranking, privileged motion.
  - B. is two separate motions.
  - C. takes away the rights of members to enter into free discussions.
  - D. limits the debate on the privileged motion to *Amend* a motion previously adopted.
- \_\_\_ 9. **The orders of the day can be called by**
- A. one member proposing the motion and a second.
  - B. a two-thirds vote without notice.
  - C. any member.
  - D. the officers after they confer in executive session and adopt it by a two-thirds vote.
- \_\_\_ 10. **When a motion to *Recess* is made while another motion is pending it is a (an)**
- A. incidental motion.
  - B. privileged motion.
  - C. incidental main motion.
  - D. main motion.
- \_\_\_ 11. **While the privileged motion to *Adjourn* is pending, it is not in order to**
- A. make a main motion.
  - B. make important announcements.
  - C. give notice of a motion to be made at the next meeting.
  - D. make a motion to *Reconsider and Enter in the Minutes*.
- \_\_\_ 12. **The incidental motion to *Suspend the Rules***
- A. must be seconded.
  - B. is debatable.
  - C. is amendable as to which rule is to be suspended.
  - D. may interrupt another member who has the floor.
- \_\_\_ 13. **If an objection to the consideration of a main motion is sustained,**
- A. the main motion can be renewed by a majority vote.
  - B. the main motion is dismissed for that session.
  - C. the vote sustaining the objection cannot be reconsidered.
  - D. All of the above
- \_\_\_ 14. **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."
- \_\_\_ 15. **If a question is taken up on a different day than it was laid on the table, how many more times may members each debate the motion?**
- A. Once
  - B. Twice
  - C. None, if they have already debated twice the first day
  - D. A total of two times, including the first day
- \_\_\_ 16. **What is the vote needed to pass the motion to *Rescind*?**
- A. Two-thirds of the members in attendance who vote
  - B. A majority when notice of intent to make the motion has been given at the previous meeting
  - C. A majority of the entire membership
  - D. Any of the above

- \_\_\_ 17. **At a regular meeting of a society, the motion to *Reconsider* can be made only by the**  
A. presiding officer at a special meeting.  
B. member who seconded the motion to be reconsidered.  
C. secretary after stating the reason for the reconsideration.  
D. member who voted with the prevailing side.
- \_\_\_ 18. **The agenda for a regular business meeting calls for unfinished business to be taken up**  
A. before committee reports.  
B. before new business.  
C. immediately after the call to order.  
D. immediately after the reading of the minutes.
- \_\_\_ 19. **A member wishes to transfer seven minutes of unused debating time to another member. What would you do as chairman?**  
A. Grant permission to transfer the time to another member.  
B. Tell the member that unexpired time cannot be transferred to another member.  
C. Explain that since the other member proposed the motion, the time cannot be transferred.  
D. Ask the member to propose a motion, and if it is adopted by a majority vote, allow the transfer.
- \_\_\_ 20. **In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least**  
A. 26. B. 25. C. 27. D. 34.
- \_\_\_ 21. **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.
- \_\_\_ 22. **Which one of the following should generally not be included in the minutes of a meeting?**  
A. The kind of meeting  
B. The name of the seconder of a motion  
C. The fact that the regular chairman and secretary were present  
D. All points of order and appeals and the reasons given by the chairman for his or her ruling
- \_\_\_ 23. **Which one of the following motions is amendable?**  
A. *Lay on the Table*  
B. *Commit (or Refer)*  
C. The privileged motion to *Adjourn*  
D. *Raise a Question of Privilege*
- \_\_\_ 24. **Which series of motions below is arranged from highest to lowest precedence?**  
A. Adjourn, Fix the Time to Which to Adjourn, Commit, Postpone Indefinitely  
B. Fix the Time to Which to Adjourn, Adjourn, Commit, Postpone Indefinitely  
C. Postpone Indefinitely, Commit, Adjourn, Fix the Time to Which to Adjourn  
D. Commit, Adjourn, Fix the Time to Which to Adjourn, Postpone Indefinitely
- \_\_\_ 25. **A *Division of the Assembly* and a *Division of the Question* are both**  
A. undebatable.  
B. in order when another member has the floor.  
C. adopted by a two-thirds vote of the members present and voting.  
D. subsidiary motions.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## ANSWER KEY

### TEST NUMBER 43

QUESTION NUMBER	ANSWER
1	A
2	C
3	D
4	C
5	A
6	C
7	C
8	C
9	C
10	B
11	A
12	A
13	B
14	D
15	B
16	D
17	D
18	B
19	B
20	A
21	A
22	B
23	B
24	B
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## NUMBER 44

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Large boards and large committees follow parliamentary procedure**  
A. in the same way as any assembly.  
B. to a lesser degree than other deliberative assemblies.  
C. only for items that are brought from the previous meeting.  
D. when the presiding officer feels it will benefit the organization.
- \_\_\_ 2. **In the standard order of business, what follows special orders?**  
A. Unfinished business and general orders  
B. Standing committee reports  
C. The treasurer's report  
D. New business
- \_\_\_ 3. **A vote by a show of hands can be used**  
A. to verify an inconclusive vote in any sized group.  
B. as an initial voting method in very large groups.  
C. when any member calls out "Division!"  
D. in small groups.
- \_\_\_ 4. **Motions that relate in different ways to the pending business or to business otherwise at hand are called**  
A. *main motions.*  
B. *incidental motions.*  
C. *privileged motions.*  
D. *subsidiary motions.*
- \_\_\_ 5. **The *main motion* is a motion that**  
A. takes precedence over everything.  
B. can be applied to no other motion.  
C. can be moved at any time.  
D. always requires a majority vote.
- \_\_\_ 6. **If you were chairman and a member moved to amend a *Secondary Amendment*, what would you do?**  
A. Call the motion to amend the secondary amendment out of order.  
B. Ask for a second on the third degree amendment.  
C. Vote immediately on the third degree amendment.  
D. Suggest that the proposed amendment to the secondary amendment be referred to a committee.
- \_\_\_ 7. **The motion to *Postpone to a Certain Time (Postpone Definitely)* yields to which one of the following motions?**  
A. *Main Motion*  
B. *Postpone Indefinitely*  
C. *Lay on the Table*  
D. *Division of the Question*

- \_\_\_ 8. **A member who has been assigned the floor may be interrupted for the purpose of**  
A. amending a motion.  
B. limiting debate.  
C. raising a question of privilege.  
D. moving the previous question.
- \_\_\_ 9. **If a motion to *Fix the Time to Which to Adjourn* is made when no question is pending,**  
A. the chairman should rule it out of order.  
B. it should be voted on immediately after a second.  
C. it is subject to all the rules applicable to a main motion.  
D. a two-thirds vote is necessary for its adoption.
- \_\_\_ 10. **MEMBER:-(After obtaining the floor) "I move that we buy our president a new lectern and a new gavel."**  
**Which motion below would you use in order to make the motion above two separate motions?**  
A. *Second Degree Amendment*  
B. *Reconsider and Amendment by Separation*  
C. *Division of the Assembly*  
D. *Division of the Question*
- \_\_\_ 11. **The motion to *Rescind***  
A. can only be moved when no other motion is pending.  
B. can be applied to any main motion that has been adopted.  
C. is amendable.  
D. All of the above
- \_\_\_ 12. **In the absence of a quorum at an official meeting of a society, the business that may be transacted is**  
A. tabled.  
B. referred to a committee.  
C. null and void.  
D. always adopted by a two-thirds vote.
- \_\_\_ 13. **In the standard order of business, new business is considered**  
A. after approval of the minutes.  
B. before the reports of the officers.  
C. at the discretion of the president and secretary.  
D. after unfinished business and general orders.
- \_\_\_ 14. **When the presiding officer relinquishes the chair in order to debate a main motion, the chair is returned when the**  
A. chair has completely debated the question.  
B. main motion has been amended.  
C. main motion has been disposed of.  
D. temporary chairman requests that the regular presiding officer return to the chair.
- \_\_\_ 15. **A society has a total membership of 200 members. A minimum majority vote of the entire membership is**  
A. 100.  
B. 101.  
C. 150.  
D. 167.
- \_\_\_ 16. **An effective presiding officer**  
A. should know more parliamentary procedure than any other member.  
B. must not allow members to move so rapidly that parliamentary steps are omitted.  
C. should never be more technical than necessary.  
D. All of the above

- \_\_\_ 17. **When using the standard order of business, the reports of the officers are presented**
- A. immediately after the reading and approval of the minutes.
  - B. at the discretion of the secretary.
  - C. after the program is completed.
  - D. immediately after new business.
- \_\_\_ 18. **The highest ranking of the following motions is a (an)**
- A. *Main motion.*
  - B. *Amendment.*
  - C. *Amendment to the motion to Recess.*
  - D. *Recess.*
- \_\_\_ 19. **If all the following motions are pending, which is the immediately pending question?**
- A. *Main Motion*
  - B. *Postpone to a Certain Time*
  - C. *Commit (or Refer)*
  - D. *Recess*
- \_\_\_ 20. **The subsidiary motion to *Postpone Indefinitely***
- A. is in order when another member has the floor.
  - B. must be seconded.
  - C. requires a two-thirds vote and previous notice to be adopted.
  - D. is amendable.
- \_\_\_ 21. **Which form below would be used to immediately close debate on a main motion?**
- A. "Question, question!"
  - B. "I move the previous question."
  - C. "I move we vote on the main motion."
  - D. None of above
- \_\_\_ 22. **What would you do if a controversial motion was not seconded after it was stated by the chair?**
- A. Raise a point of order.
  - B. Appeal the motion.
  - C. Ask the chair to reconsider the motion.
  - D. Raise a question of personal privilege.
- \_\_\_ 23. **All of the four lowest-ranking subsidiary motions are always debatable except the motion to**
- A. *Postpone Indefinitely.*
  - B. *Postpone Definitely.*
  - C. *Amend.*
  - D. *Commit.*
- \_\_\_ 24. **The subsidiary motion to *Amend* cannot**
- A. be laid on the table if applied to a main motion
  - B. have a *Division of a Question* applied to it.
  - C. be amended
  - D. be postponed indefinitely
- \_\_\_ 25. **A member must make a *Point of Order***
- A. immediately after debate concludes if it is called on a *Main Motion*.
  - B. immediately after another member makes a *Parliamentary Inquiry*.
  - C. as soon as the breach occurs.
  - D. only after the parliamentarian notifies the assembly that a breach of order has occurred.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 44

QUESTION NUMBER	ANSWER
1	A
2	A
3	D
4	B
5	B
6	A
7	C
8	C
9	C
10	D
11	D
12	C
13	D
14	C
15	B
16	D
17	A
18	C
19	D
20	B
21	B
22	A
23	C
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## NUMBER 45

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Ordinary societies usually provide themselves with suitable rules of order by naming an edition of a parliamentary law manual in its bylaws. This manual is then called the organization's**  
A. *special rules of order.*  
B. *resolutions for a parliamentary authority.*  
C. *parliamentary authority.*  
D. *rules of order.*
- \_\_\_ 2. **If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately**  
A. yelling out the word "mistake."  
B. raising a *Point of Order*.  
C. raising a *Question of Privilege*.  
D. calling out "Question!"
- \_\_\_ 3. **The chair's announcement of the result of a voice vote should include which side "has it," whether the motion is adopted or lost, and**  
A. a congratulatory statement to the maker of the motion.  
B. a summary of the affirmative and negative debate.  
C. the effect of the vote.  
D. an estimate of how many voted on the prevailing (winning) side.
- \_\_\_ 4. **One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it**  
A. takes precedence over no other motions.  
B. can be debated in detail before being proposed.  
C. takes precedence over all other motions.  
D. has a higher precedence than subsidiary motions.
- \_\_\_ 5. **Main motions**  
A. take precedence over all motions.  
B. are not debatable.  
C. always require a two-thirds vote to be adopted.  
D. are out of order when another member has the floor.
- \_\_\_ 6. **If you were chairman and could not decide if an amendment was germane, what would you do?**  
A. Tell the assembly the proposed amendment is *Tabled*.  
B. Refer the decision to the assembly and have them vote to determine if it is germane.  
C. Ask the maker to withdraw the amendment.  
D. Ask the secretary to rewrite the amendment.
- \_\_\_ 7. **The motion to *Postpone to a Certain Time* can be made while**  
A. the main motion with an amendment is pending.  
B. the motion to *Lay on the Table* is pending.  
C. another member has the floor.  
D. another member is debating a main motion.

- \_\_\_ 8. **Once an assembly has refused to proceed to the orders of the day, the orders of the day cannot be called for again until the pending business**
- A. has been debated by at least one member in favor and one member opposed to it.
  - B. has been amended.
  - C. is adopted.
  - D. is disposed of
- \_\_\_ 9. **If it appears that there is no further business in a meeting of an ordinary society, the chair should state**
- A. "All those in favor of adjourning, say 'Aye.' Those opposed, say 'No.'"
  - B. "The meeting is adjourned."
  - C. "Is there any further business? Since there is no further business, the meeting is adjourned."
  - D. None of the above
- \_\_\_ 10. **The minimum affirmative vote necessary to suspend rules of parliamentary procedure that are in an established parliamentary procedure manual is**
- A. a majority.
  - B. two-thirds.
  - C. more than one-third.
  - D. None of the answers listed are correct
- \_\_\_ 11. **The motion to *Take From the Table* can be made**
- A. under unfinished business.
  - B. under new business.
  - C. during the same session it is laid on the table.
  - D. All of the above
- \_\_\_ 12. **The minimum affirmative vote necessary to adopt a motion to *Reconsider* is**
- A. a majority.
  - B. two-thirds.
  - C. one third.
  - D. Answer not given. It doesn't require a vote since the chair makes the decision.
- \_\_\_ 13. **Any established sequence that prescribes that business will be taken up at a session is called an**
- A. *order of business*.
  - B. *adjournment sine die*.
  - C. *order of the day*.
  - D. All of the above
- \_\_\_ 14. **Special committees are called on to report**
- A. before the minutes are read.
  - B. in the order in which they were appointed.
  - C. in random order.
  - D. based on the order in which they address the presiding officer and are recognized.
- \_\_\_ 15. **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. *Postpone*
  - D. *Reconsider*
- \_\_\_ 16. **Who is the only person who can speak twice on a motion to *Appeal*?**
- A. Members in favor of the Appeal
  - B. The parliamentarian
  - C. The member who made the Appeal
  - D. The presiding officer

- \_\_\_17. **How should a vice-president be addressed when presiding if the president is not on the platform?**  
A. "Mr. or Madam President"  
B. "Mr. or Madam President Pro-tem"  
C. "Mr. or Madam Acting President"  
D. "Mr. or Madam Presiding Vice-president"
- \_\_\_18. **Normally, in most organizations, the minutes of each meeting are read and approved**  
A. by the officers when they meet to plan the next meeting.  
B. at the end of the regular meeting before adjournment.  
C. at the beginning of the next regular meeting after the meeting is called to order and opening ceremonies are completed.  
D. whenever the chairman determines there will be adequate time to discuss them in detail.
- \_\_\_19. **Which one of the following motions is debatable?**  
A. *Raise a Question of Privilege*  
B. *Previous Question*  
C. *The privileged motion To Fix the Time to Which to Adjourn*  
D. *Postpone Indefinitely*
- \_\_\_20. **If a motion is made to approve the minutes,**  
A. a second is not required.  
B. the motion is not debatable.  
C. the motion is in order when another member has the floor.  
D. it is adopted by a majority vote.
- \_\_\_21. **After a motion is made and seconded, it is placed before the assembly by the**  
A. chairman stating the question.  
B. member debating who made the motion.  
C. secretary reading the motion aloud.  
D. member who made the motion to *put the question*.
- \_\_\_22. **What is the error if the following statement is used by a chairman taking a voice vote?**  
**CHAIRMAN:-(Standing) "As many as are in favor of the motion, say 'Aye.'" (Pause for response) "Opposed?"**  
A. The chair should request that members also raise their hands when indicating their vote.  
B. The chair forgot to call for the abstentions.  
C. The chair didn't state the negative cue.  
D. None of the above
- \_\_\_23. **The *Previous Question* cannot be applied to the subsidiary motion to**  
A. *Postpone Definitely*.  
B. *Commit*.  
C. *Amend*.  
D. *Lay on the Table*.
- \_\_\_24. **The subsidiary motion to *Postpone Indefinitely***  
A. yields only to main motions.  
B. can be applied to any motion.  
C. is the lowest-ranking subsidiary motion.  
D. is used to bring a motion back for consideration at the same meeting.
- \_\_\_25. **Which term below is preferred for an *amendment to a main motion*?**  
A. *Privileged amendment*  
B. *Primary amendment*  
C. *Preferential amendment*  
D. *Predominant amendment*

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the even-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 45

QUESTION NUMBER	ANSWER
1	C
2	B
3	C
4	A
5	D
6	B
7	A
8	D
9	C
10	B
11	D
12	A
13	A
14	B
15	C
16	D
17	A
18	C
19	D
20	D
21	A
22	C
23	D
24	C
25	B

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## NUMBER 46

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **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!"
- \_\_\_ 2. **Law-making groups such as Congress are called**  
A. mass meetings.  
B. legislative bodies.  
C. congressional boards.  
D. conventions.
- \_\_\_ 3. **In the standard order of business, new business is taken up**  
A. after unfinished business and general orders.  
B. immediately after reports of officers.  
C. at the discretion of the president.  
D. whenever members wish to propose main motions.
- \_\_\_ 4. **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.
- \_\_\_ 5. The lowest ranking privileged motion is  
A. *Raise a Question of Privilege*  
B. *Recess*  
C. *Call For the Orders of the Day*  
D. *Fix the Time to Which to Adjourn*
- \_\_\_ 6. **Special meetings can only be called if they are authorized**  
A. in the bylaws.  
B. by the president.  
C. by all of the officers of an organization.  
D. by a two-thirds vote.
- \_\_\_ 7. **If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?**  
A. An ad hoc committee studies it and reports back at the next regular meeting.  
B. It is brought back under the heading of *Unfinished Business* at the next regular meeting.  
C. It is killed for the duration of the session.  
D. It is automatically passed without debate.
- \_\_\_ 8. **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.

- \_\_\_ 9. **If a member obtained the floor and "called for the question" on a motion to *Refer*, what would you do as chairman?**
- A. Vote on the "call for the question."
  - B. Ask for a second.
  - C. Stop debate immediately on the motion to *Refer*.
  - D. Ignore the member and ask if there is further debate on the motion to *Refer*.
- \_\_\_ 10. **The privileged motion to *Recess* is a motion that a recess begin**
- A. after the motion on the floor is disposed of.
  - B. immediately.
  - C. when the member who proposed the pending motion grants permission.
  - D. upon a decision of the chair.
- \_\_\_ 11. **Which of the following is the correct form to use in making the motion to adjourn as a main motion?**
- A. "I move to adjourn."
  - B. "I move that we now adjourn to meet at 6 p.m. on May 5."
  - C. "I move that the meeting adjourn."
  - D. All of the above
- \_\_\_ 12. **Which of the following would not be subject to an *Appeal*?**
- A. The chair's response to a parliamentary inquiry
  - B. The chair's announcement of the results of a vote
  - C. The chair's response to a point of information
  - D. All of the above
- \_\_\_ 13. **Which of the following must be ordered after a demand by only one member?**
- A. *Object to Consideration*
  - B. *Division of the Assembly*
  - C. *Withdrawal of a Motion* (during debate)
  - D. *Previous Question*
- \_\_\_ 14. **The motion to *Take From the Table* can be moved when**
- A. a motion is pending.
  - B. the chairman decides it is appropriate.
  - C. a member wishes to postpone a motion to the next regular meeting.
  - D. a motion is not pending.
- \_\_\_ 15. **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*.
- \_\_\_ 16. **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.
- \_\_\_ 17. **If the chairman makes a mistake and assigns the floor to the wrong person, how can the error be corrected?**
- A. A *Point of Order* can be raised.
  - B. A member can yell out the word "Question!" without rising.
  - C. A *Parliamentary Inquiry* can be raised.
  - D. A *Point of Information* can be demanded.

- \_\_\_ 18. **If 40 votes are cast, a majority is**  
A. 20.  
B. 21.  
C. 19.  
D. 18.
- \_\_\_ 19. **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.
- \_\_\_ 20. **A committee that has a continuing existence and is in the society's bylaws is called a (an)**  
A. *special committee*.  
B. *standing committee*.  
C. *ordinary committee*.  
D. *whole committee*.
- \_\_\_ 21. **Bylaws of a new organization are adopted by a**  
A. plurality vote  
B. majority vote.  
C. unanimous consent.  
D. two-thirds vote.
22. **If you were chairman and a member's debate was not germane, what would you do?**  
A. Loudly call the member out of order and follow with a reprimand.  
B. Rap the gavel lightly, point out the fault, and advise the member to stay on the pending topic.  
C. Ignore it.  
D. Tell the parliamentarian to call the member out of order and to explain the breach of order.
- \_\_\_ 23. **Which series of motions below is arranged from highest to lowest precedence?**  
A. Recess, Adjourn, Main Motion, Amend  
B. Adjourn, Amend, Recess, Main Motion  
C. Main Motion, Amend, Recess, Adjourn  
D. Adjourn, Recess, Amend, Main Motion
- \_\_\_ 24. **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."
- \_\_\_ 25. **If ninety votes are cast at a regular meeting on a motion to *Move the Previous Question*, what is the minimum number of affirmative votes that would be required to adopt it?**  
A. Forty  
B. Forty-six  
C. Sixty  
D. Sixty-one

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 46

QUESTION NUMBER	ANSWER
1	C
2	B
3	A
4	C
5	C
6	A
7	C
8	C
9	B
10	B
11	B
12	D
13	B
14	D
15	C
16	B
17	A
18	B
19	C
20	B
21	B
22	B
23	D
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## NUMBER 47

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **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.
- \_\_\_ 2. **In the standard order of business, the reports of officers are presented**  
A. only as time allows.  
B. immediately before new business.  
C. immediately after approval of the minutes.  
D. just before the program begins.
- \_\_\_ 3. **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.
- \_\_\_ 4. **Which motion listed below has the lowest precedence or rank?**  
A. *Amend*  
B. *Main*  
C. *Adjourn*  
D. *Commit (or Refer)*
- \_\_\_ 5. **If a member violates the secrecy of an executive session,**  
A. the member may be punished under disciplinary procedures.  
B. no action may be taken by the organization.  
C. the president directs the secretary to publish the information that was secret and distribute it to all members.  
D. None of the above
- \_\_\_ 6. **The motion to *Postpone Indefinitely* can be reconsidered when it has received a (an)**  
A. plurality vote. B. negative vote. C. affirmative vote. D. tie vote.
- \_\_\_ 7. **Suppose that the motion "to buy basketballs" is pending. A correct example of amending this motion by *Inserting* is to say, "I move to amend the main motion by**  
A. adding the word 'three.'  
B. substituting 'three' for 'basketballs.'  
C. inserting the word 'three' before the word 'basketballs.'  
D. inserting the word 'three.'"

- \_\_\_ 8. **Assume that you were chairman at a regular monthly meeting and a motion requiring action the next day was pending. A member moved to "refer it to a committee to report back at the next regular meeting." What would you do?**
- A. Take a ballot vote on the referral.
  - B. Ask for a second and conduct a voice vote on the motion to refer.
  - C. Rule the motion to refer is dilatory.
  - D. Ask for a second
- \_\_\_ 9. **To properly call for the *Previous Question* members should**
- A. call out "Question" from their seats without being recognized.
  - B. say "I demand the question" without obtaining the floor.
  - C. say "I move the previous question" after obtaining the floor.
  - D. raise a question of privilege without being recognized by the chair.
- \_\_\_ 10. **It is out of order to move to lay a pending question on the table if**
- A. the motion on the previous question is pending.
  - B. the motion to be laid on the table has an amendment already applied to it.
  - C. another member has already moved to lay the matter on the table during the same meeting.
  - D. there is evidently no other matter urgently requiring immediate attention.
- \_\_\_ 11. **The privileged motion to *Recess***
- A. requires a two-thirds vote to be adopted.
  - B. is amendable as to the length of the recess.
  - C. is debatable.
  - D. need not be seconded.
- \_\_\_ 12. **The purpose of the privileged motion to *Fix the Time to Which to Adjourn* is to establish a (an)**
- A. adjourned meeting.
  - B. annual meeting.
  - C. regular meeting.
  - D. special meeting.
- \_\_\_ 13. **Assume you do not agree with the chairman's ruling on your *Point of Order*. What could you do?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
  - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
  - C. From your seat, and without obtaining the floor say, "I move the previous question."
  - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
- \_\_\_ 14. **If a member calls for a *Division* when a voice vote is obviously a majority, the chairman should**
- A. conduct the rising vote.
  - B. declare to the assembly that the call for a *Division* is dilatory.
  - C. conduct another voice vote because it is faster.
  - D. conduct a rising, counted vote and enter the votes in the minutes.
- \_\_\_ 15. **After a motion has been withdrawn, the same motion**
- A. can be made again at the same meeting.
  - B. cannot be made again at the same meeting.
  - C. can be made again at the same meeting if the original maker approves by seconding it.
  - D. can be made the immediately pending question by a member proposing the motion to *Take From the Table*.
- \_\_\_ 16. **What happens to a main motion if the motion to *Take it From the Table* is not proposed within the required time limit?**
- A. It is automatically placed under "Unfinished Business."
  - B. A motion to *Reconsider* may be proposed to bring it back.
  - C. It dies.
  - D. It is adopted.

- \_\_\_17. **Which statement is false regarding the motion to *Reconsider*?**  
A. It is in order when any other question is pending.  
B. It yields to nothing.  
C. The member who seconds the motion to reconsider must have voted on the prevailing side.  
D. Debate is allowed on the merits of the question whose reconsideration is proposed.
- \_\_\_18. **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.
- \_\_\_19. **Which one of the following statements is false?**  
A. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.  
B. If a speaker does not use up the allotted ten minutes, it can be transferred to another member.  
C. A committee member's report is not considered as debate.  
D. When a member's debate time is exhausted, the chair may interrupt and stop debate.
- \_\_\_20. **If sixty votes are cast, a minimum two-thirds vote is**  
A. 30.  
B. 31.  
C. 40.  
D. 41.
- \_\_\_21. **In an ordinary society, the minutes should contain a record of**  
A. what was said at a meeting by all the members who debated.  
B. what was done at a meeting.  
C. the president's and secretary's opinions.  
D. detailed opinions of the parliamentarian.
- \_\_\_22. **Which motion below has the highest precedence?**  
A. *Fix the Time to Which to Adjourn*  
B. *Lay on the Table*  
C. *Call for the Orders of the Day*  
D. *Main Motion*
- \_\_\_23. **Which one of the following have no rank among themselves and cannot be given a position in the order of precedence of motions?**  
A. Privileged motions  
B. Incidental motions  
C. Subsidiary motions  
D. None of the above
- \_\_\_24. **If a *Main Motion*, a *Primary Amendment* and a motion to *Commit* are pending, and the motion to *Commit* is adopted, what happens to the *Amendment*?**  
A. It is tabled by the chair.  
B. It has to be made again after the committee report.  
C. It is lost.  
D. It *adheres* to the main motion.
- \_\_\_25. **Which form below is proper for the subsidiary motion to a *Commit* or *Refer*?**  
A. "I move to commit the referral to a motion."  
B. "I move to commit and refer the motion to a committee."  
C. "I move to refer the motion to a committee."  
D. "I move that a committee refer the motion."

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 47

QUESTION NUMBER	ANSWER
1	C
2	C
3	B
4	B
5	A
6	C
7	C
8	C
9	C
10	D
11	B
12	A
13	D
14	B
15	A
16	C
17	C
18	C
19	B
20	C
21	B
22	A
23	B
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## NUMBER 48

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **The document of a society that contains its own rules relating to itself as an organization is the**  
A. constitution or bylaws.  
B. standing committee report.  
C. corporate charter.  
D. parliamentary authority manual.
- \_\_\_ 2. **A society which has adopted *Robert's Rules of Order Newly Revised* as its parliamentary authority**  
A. may use a new parliamentary authority at each meeting.  
B. must follow the order of business given in the parliamentary manual.  
C. may adopt its own particular order of business.  
D. may change any item in the parliamentary authority by a majority vote without notice.
- \_\_\_ 3. **If you were the presiding officer and several members addressed the chair at about the same time after a motion was made, you should call on the member who**  
A. has already debated twice.  
B. has the same opinions as all the other previous speakers.  
C. has debated once.  
D. made the motion and has not debated.
- \_\_\_ 4. **If a rising vote is inconclusive, the chair should**  
A. ask for another voice vote and order it to be counted.  
B. order another rising vote and order it to be counted.  
C. take another rising vote.  
D. declare the vote a tie.
- \_\_\_ 5. **A motion to *postpone indefinitely* can be used when a member wishes to**  
A. avoid an embarrassing matter.  
B. postpone the motion to a later time.  
C. postpone the motion to the next meeting.  
D. change the motion to make it more germane.
- \_\_\_ 6. **All subsidiary motions can be applied to**  
A. an original main motion.  
B. a *point of order*.  
C. themselves.  
D. third degree amendments.
- \_\_\_ 7. **The subsidiary motion to *Commit (or Refer)* takes precedence over the motion to**  
A. *Amend*.  
B. *Lay on the Table*.  
C. *Recess*.  
D. *Limit Debate*

- \_\_\_ 8. **Which one of the following motions is not debatable but is amendable?**  
A. *Lay on the Table*  
B. *Commit or Refer*  
C. *Postpone Indefinitely*  
D. *Limit or Extend Limits of Debate*
- \_\_\_ 9. **One of the rules related to the motion to *Take From the Table* is that it**  
A. must be made by the same member who proposed the tabled motion.  
B. can be proposed during the interrupting business.  
C. can be proposed during any pending business.  
D. requires a majority vote for its adoption.
- \_\_\_ 10. **The privileged motion to *Adjourn***  
A. has the same effect as the motion to *Fix the Time to Which to Adjourn*.  
B. may be amended by a two-thirds vote.  
C. is not needed if the chairman adjourns a meeting after asking for further business.  
D. allows for the member who proposed the motion to *Adjourn* to have the first right to debate it.
- \_\_\_ 11. **In making the motion to *Suspend the Rules*, the motion must**  
A. state its specific purpose.  
B. be made by the parliamentarian after conferring with the officers.  
C. be adopted by unanimous consent.  
D. be proposed before the rules of order have been adopted.
- \_\_\_ 12. **To withdraw a motion that has been stated by the chair requires**  
A. a secondary amendment.  
B. approval of the member who seconded the motion to be withdrawn.  
C. permission of the assembly.  
D. approval of the secretary.
- \_\_\_ 13. **In contrast to the motion to *Reconsider*, the motion to *Rescind***  
A. does not need to be seconded.  
B. is never debatable.  
C. can be made by any member.  
D. requires a majority vote of all the members of a society to be adopted.
- \_\_\_ 14. **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.
- \_\_\_ 15. **How can an item of business be taken out of its proper order?**  
A. The chair simply makes an announcement.  
B. A recess is called, and it is handled during that time.  
C. Adopt a motion to suspend the rules.  
D. Postpone the pending motion indefinitely, and then take up the necessary business.
- \_\_\_ 16. **If a presiding officer rises to make a ruling, a member who is speaking should**  
A. remain standing.  
B. politely notify the chair that the floor is taken.  
C. be seated.  
D. raise a *Point of Order* because of the presiding officer's interruption.

- \_\_\_17. **The presiding officer, if a member of the assembly,**  
A. should only vote by ballot upon the permission of the assembly.  
B. may vote by ballot to break a tie.  
C. can always vote by ballot with other members.  
D. can vote by ballot after the polls are closed without permission of the assembly.
- \_\_\_18. **Which of the following information about a guest speaker should not be included in the minutes?**  
A. The guest speaker's name  
B. A summary of the guest speaker's remarks  
C. The subject of the guest speaker  
D. All of the above
- \_\_\_19. **Nonmembers can be excluded at any time from part or all of a meeting by**  
A. a ruling of the chair in cases of disorder.  
B. an adoption of a rule on the subject.  
C. a question of privilege and a motion to "go into executive session."  
D. All of the above
- \_\_\_20. **Which rule is true regarding the adoption of an ordinary standing rule?**  
A. It may be proposed when another member has the floor.  
B. It is not debatable.  
C. It is classified as a privileged motion.  
D. A majority vote is required for its adoption.
- \_\_\_21. **The motion to *Take From the Table* is classified as a (an)**  
A. Privileged Motion.  
B. motion that brings a question again before the assembly.  
C. Main Motion.  
D. Incidental Motion.
- \_\_\_22. **The only time a *main motion* can be made is while**  
A. the regular president of the organization is presiding.  
B. no other motion is pending.  
C. all the members of the organization are present.  
D. unfinished business is being considered.
- \_\_\_23. **The effect of adopting the subsidiary motion to *Postpone Indefinitely* is to**  
A. postpone the main motion to the next regular meeting.  
B. lay a main motion on the table.  
C. reject the main motion indirectly.  
D. put a main motion off to a time which is determined by the presiding officer.
- \_\_\_24. **The subsidiary motion to *Amend***  
A. must be seconded.  
B. is in order when another member has the floor.  
C. can always be debated by the member who made the amendment.  
D. None of the above
- \_\_\_25. **The subsidiary motion to *Postpone to a Certain Time* cannot be**  
A. postponed indefinitely.  
B. committed.  
C. laid on the table alone.  
D. All of the above

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 48

QUESTION NUMBER	ANSWER
1	A
2	C
3	D
4	B
5	A
6	A
7	A
8	D
9	D
10	C
11	A
12	C
13	C
14	C
15	C
16	C
17	C
18	B
19	D
20	D
21	B
22	B
23	C
24	A
25	D

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## NUMBER 49

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. In a deliberative assembly, a proposition may be adopted by a *majority vote*, which means that a motion must be approved by
- A. all the members present who vote.
  - B. two-thirds of the voting members.
  - C. more than half of the members present and voting.
  - D. exactly half of the members in the organization.
- \_\_\_ 2. Ordinary standing rules generally contain
- A. rules that may not be changed except with previous notice and a two-thirds vote.
  - B. the object and standing committees of the organization.
  - C. an hour that sets the time meetings are to begin.
  - D. rules of parliamentary procedure related to the presiding officer.
- \_\_\_ 3. Main motions should start with the words
- A. "I move that . . ."
  - B. "I so move . . ."
  - C. "I wish to move . . ."
  - D. "I motion that . . ."
- \_\_\_ 4. When the chairman takes a vote on a motion, the *abstentions* are
- A. called for first.
  - B. called for last and used to calculate the majority number.
  - C. not taken.
  - D. usually added to the affirmative votes.
- \_\_\_ 5. The motion to *Limit or Extend Limits of Debate* may be used to
- A. permit more or longer speeches.
  - B. limit the length of speeches.
  - C. allow more speeches per member.
  - D. All of the above.
- \_\_\_ 6. A short intermission that does not end the meeting is called a (an)
- A. recess.
  - B. temporary adjournment.
  - C. adjournment sine die.
  - D. motion to *Fix the Time to Which to Recess*.
- \_\_\_ 7. 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

- \_\_\_ 8. **The motion to *Postpone Indefinitely* remains with the main motion when the main motion is**
- A. laid on the table.
  - B. referred to a committee.
  - C. reconsidered.
  - D. All of the above
- \_\_\_ 9. **If you were the presiding officer, what would be the next step you would pursue after an amendment to a main motion was adopted?**
- A. More new business
  - B. Debate on the amended main motion
  - C. Debate on the adopted amendment
  - D. A motion to adjourn
- \_\_\_ 10. **If the main question is to be handled by a special committee (select or ad hoc), the subsidiary motion *To Commit (or Refer)* may specify the**
- A. number of committee members.
  - B. method of selection.
  - C. names of the members.
  - D. All of the above
- \_\_\_ 11. **The motion to *Lay on the Table***
- A. can only be amended by the member who made the motion.
  - B. cannot be amended.
  - C. can be amended regarding the time of the action.
  - D. cannot be amended unless the chairman consents.
- \_\_\_ 12. **A motion to *Adjourn* at or to a future time while business is pending**
- A. may be adopted anytime during a recess, without a quorum.
  - B. should be completed prior to debate on the pending motion.
  - C. is permissible if the chair allows it.
  - D. is always out of order.
- \_\_\_ 13. **When a member makes a *Point of Order*, how is it normally decided?**
- A. The chair rules on it.
  - B. It can be adopted by a majority vote of the assembly.
  - C. It can be adopted by a two-thirds vote of the assembly after it is seconded.
  - D. The parliamentarian rises after the breach of order is described by the member and immediately rules on it.
- \_\_\_ 14. **Assume a member has proposed a motion "that we send our president and all the other officers to Hawaii." You want to discuss "sending our president to Hawaii" and "sending all the other officers to Hawaii" separately. What could you do?**
- A. Propose an amendment that will divide the question into two, separate parts.
  - B. From your seat, and without obtaining the floor say, "I call for a division."
  - C. Rise to a point of order because there are two different topics pending.
  - D. Obtain the floor and say, "I move to divide the motion so as to consider separately the question of 'sending our president to Hawaii' and 'sending all the other officers to Hawaii.'"
- \_\_\_ 15. **Which statement below is true regarding the incidental motion to *Withdraw a Motion*?**
- A. A motion may be withdrawn by the maker without the consent of anyone before it is stated by the chairman.
  - B. A motion may be withdrawn anytime, even after voting on the question has begun.
  - C. Members cannot suggest that the maker of a motion ask permission to withdraw it.
  - D. The member who seconded the motion may withdraw the motion without the consent of anyone before it is stated by the chair.



# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## ANSWER KEY

TEST NUMBER 49

QUESTION NUMBER	ANSWER
1	C
2	C
3	A
4	C
5	D
6	A
7	D
8	A
9	B
10	D
11	B
12	D
13	A
14	D
15	A
16	A
17	D
18	A
19	C
20	C
21	B
22	C
23	B
24	B
25	A

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## NUMBER 50

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **An assembly is a**
- A. body of people who come together as a group.
  - B. special meeting of the members of an organization.
  - C. session of an executive board of a larger organization.
  - D. series of meetings.
- \_\_\_ 2. **The term *rules of order* refers to the**
- A. rules of parliamentary procedure.
  - B. agenda.
  - C. adopted bylaws.
  - D. general order of business.
- \_\_\_ 3. **Before a member of an assembly is allowed to speak or propose a motion, he or she must "obtain the floor." This means that the member must**
- A. rise, address the chair, and wait to be recognized before speaking.
  - B. obtain permission from the assembly before addressing the chairman and speaking.
  - C. rise and come before the assembly before speaking.
  - D. address the chair and then speak.
- \_\_\_ 4. **Unless there is a rule to the contrary, a member may speak**
- A. once during the same day.
  - B. twice during the same day.
  - C. three times on the same motion on the same day.
  - D. twice on the same motion on the same day.
- \_\_\_ 5. **Which one of the following motions is not an incidental motion?**
- A. *Object to the Consideration of a Question*
  - B. *Appeal from the Decision of the Chair*
  - C. *Postpone to a Certain Time*
  - D. *Point of Order*
- \_\_\_ 6. **Which standard descriptive characteristic below is true?**
- A. The main motion ranks the highest in precedence of all motions.
  - B. A main motion may be proposed when another member has the floor.
  - C. A main motion may not be debated.
  - D. A main motion is amendable.
- \_\_\_ 7. **If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?**
- A. *Point of Order*
  - B. *Limit Debate*
  - C. *Postpone Indefinitely*
  - D. *Adjourn*

- \_\_\_ 8. **Assume that debate on a motion is dragging on. What should you do if you wanted to reduce the number of times each member could debate?**
- A. Obtain the floor and say, "I move that debate be limited for each member."
  - B. Rise, and without obtaining the floor say, "I move to limited debate."
  - C. Obtain the floor and say, "I move that debate be limited to one speech for each member."
  - D. From your seat, and without obtaining the floor say, "I move that debate be reduced."
- \_\_\_ 9. **If a main motion and a primary amendment are pending, and a motion to lay the main motion on the table is adopted, the amendment itself**
- A. can be brought up by any member as a new motion.
  - B. becomes the immediately pending question.
  - C. dies and is taken up under unfinished business at the next regular meeting.
  - D. adheres to the main motion and goes to the table with it.
- \_\_\_ 10. **If the privileged motion to *Adjourn* is voted down, the motion can be renewed**
- A. only after debate on the adjournment occurs.
  - B. after additional debate occurs.
  - C. only after action on the pending main motion is completed.
  - D. Any of the above
- \_\_\_ 11. **The incidental motion to *Suspend the Rules***
- A. can be reconsidered.
  - B. usually is adopted by a two-thirds vote.
  - C. can be used to permanently delete a rule from the bylaws.
  - D. is used to offer a third degree amendment.
- \_\_\_ 12. **Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?**
- A. *Parliamentary Question of Privilege*
  - B. *Point of Parliamentary Information*
  - C. *Parliamentary Inquiry*
  - D. *Parliamentary Authority Opinion*
- \_\_\_ 13. **In contrast to the motion to *Reconsider*, the motion to *Rescind***
- A. can be made by any member.
  - B. is never debatable.
  - C. does not need to be seconded.
  - D. requires a majority vote of all the members of a society to be adopted.
- \_\_\_ 14. **When a member is assigned the floor by the chairman, the member may**
- A. debate the pending motion.
  - B. move a secondary motion.
  - C. debate a pending motion and conclude by moving a secondary motion.
  - D. Any of the above
- \_\_\_ 15. **An assembly has 30 regular members in attendance at a meeting and the president, who is the presiding officer. If all 30 of the regular members voted, how many would have to vote in favor of a main motion "to have a dance next Saturday" in order for it to be adopted? Assume the presiding officer does not vote.**
- A. 20
  - B. 21
  - C. 15
  - D. 16
- \_\_\_ 16. **In a viva voce election, candidates are voted on**
- A. in random order.
  - B. in the order they were nominated.
  - C. based on their seniority in the society.
  - D. as determined by the nominating committee.

- \_\_\_ 17. **A standing committee of an organization reports to the**  
A. executive board.  
B. assembly.  
C. president.  
D. board of directors.
- \_\_\_ 18. **Which motion below has the highest precedence?**  
A. *Fix the Time to Which to Adjourn*  
B. *Lay on the Table*  
C. *Call for the Orders of the Day*  
D. *Main Motion*
- \_\_\_ 19. **Which one of the following motions would be out of order after the previous question has been ordered on the pending amendment to a main motion?**  
A. *Recess*  
B. *Adjourn*  
C. *Parliamentary Inquiry*  
D. *Refer*
- \_\_\_ 20. **Which of the following is an incidental motion?**  
A. *Division of the Assembly*  
B. *Fix the Time to Which to Adjourn*  
C. *Lay on the Table*  
D. *Call for the Orders of the Day*
- \_\_\_ 21. **Which one of the following motions may be reconsidered?**  
A. Division of the Question  
B. Fix the Time to Which to Adjourn  
C. Recess  
D. Suspend the Rules
- \_\_\_ 22. **Assume you are the chairman at a large meeting. A member makes a motion, but it is not seconded immediately. What would you do?**  
A. Repeat the motion and say, "The motion is lost."  
B. Tell the maker of the motion that he/she must withdraw the motion.  
C. Repeat the motion and ask, "Is there a second to the motion?"  
D. Ask the maker of the motion to suggest a member to second it.
- \_\_\_ 23. **Which statement below is false regarding privileged motions?**  
A. All the privileged motions fit into an order of precedence.  
B. Two privileged motions can be amended.  
C. All the subsidiary motions take precedence over the privileged motions.  
D. A motion for the *Previous Question* can be applied to the privileged motion to *Recess*.
- \_\_\_ 24. **The minimum affirmative vote necessary to adopt the privileged motion to *Adjourn* is**  
A. a majority. B. two-thirds. C. three-fourths. D. one-fifth.
- \_\_\_ 25. **The presiding officer does not leave the chair when debating a (an)**  
A. *Main Motion*.  
B. *Appeal*.  
C. *Amendment*.  
D. motion to *Postpone Indefinitely*.

# PARLIAMENTARY PROCEDURE TEST

Basic parliamentary law and motions (taken from the odd-numbered questions in the reference)

## ANSWER KEY

### TEST NUMBER 50

QUESTION NUMBER	ANSWER
1	A
2	A
3	A
4	D
5	C
6	D
7	C
8	C
9	D
10	B
11	B
12	C
13	A
14	D
15	D
16	B
17	B
18	A
19	D
20	A
21	B
22	C
23	C
24	A
25	B

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 51

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **One feature of main motions is that they**  
A. are classified as one of the secondary motions.  
B. can be made when other main motions are pending.  
C. bring business before the assembly.  
D. rank the highest in the order of precedence of motions.
- \_\_\_ 2. **The motion to *Postpone Indefinitely* is used by**  
A. the assembly to show that it does not wish to take a position on the main motion.  
B. a member to send a main motion to a standing committee.  
C. members who wish to change the pending main motion.  
D. the chair to place a main motion on the agenda at the next regular meeting.
- \_\_\_ 3. **The subsidiary motion to *Amend* can be**  
A. laid on the table.  
B. referred to a committee.  
C. applied to any main motion or any motion with a variable.  
D. postponed indefinitely.
- \_\_\_ 4. **The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak**  
A. only two times, but as long as they wish.  
B. as many times as they wish.  
C. three times on each topic.  
D. on motions even after they are adopted.
- \_\_\_ 5. **Which one of the following subsidiary motions is debatable?**  
A. *Previous Question*  
B. *Lay on the Table*  
C. *Limit or Extend Limits of Debate*  
D. *Postpone to a Certain Time*
- \_\_\_ 6. **The subsidiary motion to *Limit Debate* can be**  
A. laid on the table.  
B. postponed to a certain time.  
C. applied to a series of undebatable motions.  
D. applied to any immediately pending debatable motion.
- \_\_\_ 7. **The unqualified form of the *Previous Question* can apply only to**  
A. all incidental motions.  
B. all pending amendments.  
C. the immediately pending motion.  
D. debatable motions.
- \_\_\_ 8. **The motion to *Lay on the Table***  
A. can be amended.  
B. sets the pending question aside temporarily and there is no set time for taking up the matter again.  
C. kills the motion and avoids a direct vote on it.  
D. can be debated if the chairman allows the maker of the motion to speak first.

- \_\_\_ 9. **Assume that there is a meeting in progress and the assembly has digressed from the agenda to such an extent that the important items on the agenda may not be considered because of a lack of time. What would you do?**
- Obtain the floor and say, "I move that we order the consideration of our agenda."
  - Rise, and without obtaining the floor say, "Madam President, I order you to consider the agenda."
  - Rise, and without obtaining the floor say, "Madam President, I call for the orders of the day."
  - Rise, and without obtaining the floor say, "Madam President, I move we reconsider the agenda."
- \_\_\_ 10. **The motion to *Raise a Question of Privilege* takes precedence over all the motions below except the motion to**
- Limit Debate*.
  - Commit (or Refer)*.
  - Amend*.
  - Recess*.
- \_\_\_ 11. **What is the difference between the privileged motion to *Take a Recess* and the main motion to *Take a Recess*?**
- The privileged motion requires a two-thirds vote of the members present and voting to be adopted.
  - The main motion is debatable.
  - The privileged motion is not amendable.
  - The main motion is in order when another member has the floor.
- \_\_\_ 12. **Which one of the following statements is not true regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- Debate is not allowed.
  - A member may interrupt another member who is debating to propose it.
  - It requires a two-thirds vote of the members present and voting for adoption.
  - It is amendable.
- \_\_\_ 13. **Which series of motions below is arranged from highest to lowest precedence?**
- Main Motion, Amend, Recess, Adjourn
  - Adjourn, Recess, Amend, Main Motion
  - Adjourn, Amend, Recess, Main Motion
  - Recess, Adjourn, Main Motion, Amend
- \_\_\_ 14. **The purpose of the privileged motion to *Fix the Time to Which to Adjourn* is to establish a (an)**
- regular meeting.
  - annual meeting.
  - adjourned meeting.
  - special meeting.
- \_\_\_ 15. **Which statement below is true regarding a *Point of Order*?**
- Points of order should be called on minor irregularities.
  - A parliamentary inquiry has the same purpose as a point of order.
  - If a motion is not seconded, and is debated and then adopted, a point of order is too late.
  - A member must rise and be recognized by the chair before raising a point of order.
- \_\_\_ 16. **An *Objection to the Consideration of the Question* can be applied to**
- original main motions.
  - any motion stated, but not yet debated.
  - petitions and communications from a superior body.
  - incidental main motions.
- \_\_\_ 17. **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?**
- 20 in favor and 20 opposed
  - 19 in favor and 20 opposed
  - 18 in favor and 22 opposed
  - 21 in favor and 22 opposed

- \_\_\_18. If you call for a *Division of the Assembly* at a meeting of seventy members, this means that the vote must be taken again by
- A. paper ballot.
  - B. voice.
  - C. raising of hands.
  - D. rising.
- \_\_\_19. What happens to a main motion if the motion to *Take it From the Table* is not proposed within the required time limit?
- A. It dies.
  - B. It is adopted.
  - C. A motion to *Reconsider* may be proposed to bring it back.
  - D. It is automatically placed under "Unfinished Business."
- \_\_\_20. The motion to *Rescind* is a (an)
- A. original main motion.
  - B. privileged motion.
  - C. subsidiary motion.
  - D. incidental main motion.
- \_\_\_21. At a regular meeting of a society, the motion to *Reconsider* can be made only by the
- A. secretary after stating the reason for the reconsideration.
  - B. presiding officer at a special meeting.
  - C. member who voted with the prevailing side.
  - D. member who seconded the motion to be reconsidered.
- \_\_\_22. Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?
- A. *Parliamentary Authority Opinion*
  - B. *Point of Parliamentary Information*
  - C. *Parliamentary Question of Privilege*
  - D. *Parliamentary Inquiry*
- \_\_\_23. The incidental motion to *Suspend the Rules*
- A. is used to offer a third degree amendment.
  - B. can be used to permanently delete a rule from the bylaws.
  - C. can be reconsidered.
  - D. usually is adopted by a two-thirds vote.
- \_\_\_24. To withdraw a motion that has been stated by the chair requires
- A. permission of the assembly.
  - B. a secondary amendment.
  - C. approval of the secretary.
  - D. approval of the member who seconded the motion to be withdrawn.
- \_\_\_25. Which motion below has the highest precedence?
- A. *Fix the Time to which to Adjourn*
  - B. *Lay on the Table*
  - C. *Call for the Orders of the Day*
  - D. *Main Motion*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 51

QUESTION NUMBER	ANSWER
1	C
2	A
3	C
4	B
5	D
6	D
7	C
8	B
9	C
10	D
11	B
12	B
13	B
14	C
15	C
16	A
17	A
18	D
19	A
20	D
21	C
22	D
23	D
24	A
25	A

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 52

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **Which standard descriptive characteristic below is true?**  
A. A main motion is amendable.  
B. A main motion may be proposed when another member has the floor.  
C. A main motion may not be debated.  
D. The main motion ranks the highest in precedence of all motions.
- \_\_\_ 2. **Assume that a motion to *Postpone* the main motion to a certain time is immediately pending. Which motion below may be proposed?**  
A. *Postpone Indefinitely*  
B. *Commit (or Refer)*  
C. *Main Motion*  
D. *Lay on the Table*
- \_\_\_ 3. **The subsidiary motion to *Postpone Indefinitely* takes precedence over**  
A. the privileged motion to *Adjourn*.  
B. nothing except the main question to which it is applied.  
C. a secondary amendment.  
D. all other subsidiary motions.
- \_\_\_ 4. **An amendment to an amendment**  
A. may never be debated.  
B. may be amended with the consent of the maker of the secondary amendment.  
C. may not be amended.  
D. requires a two-thirds vote to be adopted.
- \_\_\_ 5. **The subsidiary motion to *Commit (or Refer)* takes precedence over the motion to**  
A. *Limit Debate*  
B. *Recess*.  
C. *Amend*.  
D. *Lay on the Table*.
- \_\_\_ 6. **Which one of the following motions is not debatable but is amendable?**  
A. *Postpone Indefinitely*  
B. *Limit or Extend Limits of Debate*  
C. *Lay on the Table*  
D. *Commit or Refer*
- \_\_\_ 7. **When the *Previous Question* is ordered on a series of pending motions, they are voted on in the**  
A. order that the proposer of each motion demands.  
B. reverse order in which they were made.  
C. order as determined by the chairman.  
D. same order in which they were proposed.

- \_\_\_ 8. **The subsidiary motion to *Lay on the Table***  
A. may not interrupt another member to be proposed.  
B. can be reconsidered.  
C. is debatable.  
D. is amendable.
- \_\_\_ 9. **What is the minimum affirmative vote required to adopt a motion to *Call For the Orders of the Day*?**  
A. Two thirds of members present and voting and previous notice  
B. Majority of members present and voting  
C. All of the members in the organization  
D. None of the above
- \_\_\_ 10. **An amendment to the privileged motion to *Recess***  
A. is not debatable.  
B. is never allowed.  
C. must relate to which members may take the recess.  
D. requires a two-thirds vote to be adopted.
- \_\_\_ 11. **While the privileged motion to *Adjourn* is pending, it is not in order to**  
A. make a motion to *Reconsider and Enter in the Minutes*.  
B. make a main motion.  
C. give notice of a motion to be made at the next meeting.  
D. make important announcements.
- \_\_\_ 12. **The effect of adopting the privileged motion to *Fix the Time to Which to Adjourn* is to**  
A. set a time for adjourning the next meeting.  
B. adjourn the present meeting.  
C. establish a continuation of the present meeting.  
D. recess immediately.
- \_\_\_ 13. **If a member is ignored on a *point of order* that was called because the presiding officer refused to put a motion, what action can be taken?**  
A. The maker of the motion can put the motion from the floor.  
B. The vice-president can conduct a vote on the motion.  
C. The assembly can immediately elect a new chairman.  
D. All of the above
- \_\_\_ 14. **If a member disagreed with the chairman's ruling on a *Point of Order*, what would be the proper form for a motion to appeal?**  
A. "I appeal your decision."  
B. Yell out without rising, "Appeal!"  
C. "I appeal from the decision of the chair."  
D. "Appeal."
- \_\_\_ 15. **Which motion below would be used to dispense with the regular order of business and proceed to a subject that is scheduled later in the meeting?**  
A. *Amend the Order of Business*  
B. *Previous Question*  
C. *Reconsider the Order of Business*  
D. *Suspend the Rules*
- \_\_\_ 16. **An *Objection to the Consideration of the Question* can be raised only before**  
A. the vote result is announced.  
B. there has been any debate or any subsidiary motion has been stated by the chair.  
C. an amendment is made on the pending motion and the amendment has not been seconded.  
D. the vote is taken on the motion to be considered.

- \_\_\_ 17. **If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can**
- A. make a second degree *Amendment* to separate the motion into two parts.
  - B. move to *Postpone Indefinitely*.
  - C. request that the chair divide the question.
  - D. make a motion for *Division of the Question*.
- \_\_\_ 18. **How would a member make a motion to call for an uncounted rising vote on the verification of a voice vote?**
- A. "I move for a division of the question."
  - B. "I move that the chairman take a standing vote."
  - C. Yell out "Division!"
  - D. Yell out "Question!"
- \_\_\_ 19. **A *parliamentary inquiry* may be used at a meeting to**
- A. inquire about the facts of the pending business.
  - B. request the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.
  - C. introduce a new parliamentary authority to be considered.
  - D. require that the chairman conduct a counted standing vote.
- \_\_\_ 20. **Which statement below is true regarding the incidental motion to *Withdraw a Motion*?**
- A. The member who seconded the motion may withdraw the motion without the consent of anyone before it is stated by the chair.
  - B. A motion may be withdrawn anytime, even after voting on the question has begun.
  - C. Members cannot suggest that the maker of a motion ask permission to withdraw it.
  - D. A motion may be withdrawn by the maker without the consent of anyone before it is stated by the chairman.
- \_\_\_ 21. **The vote on a main motion is 30 for the affirmative and 29 for the negative. The chair votes in the negative and therefore the motion is**
- A. lost.
  - B. a tie and is adopted.
  - C. adopted.
  - D. Answer not given
- \_\_\_ 22. **Which motion below has the lowest precedence?**
- A. *Fix the Time to Which to Adjourn*
  - B. *Lay on the Table*
  - C. *Call for the Orders of the Day*
  - D. *Main Motion*
- \_\_\_ 23. **The motion to *Take From the Table* must always be**
- A. adopted by a two-thirds vote of members present and voting.
  - B. amended.
  - C. seconded.
  - D. opened for debate by the presiding officer.
- \_\_\_ 24. **In contrast to the motion to *Reconsider*, the motion to *Rescind***
- A. requires a majority vote of all the members of a society to be adopted.
  - B. does not need to be seconded.
  - C. is never debatable.
  - D. can be made by any member.
- \_\_\_ 25. **Which motion below is not always debatable?**
- A. *Amend*
  - B. *Postpone to a Certain Time*
  - C. *Postpone Indefinitely*
  - D. *Commit (or Refer)*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 52

QUESTION NUMBER	ANSWER
1	A
2	D
3	B
4	C
5	C
6	B
7	B
8	A
9	D
10	A
11	B
12	C
13	A
14	C
15	D
16	B
17	D
18	C
19	B
20	D
21	A
22	D
23	C
24	D
25	A

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 53

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **Before proposing a main motion, a member may**  
A. explain all the reasons in detail for making the motion.  
B. offer an explanation of a few words.  
C. debate the motion up to ten minutes.  
D. not offer an explanation for the motion or debate it.
- \_\_\_ 2. **The minimum affirmative vote required to adopt the privileged motion to *Fix the Time to Which to Adjourn* is**  
A. a majority of the entire membership.  
B. two-thirds of members present and voting.  
C. a majority of members present and voting.  
D. Any of the above
- \_\_\_ 3. **A motion to *Adjourn* is always privileged when**  
A. no time for adjournment has been set (is unqualified).  
B. it sets a time to adjourn (is qualified).  
C. another member has the floor.  
D. the time for adjournment has been set ahead of time.
- \_\_\_ 4. **The motion to *Postpone Indefinitely* and to *Postpone Definitely* both**  
A. are classified as incidental motions.  
B. must be seconded.  
C. are amendable.  
D. require a majority with notice to be adopted.
- \_\_\_ 5. **Which statement below is false regarding the subsidiary motion to *Amend* a pending motion?**  
A. It requires notice and a majority vote to be adopted.  
B. It may be amended.  
C. It is not in order if another member is debating.  
D. It is only debatable if the motion to be amended is debatable.
- \_\_\_ 6. **One of the rules concerning the subsidiary motion to *Commit (or Refer)* is that**  
A. a two-thirds vote is required for it to be adopted.  
B. it is in order when another member has the floor.  
C. it doesn't need to be seconded.  
D. debate can extend only to the desirability of committing the main question.
- \_\_\_ 7. **The subsidiary motion to *Limit or Extend Limits of Debate***  
A. takes precedence over all debatable motions.  
B. is in order when another member has the floor.  
C. can only be applied to amendments.  
D. requires a majority vote to be adopted.

- \_\_\_ 8. Which one of the following motions cannot be amended?  
A. *Amend*  
B. *Recess*  
C. *Previous Question*  
D. *Limit or Extend Limits of Debate*
- \_\_\_ 9. The *Previous Question* can be used to close debate immediately and the making of all subsidiary motions except to  
A. *Commit (or Refer)*.  
B. *Postpone Indefinitely*.  
C. *Amend*.  
D. *Lay on the Table*.
- \_\_\_ 10. The motion to *Lay on the Table* and to *Take From the Table* both  
A. are not debatable.  
B. are not amendable.  
C. must be seconded.  
D. All of the above
- \_\_\_ 11. The privileged motion to *Call for the Orders of the Day* is used primarily to  
A. write orders for all committees to complete their tasks by a specific time.  
B. indicate to members when a point of order may be called.  
C. require that a meeting conform to its agenda.  
D. order the chairman to take an immediate recess.
- \_\_\_ 12. The privileged device, *Raise a Question of Privilege*, is not  
A. debatable.  
B. seconded.  
C. amendable.  
D. All of the above.
- \_\_\_ 13. The privileged motion to *Recess* has precedence over the motion to  
A. *Adjourn*.  
B. *Refer to a Committee*.  
C. *Fix the Time to Which to Adjourn*.  
D. All of the above
- \_\_\_ 14. After a member makes a *Point of Order*, the chair should always  
A. make certain that amendments that are applied to it are germane.  
B. try to make a ruling on it.  
C. determine if the maker wishes to debate it first.  
D. ask for a second.
- \_\_\_ 15. A tie vote on the motion to *Appeal* from the decision of the chair  
A. means that more debate will be allowed.  
B. automatically means a division of the assembly will be taken.  
C. sustains the decision of the chair.  
D. means that the decision of the chair is not sustained.
- \_\_\_ 16. Which motion below can a chairman make?  
A. *Reconsider*  
B. *Object to the Consideration*  
C. *Postpone Indefinitely*  
D. *Previous Question*

- \_\_\_17. **A *Division of the Assembly* and a *Division of the Question* are both**  
A. adopted by a two-thirds vote of the members present and voting.  
B. subsidiary motions.  
C. undebatable.  
D. in order when another member has the floor.
- \_\_\_18. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**  
A. an appeal must be made by a member who voted with the side that did not prevail.  
B. an appeal is used only when the chair refuses a member's request for a *Division*.  
C. the reply is always voted on by the assembly.  
D. the reply is an opinion and not a ruling.
- \_\_\_19. **After a motion has been withdrawn, the same motion**  
A. can be made again at the same meeting.  
B. can be made the immediately pending question by a member proposing the motion to *Take From the Table*.  
C. can be made again at the same meeting if the original maker approves by seconding it.  
D. cannot be made again at the same meeting.
- \_\_\_20. **The motion to *Rescind* can be applied to a**  
A. contract when the party has been informed.  
B. main motion which has been adopted.  
C. negative result of an appeal.  
D. resignation which has been acted upon.
- \_\_\_21. **The motion to *Reconsider*, if used to bring a question before the assembly,**  
A. cannot be reconsidered.  
B. can be adopted by a vote of a majority of the members present and voting.  
C. must be seconded.  
D. All of the above
- \_\_\_22. **Who is the only person who can speak twice on a motion to *Appeal*?**  
A. The presiding officer  
B. The member who made the *Appeal*  
C. The parliamentarian  
D. Members in favor of the *Appeal*
- \_\_\_23. **If sixty votes are cast, a minimum two-thirds vote is**  
A. 41.  
B. 40.  
C. 31.  
D. 30.
- \_\_\_24. **All the privileged motions are**  
A. debatable.  
B. undebatable.  
C. amendable.  
D. able to be laid on the table.
- \_\_\_25. **Which motion below is the lowest ranking privileged motion?**  
A. *Raise a Question of Privilege*  
B. *Adjourn*  
C. *Call for the Orders of the Day*  
D. *Recess*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 53

QUESTION NUMBER	ANSWER
1	B
2	C
3	A
4	B
5	A
6	D
7	A
8	C
9	D
10	D
11	C
12	D
13	B
14	B
15	C
16	B
17	C
18	D
19	A
20	B
21	D
22	A
23	B
24	B
25	C

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 54

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Which series of motions below is arranged from lowest to highest precedence?**  
A. Adjourn, Amend, Main Motion  
B. Main Motion, Amend, Adjourn  
C. Amend, Adjourn, Main Motion  
D. Main Motion, Adjourn, Amend
- \_\_\_ 2. **Which one of the following motions is not an incidental motion?**  
A. *Point of Order*  
B. *Object to the Consideration of a Question*  
C. *Postpone to a Certain Time*  
D. *Appeal from the Decision of the Chair*
- \_\_\_ 3. **A short intermission that does not end the meeting is called a (an)**  
A. *temporary adjournment.*  
B. *recess.*  
C. *motion to Fix the Time to Which to Recess.*  
D. *adjournment sine die.*
- \_\_\_ 4. **Main motions can be brought up even though another motion is pending by proposing a motion to**  
A. *Call for the Orders of the Day.*  
B. *Rescind.*  
C. *Recess.*  
D. *Move the Previous Question.*
- \_\_\_ 5. **Assume you know for certain that a motion that is pending will be bad for your organization and you want to stop it immediately. What would you do?**  
A. Obtain the floor and say, "I move that this motion be postponed indefinitely."  
B. Obtain the floor and say, "I move the previous question."  
C. From your seat, and without obtaining the floor say, "I move to lay this motion on the table."  
D. Rise, and without obtaining the floor say, "I rise to a point of order."
- \_\_\_ 6. **Which one of the following motions requires no second and is not debatable or amendable?**  
A. *Suspend the Rules*  
B. *Division of the Question*  
C. *Object to the Consideration of a Question*  
D. *Appeal*
- \_\_\_ 7. **The motion to Refer to a Committee can be applied to**  
A. All Secondary Motions.  
B. Privileged Motions.  
C. Main Motions.  
D. Points of Order.

- \_\_\_ 8. **Assume that debate on a motion is dragging on. What should you do if you wanted to reduce the number of times each member could debate?**
- Obtain the floor and say, "I move that debate be limited to one speech for each member."
  - From your seat, and without obtaining the floor say, "I move that debate be reduced."
  - Rise, and without obtaining the floor say, "I move to limited debate."
  - Obtain the floor and say, "I move that debate be limited for each member."
- \_\_\_ 9. **After the *Previous Question* has been adopted, this means that**
- all previous motions are adopted.
  - debate is not allowed on the motion to which it is applied.
  - members may not ask the maker of the motion questions related to any motions.
  - amendments may be made on the pending question.
- \_\_\_ 10. **The motion to *Lay on the Table***
- can be amended regarding the time of the action.
  - cannot be amended unless the chairman consents.
  - can only be amended by the member who made the motion.
  - cannot be amended.
- \_\_\_ 11. **Which one of the following would not be a topic to justify a member making a *Question of Privilege* effecting the assembly?**
- A motion to go into executive session
  - The comfort of members
  - Charges circulated against a member's character
  - The conduct of the officers
- \_\_\_ 12. **When a motion to *Recess* is made while another motion is pending it is a (an)**
- privileged motion.
  - incidental main motion.
  - main motion.
  - incidental motion.
- \_\_\_ 13. **When the privileged motion to *Adjourn* is pending, which motion below is in order?**
- Limit Debate*
  - Fix the Time to Which to Adjourn*
  - Call for the Orders of the Day*
  - Lay on the Table*
- \_\_\_ 14. **Which motion below has the highest precedence?**
- Call for the Orders of the Day*
  - Fix the Time to Which to Adjourn*
  - Main Motion*
  - Lay on the Table*
- \_\_\_ 15. **If you were chairman and were unsure on how to rule on a *Point of Order*, what would you do?**
- Notify the assembly that a ruling would be made after they debate the point of order.
  - Consult with all the officers immediately and then make a ruling.
  - Ignore it and make a ruling after the meeting and include it in the minutes.
  - Submit it to a vote of the assembly.
- \_\_\_ 16. **An appeal from the decision of the chair is a**
- disagreement between members of the assembly.
  - disagreement with the ruling of the chair.
  - demand to adhere to the agenda.
  - point of order stated in another way.
- \_\_\_ 17. **The motion for an *Objection to Consideration of a Question* cannot be**
- amended.
  - debated.
  - seconded.
  - All of the answers

- \_\_\_18. **The incidental motion calling for a *Division of the Question***  
A. allows one speech per member to divide the debate on the question equally.  
B. is not amendable.  
C. cannot be made on the main question while an amendment to the main question is pending.  
D. is in order when another member has the floor.
- \_\_\_19. **If a member calls for a *Division* when a voice vote is obviously a majority, the chairman should**  
A. conduct a rising, counted vote and enter the votes in the minutes.  
B. conduct another voice vote because it is faster.  
C. declare to the assembly that the call for a *Division* is dilatory.  
D. conduct the rising vote.
- \_\_\_20. **The chair is obligated to answer all *Parliamentary Inquiry* questions except those that**  
A. assist members in making an appropriate motion.  
B. explain the effects of a motion.  
C. help members understand the parliamentary situation.  
D. are hypothetical in nature.
- \_\_\_21. **If a question is taken up on a different day than it was laid on the table, how many more times may members each debate the motion?**  
A. Twice  
B. Once  
C. A total of two times, including the first day  
D. None, if they have already debated twice the first day
- \_\_\_22. **In order to be adopted, the motion to *Rescind* must receive a**  
A. a majority vote of the entire membership.  
B. two-thirds vote of the members present and voting.  
C. majority vote with previous notice.  
D. Any of the above
- \_\_\_23. **The motion to *Reconsider* is debatable if**  
A. there are amendments applied to the reconsidered motion.  
B. members debate only in favor of the motion to be reconsidered.  
C. the member who proposed the motion to *Reconsider* voted on the prevailing side.  
D. the motion that is to be considered is debatable.
- \_\_\_24. **Which one of the following motions is debatable?**  
A. *Raise a Question of Privilege*  
B. *Previous Question*  
C. The privileged motion to *Fix the Time to Which to Adjourn*  
D. *Postpone Indefinitely*
- \_\_\_25. **Select the example below which would adopt a motion requiring a two-thirds vote.**  
A. 24 in favor and 18 opposed  
B. 24 in favor and 12 opposed  
C. 24 in favor and 14 opposed  
D. 24 in favor and 16 opposed

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 54

QUESTION NUMBER	ANSWER
1	B
2	C
3	B
4	A
5	A
6	C
7	C
8	A
9	B
10	D
11	C
12	A
13	B
14	B
15	D
16	B
17	D
18	C
19	C
20	D
21	A
22	D
23	D
24	D
25	B

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 55

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **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 it."
  - B. "I second the motion."
  - C. "Second."
  - D. Any of the above
- \_\_\_ 2. **The maker of a motion has the right to modify or withdraw it**
- A. until the chair states the question.
  - B. up to adjournment of the meeting.
  - C. during debate on the question.
  - D. at any time.
- \_\_\_ 3. **The rising, counted vote on a main motion is twenty-four for the affirmative and twenty-three for the negative. The chairman votes for the negative. This means that the vote on the main motion is**
- A. twenty-four for the affirmative and twenty-four for the negative, and the motion is postponed to the next regular meeting.
  - B. a tie, and the main motion is adopted.
  - C. a tie, and the main motion is lost.
  - D. twenty-five for the affirmative and twenty-three for the negative, and it is adopted.
- \_\_\_ 4. **Which one of the following motions cannot be amended?**
- A. *Recess*
  - B. *Previous Question*
  - C. *Limit or Extend Limits of Debate*
  - D. *Amend*
- \_\_\_ 5. **To put a motion aside temporarily, with no definite time for resuming its consideration, a member would move to**
- A. *Reconsider.*
  - B. *Lay on the Table.*
  - C. *Refer.*
  - D. *Postpone Indefinitely.*
- \_\_\_ 6. **The motion to *Postpone Indefinitely* can**
- A. be applied to all subsidiary motions.
  - B. be moved only when the main motion is pending.
  - C. go to committee with the main motion.
  - D. be laid on the table.
- \_\_\_ 7. **If all the following motions are pending, which is the immediately pending question?**
- A. *Recess*
  - B. *Commit (or Refer)*
  - C. *Main Motion*
  - D. *Postpone to a Certain Time*

- \_\_\_ 8. **Assume the main motion "that we have a dance next Saturday" is pending. You want to include the time for the dance. What would you do?**
- A. Obtain the floor and say, "I move to amend by inserting '9 p.m. to 11:30 p.m.'"
  - B. Obtain the floor and say, "I move to amend by adding the words, 'from 9 p.m. to 11:30 p.m.'"
  - C. Rise, and without obtaining the floor say, "I move to amend the motion by substituting '9 p.m. to 11:30 p.m.'"
  - D. Propose a new motion and include the time.
- \_\_\_ 9. **In general practice, when a committee is nominated by the chair, the committee chairman is the**
- A. second member that the chair names to the committee.
  - B. last member named by the chair to the committee.
  - C. first member the chair names to the committee.
  - D. None of the above. The chair usually does not have the authority to name committee chairman.
- \_\_\_ 10. **Which motion below, if adopted, makes a postponed question an order of the day for a future meeting?**
- A. *Reconsider*
  - B. *Postpone Indefinitely*
  - C. *Postpone Definitely*
  - D. *Lay on the Table*
- \_\_\_ 11. **Which one of the following motions would you propose if you wanted to speak longer on a motion than the maximum time allowed?**
- A. *Extend the Limits of Debate*
  - B. *Postpone to a Certain Time*
  - C. *Refer to a Committee*
  - D. move the *Previous Question*
- \_\_\_ 12. **If you were chairman, what would you do after the motion for the *Previous Question* was adopted on a primary amendment?**
- A. Vote on the motion that the amendment was applied to.
  - B. Declare that the amendment is adopted.
  - C. Ask for more debate on the amendment.
  - D. Call for a vote on the amendment.
- \_\_\_ 13. **The orders of the day can be set aside by**
- A. a two-thirds vote.
  - B. a motion to *Reconsider*.
  - C. any member who objects.
  - D. the chairman if there is an important item being debated.
- \_\_\_ 14. **Who makes the initial ruling on the motion to *Raise a Question of Privilege*?**
- A. The vice president
  - B. Members
  - C. The parliamentarian
  - D. The chairman
- \_\_\_ 15. **The privileged motion to *Adjourn***
- A. is not needed if the chairman adjourns a meeting after asking for further business.
  - B. may be amended by a two-thirds vote.
  - C. allows for the member who proposed the motion to *Adjourn* to have the first right to debate it.
  - D. has the same effect as the motion to *Fix the Time to Which to Adjourn*.
- \_\_\_ 16. **One similarity of both a *Point of Order* and a *Parliamentary Inquiry* is that they**
- A. are classified as Privileged Motions.
  - B. may be made when another member has the floor.
  - C. require a majority vote of the members present to be adopted.
  - D. must be seconded.

- \_\_\_ 17. **Which motion below is the highest ranking *privileged motion*?**  
A. *Raise a Question of Privilege*  
B. *Recess*  
C. *Fix the Time to Which to Adjourn*  
D. *Call for the Orders of the Day*
- \_\_\_ 18. **Assume you do not agree with the chairman's ruling on your *Point of Order*. What could you do?**  
A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."  
B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."  
C. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."  
D. From your seat, and without obtaining the floor say, "I move the previous question."
- \_\_\_ 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 Previous Question*  
C. *Appeal the Question*  
D. *Objection to the Consideration of a Question*
- \_\_\_ 20. **The motion calling for a *Division of a Question* is used to**  
A. separate, debate, and vote on different, distinct parts of a motion.  
B. obtain a standing vote on the pending question.  
C. divide the pending question into parts and assign the parts to ad hoc committees.  
D. determine if debate should be divided equally between members.
- \_\_\_ 21. **Which of the following is an incidental motion?**  
A. *Fix the Time to Which to Adjourn*  
B. *Lay on the Table*  
C. *Call for the Orders of the Day*  
D. *Division of the Assembly*
- \_\_\_ 22. **The motion to *Take From the Table* must be**  
A. passed by a two-thirds vote.  
B. debated by members for and against the motion to table.  
C. made by the member who laid the original main motion on the table.  
D. seconded.
- \_\_\_ 23. **The minimum affirmative vote necessary to adopt the motion to *Suspend Standing Rules* is**  
A. two-thirds of members present and voting.  
B. a majority of members present and voting.  
C. a majority of the entire membership.  
D. None of the above
- \_\_\_ 24. **In a session of one day, the motion to *Reconsider***  
A. is not subject to time limits.  
B. must be made on the same day the vote to be reconsidered was taken.  
C. can be made at any future regular meeting within the current year.  
D. cannot be made until two-thirds of the assembly adopts it.
- \_\_\_ 25. **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. Make a motion to have a special committee investigate it.  
C. Obtain the floor and say, "I move to rescind the motion related to . . . adopted at the meeting last month."  
D. Rise, and without obtaining the floor say, "I object to the consideration of the question."

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 55

QUESTION NUMBER	ANSWER
1	D
2	A
3	C
4	B
5	B
6	B
7	A
8	B
9	C
10	C
11	A
12	D
13	A
14	D
15	A
16	B
17	C
18	C
19	D
20	A
21	D
22	D
23	B
24	B
25	C

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

NUMBER 56

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **What is the proper order of steps in *considering a main motion*?**  
A. The chair puts the question, members debate, the chair announces the results of the voting.  
B. The chair puts the question, the chair announces the results of the voting, and members debate.  
C. Members debate, the chair announces the voting results, and the chair puts the question.  
D. Members debate, the chair puts the question, and the chair announces the voting results.
- \_\_\_ 2. **A member can demand a *division* from the moment the negative votes have been cast until the**  
A. assembly adopts an amendment to the motion.  
B. question is stated by the chair on another motion.  
C. chair announces the results of the voting.  
D. chair declares the effect of the motion.
- \_\_\_ 3. **How can a member propose to have the pending matter given special study?**  
A. Move to postpone it definitely.  
B. Move to refer it to a committee.  
C. Move to reconsider it.  
B. Move to lay the matter on the table.
- \_\_\_ 4. **All of the following subsidiary motions can be amended except**  
A. *Amend*.  
B. *Commit (or Refer)*.  
C. *Postpone Indefinitely*.  
D. *Postpone to a Certain Time*.
- \_\_\_ 5. **Which motion below is the highest ranking subsidiary motion?**  
A. *Lay on the Table*  
B. *Commit (or Refer)*  
C. *Postpone Definitely*  
D. *Postpone Indefinitely*
- \_\_\_ 6. **Which one of the following motions does not require a second?**  
A. *Postpone Indefinitely*  
B. *Adjourn* (the privileged motion)  
C. *Rescind*  
D. *Call for Orders of the Day*
- \_\_\_ 7. **Which one of the following motions may be reconsidered?**  
A. *Fix the Time to Which to Adjourn*  
B. *Recess*  
C. *Suspend the Rules*  
D. *Division of the Question*

- \_\_\_ 8. **The assembly can adopt the motion to close debate immediately on a pending question if two-thirds of those vote**  
A. to *Postpone the Question*.  
B. for a *Division of the Question*.  
C. to *Postpone the Question Indefinitely*.  
D. for the *Previous Question*.
- \_\_\_ 9. **If it is desired to prevent any discussion of a subject, one way this can be done is to raise**  
A. a *Point of Order*.  
B. a *Question of Privilege*.  
C. an *Objection to the Consideration of the Question*.  
D. an *Order of the Day*.
- \_\_\_ 10. **In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least**  
A. 34.  
B. 27.  
C. 26.  
D. 25.
- \_\_\_ 11. **Which one of the following motions is amendable?**  
A. *Lay on the Table*  
B. *Commit (or Refer)*  
C. The privileged motion to *Adjourn*  
D. *Raise a Question of Privilege*
- \_\_\_ 12. **If you wanted to take up a question out of its proper order, what form would you use?**  
A. "I move to suspend the rules and take up . . ."  
B. "I move the previous question and . . ."  
C. "I move to postpone the motion indefinitely to consider . . ."  
D. "I move to rescind the motion and debate the motion to . . ."
- \_\_\_ 13. **If an adjournment is made as a main motion, it**  
A. may be reconsidered.  
B. is debatable and amendable.  
C. requires a two-thirds vote to be adopted.  
D. does not require a second.
- \_\_\_ 14. **The minimum affirmative vote necessary to adopt a motion to *Reconsider* is**  
A. a majority.  
B. one third.  
C. two-thirds.  
D. Answer not given. It doesn't require a vote since the chair makes the decision.
- \_\_\_ 15. **Which motion below can cancel or countermand a previous action?**  
A. *Rescind*  
B. *Annul*  
C. *Repeal*  
D. All of the above
- \_\_\_ 16. **The incidental motion to *Appeal* is used**  
A. if a member wishes to appeal to the maker of a motion to accept an amendment.  
B. when an accurate standing vote is needed on a main motion.  
C. to have the chairman's ruling voted on by the assembly.  
D. to point out that another member's debate is not germane.

- \_\_\_17. Which motion below could be made so that the chair would be called on to enforce a violated rule?  
 A. *Point of Order*  
 B. *Appeal*  
 C. *Parliamentary Inquiry*  
 D. *Suspend the Rules*
- \_\_\_18. Which one of the following motions would you propose if you wanted to call the presiding officer's attention to the fact that ventilation in the meeting room was very poor and you wanted it to be more comfortable?  
 A. *Raise a Question of Privilege*  
 B. *Call For Orders of the Day*  
 C. *Recess*  
 D. *Fix the Time to Which To Adjourn*
- \_\_\_19. 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. Rise, and without obtaining the floor say, "I move to withdraw my motion."  
 B. Obtain the floor and say, "I move to amend my motion by withdrawing it."  
 C. Rise, and without obtaining the floor say, "I move to suspend the rules allowing my motion."  
 D. Rise, and without obtaining the floor say, "I withdraw the motion."
- \_\_\_20. MEMBER:-(After obtaining the floor) "I move that we buy our president a new lectern and a new gavel."  
 Which motion below would you use in order to make the motion above two separate motions?  
 A. *Second Degree Amendment*  
 B. *Reconsider and Amendment by Separation*  
 C. *Division of the Question*  
 D. *Division of the Assembly*
- \_\_\_21. When the motion to *Limit Debate* is applied to a main motion, it  
 A. requires a majority vote to be adopted.  
 B. does not need a second.  
 C. can be laid on the table along with the main motion.  
 D. is amendable and debatable.
- \_\_\_22. A motion to *Postpone Indefinitely* can be used when a member wishes to  
 A. postpone the motion to a later time.  
 B. avoid an embarrassing matter.  
 C. change the motion to make it more germane.  
 D. postpone the motion to the next meeting.
- \_\_\_23. The motion to *Take From the Table* is in order  
 A. when another member has the floor.  
 B. when an amendment is pending on the motion.  
 C. when some other business has been transacted.  
 D. only when the chair calls for unfinished business.
- \_\_\_24. Which rule of debate listed below is false?  
 A. Personal comments should not be interjected by the chairman.  
 B. The chair can interrupt the speaker for any reason.  
 C. The chair should not enter into debate while presiding.  
 D. The chairman cannot arbitrarily close debate.
- \_\_\_25. Which one of the following motions is debatable and amendable?  
 A. *Previous Question*  
 B. *Suspend the Rules*  
 C. *Take From the Table*  
 D. *Refer to a Committee*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 56

QUESTION NUMBER	ANSWER
1	D
2	B
3	B
4	C
5	A
6	D
7	A
8	D
9	C
10	C
11	B
12	A
13	B
14	A
15	D
16	C
17	A
18	A
19	D
20	C
21	C
22	B
23	C
24	B
25	D

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 57

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The initial vote on a main motion is usually taken "viva voce," which means by**  
A. voice.  
B. rising.  
C. a show of hands.  
D. ballot.
- \_\_\_ 2. **Which one of the following is not an incidental motion?**  
A. *Division of the Assembly*  
B. *Postpone Indefinitely*  
C. *Parliamentary Inquiry*  
D. *Point of Order*
- \_\_\_ 3. **When an amendment to a main motion is adopted, the motion that was amended**  
A. is voted on immediately.  
B. is also adopted.  
C. is postponed to the next regular meeting or until the adopted amendment is acted on.  
D. remains pending.
- \_\_\_ 4. **The motion to *Commit (or Refer)***  
A. need not be seconded.  
B. can be applied to main motions with any amendments that may be pending.  
C. may be proposed when another member has the floor provided debate has not begun.  
D. is not debatable.
- \_\_\_ 5. **One rule for the subsidiary motion to *Postpone to a Certain Time* is that**  
A. a two-thirds vote is required to adopt it.  
B. debate may go into the merits of the main question.  
C. it is out of order when another member has the floor.  
D. a second is not required.
- \_\_\_ 6. **The subsidiary motion to *Limit or Extend Limits of Debate* may be used to**  
A. reduce the number of speeches permitted.  
B. close debate at a certain time.  
C. reduce the length of speeches permitted.  
D. All of the above
- \_\_\_ 7. **Which motion below would you use at a meeting to stop debate immediately and vote on a pending question?**  
A. *Division of the Question*  
B. *Reconsider the Question*  
C. *Previous Question*  
D. *Question of Privilege*

- \_\_\_ 8. **Which one of the following subsidiary motions cannot be reconsidered?**  
 A. *Lay on the Table*  
 B. *Postpone to a Certain Time*  
 C. *Amend*  
 D. *Previous Question*
- \_\_\_ 9. **Which one of the following motions is undebatable?**  
 A. *Call for the Orders of the Day*  
 B. *Main Motion*  
 C. *Amend*  
 D. *Postpone to a Certain Time*
- \_\_\_ 10. **Which one of the following motions is in order if the privileged motion to *Raise a Question of Privilege* is pending?**  
 A. *Fix the Time to Which to Adjourn*  
 B. *Main Motion*  
 C. *Lay on the Table*  
 D. *Limit or Extend Limits of Debate*
- \_\_\_ 11. **The privileged motion to *Recess* is a motion that a recess begin**  
 A. when the member who proposed the pending motion grants permission.  
 B. upon a decision of the chair.  
 C. immediately.  
 D. after the motion on the floor is disposed of.
- \_\_\_ 12. **The privileged motion to *Fix the Time to Which to Adjourn***  
 A. may be applied to any motion.  
 B. does not require a second.  
 C. is not debatable  
 D. cannot be amended as to the date.
- \_\_\_ 13. **The normal grounds for a member to rise to a *Point of Order* are**  
 A. to obtain parliamentary information from the parliamentarian.  
 B. a breach of rules.  
 C. uncomfortable conditions in the meeting room.  
 D. to ask the maker of the motion a question.
- \_\_\_ 14. **When the incidental motion to *Appeal* is debatable, no member can speak more than once except the**  
 A. member who proposed the *Appeal*.  
 B. presiding officer, who may speak twice.  
 C. officers of the organization.  
 D. member who seconded the *Appeal*.
- \_\_\_ 15. **Rules that cannot generally be suspended are those that**  
 A. are in the bylaws (or constitution).  
 B. protect absentees.  
 C. protect the basic rights of individual members.  
 D. All of the above
- \_\_\_ 16. **Assume that an undesirable main motion has been moved and seconded. At this stage, how could you keep this motion from coming before the assembly?**  
 A. Obtain the floor and say, "I object to the consideration of the motion."  
 B. Rise, and without obtaining the floor say, "I move that this motion be committed."  
 C. Obtain the floor and say, "I move that this motion be tabled."  
 D. Obtain the floor and say, "I move that this motion be postponed."

- \_\_\_ 17. Assume a member has proposed a motion "that we send our president and all the other officers to Hawaii." You want to discuss "sending our president to Hawaii" and "sending all the other officers to Hawaii" separately. What could you do?
- Obtain the floor and say, "I move to divide the motion so as to consider separately the question of ' sending our president to Hawaii' and 'sending all the other officers to Hawaii.'"
  - From your seat, and without obtaining the floor say, "I call for a division."
  - Rise to a point of order because there are two different topics pending.
  - Propose an amendment that will divide the question into two, separate parts.
- \_\_\_ 18. 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?
- Have the assembly vote on whether they wish the division.
  - Tell the members to stop disrupting the assembly.
  - Either not recognize the members or rule the request out of order.
  - Conduct the rising vote.
- \_\_\_ 19. A motion to call for the *Previous Question* is pending, and you are uncertain if this motion is amendable. How could you find out?
- Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
  - Rise, and without obtaining the floor say, "I rise to a parliamentary inquiry."
  - Obtain the floor and say, "I rise to a point of order."
  - Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a point of information."
- \_\_\_ 20. "After a motion has been stated by the chair, it belongs to the meeting as a whole." What does this statement mean?
- The motion may be withdrawn by anyone in the assembly without a vote.
  - The maker of the motion must request the assembly's permission to withdraw the motion.
  - A member may make a motion to withdraw a motion, and the chair takes an immediate vote without a second.
  - The entire assembly must vote in the affirmative in order for the motion to be withdrawn.
- \_\_\_ 21. The motion to *Take From the Table* is classified as a (an)
- Privileged Motion.*
  - Main Motion.*
  - motion that brings a question again before the assembly.
  - Incidental Motion.*
- \_\_\_ 22. Which one of the following motions may not be reconsidered?
- Amend*
  - Postpone Definitely*
  - Main Motion*
  - Lay on the Table*
- \_\_\_ 23. A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the vote required to adopt a main motion is
- 90.
  - 91.
  - 60.
  - 61.
- \_\_\_ 24. What is the vote needed to pass the motion to *Rescind*?
- A majority of the entire membership
  - Two-thirds of the members in attendance who vote
  - A majority when notice of intent to make the motion has been given at the previous meeting
  - Any of the above
- \_\_\_ 25. Which one of the following motions can the *Previous Question* be applied to?
- Adjourn*
  - Raise a Question of Privilege*
  - Commit (or Refer)*
  - Lay on the Table*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 57

QUESTION NUMBER	ANSWER
1	A
2	B
3	D
4	B
5	C
6	D
7	C
8	A
9	A
10	A
11	C
12	C
13	B
14	B
15	D
16	A
17	A
18	C
19	B
20	B
21	C
22	D
23	D
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 58

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Normally, in most organizations, the minutes of each meeting are read and approved**
- A. whenever the chairman determines there will be adequate time to discuss them in detail.
  - B. at the end of the regular meeting before adjournment.
  - C. by the officers when they meet to plan the next meeting.
  - D. at the beginning of the next regular meeting after the meeting is called to order and opening ceremonies are completed.
- \_\_\_ 2. **After a "special committee" has made its final report to the assembly, it**
- A. automatically expires.
  - B. is listed in the bylaws as a standing committee.
  - C. is assigned new members and handles all related topics in the future.
  - D. cannot be discharged by the assembly.
- \_\_\_ 3. **Main motions should start with the words**
- A. "I wish to move . . ."
  - B. "I move that . . ."
  - C. "I so move . . ."
  - D. "I motion that . . ."
- \_\_\_ 4. **When a main motion and a motion to postpone the main question indefinitely are pending, the first vote is taken on the**
- A. amendment.
  - B. motion to postpone indefinitely.
  - C. main motion.
  - D. None of the above. The chair makes the decision which is dependent on the worth of each amendment.
- \_\_\_ 5. **Which one of the following subsidiary motions should be proposed if you wanted to change the wording of a main motion?**
- A. *Amend*
  - B. *Previous Question*
  - C. *Postpone Indefinitely*
  - D. *Commit (or Refer)*
- \_\_\_ 6. **The subsidiary motion to *Postpone to a Certain Time* takes precedence over the motion to**
- A. *Adjourn*.
  - B. *Limit Debate*.
  - C. *Amend*.
  - D. *Lay on the Table*.
- \_\_\_ 7. **At all times, an "appeal" is fully debatable so long as the debate doesn't relate to**
- A. priority of business.
  - B. indecorum.
  - C. rules of debate.
  - D. All of the above

- \_\_\_ 8. **The correct form to use in proposing the ordinary motion to *Adjourn* is**  
A. "Adjourn."  
B. "I move to adjourn."  
C. to yell out without rising, "Adjourn!"  
D. "I declare to adjourn."
- \_\_\_ 9. **Which one of the following motion can be proposed when a main motion is pending?**  
A. *Adjourn*  
B. *Previous Question*  
C. *Amend*  
D. All of the above
- \_\_\_ 10. **The privileged motion to *Take a Recess***  
A. must be seconded.  
B. is decided on by the chairman without a vote.  
C. is in order when another member has the floor.  
D. may be debated.
- \_\_\_ 11. **A member who wishes to call another member out of order**  
A. must rise, address the chair, and wait to be recognized.  
B. must first wait for the chair to call the member to order.  
C. need not gain recognition from the chair.  
D. must rise for a parliamentary inquiry.
- \_\_\_ 12. **Which motion listed below is in order when the privileged motion to adjourn is pending?**  
A. *Limit or Extend Limits of Debate*  
B. *Lay on the Table*  
C. *Recess*  
D. *Fix the Time to Which to Adjourn*
- \_\_\_ 13. **MEMBER:-(Rising, and without obtaining the floor) "I rise to a question of privilege affecting the assembly."**  
The statement above can be used by a member at a meeting to  
A. ask another member a question related to a privileged motion.  
B. request that specific windows be opened to increase the ventilation in the meeting room.  
C. demand an immediate vote on the pending question.  
D. request a standing, counted vote on an amendment.
- \_\_\_ 14. **If a prescheduled recess is not announced by the chair at the scheduled time, a member should**  
A. rise and make an amendment of the recess time on the pending amendment.  
B. rise to a point of order.  
C. move that a recess be taken.  
D. call for the orders of the day.
- \_\_\_ 15. **When a member raises an objection to the consideration of a question, the chair should ask,**  
A. "The consideration of the question is objected to. Shall the question be considered?"  
B. "Is there a second?"  
C. "How many sustain the objection? Those objecting, please rise."  
D. "An objection has been raised. Is there any discussion?"
- \_\_\_ 16. **Which motion would you propose if you wanted to close debate and vote immediately on a pending motion?**  
A. *Postpone Definitely*  
B. *Lay on the Table*  
C. *Previous Question*  
D. *Amend*

- \_\_\_17. **Which of the following motions is an incidental motion?**  
A. *Division of the Question*  
B. *Reconsider*  
C. *Take From the Table*  
D. *Refer to a Committee*
- \_\_\_18. **If the following motions are all before the assembly at the same time, which is the immediately pending motion?**  
A. *Withdraw the main motion*  
B. *Postpone Indefinitely*  
C. *Main Motion*  
D. *Limit Debate*
- \_\_\_19. **The motion to call for a *Division of the Assembly***  
A. requires a vote.  
B. is amendable.  
C. is debatable.  
D. does not require a second.
- \_\_\_20. **The motion to *Lay on the Table* enables an assembly to lay a pending question aside**  
A. to consider any motion decided upon by the chairman.  
B. so that the assembly may conduct a standing vote.  
C. temporarily when something else of immediate urgency has arisen.  
D. so that it can be brought up as a general order at the next meeting.
- \_\_\_21. **If 40 votes are cast, a majority is**  
A. 18.  
B. 19.  
C. 20.  
D. 21
- \_\_\_22. **One of the rules related to the motion to *Take From the Table* is that it**  
A. can be proposed during any pending business.  
B. requires a majority vote for its adoption.  
C. can be proposed during the interrupting business.  
D. must be made by the same member who proposed the tabled motion.
- \_\_\_23. **Which statement is false regarding the motion to *Reconsider*?**  
A. It is in order when any other question is pending.  
B. The member who seconds the motion to reconsider must have voted on the prevailing side.  
C. It yields to nothing.  
D. Debate is allowed on the merits of the question whose reconsideration is proposed.
- \_\_\_24. **The motion to *Rescind* is a (an)**  
A. subsidiary motion.  
B. original main motion.  
C. privileged motion.  
D. incidental main motion.
- \_\_\_25. **If a motion is considered and adopted without having been seconded, it**  
A. is automatically laid on the table.  
B. is lost.  
C. is still adopted.  
D. must be proposed, seconded and voted on again at a future meeting.

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 58

QUESTION NUMBER	ANSWER
1	D
2	A
3	B
4	B
5	A
6	C
7	D
8	B
9	D
10	A
11	C
12	D
13	B
14	D
15	A
16	C
17	A
18	A
19	D
20	C
21	D
22	B
23	B
24	D
25	C

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 59

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. Which motion below would a member propose to fix a date and hour of another meeting before the next regular meeting?
- A. Recess
  - B. Adjourn
  - C. Raise a Question of Privilege
  - D. Fix the Time to Which to Adjourn
- \_\_\_ 2. 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.
- \_\_\_ 3. A Recess may be taken to
- A. count ballots.
  - B. secure information.
  - C. allow for informal consultation.
  - D. All of the above
- \_\_\_ 4. A member who has been assigned the floor by the chairman may be interrupted for the purpose of proposing the motion to
- A. move the *Previous Question*.
  - B. Raise a Question of Privilege.
  - C. Limit Debate.
  - D. Amend.
- \_\_\_ 5. The lowest ranking privileged motion is
- A. Raise a Question of Privilege
  - B. Recess
  - C. Call For the Orders of the Day
  - D. Fix the Time to Which to Adjourn
- \_\_\_ 6. Which one of the following motions is an incidental motion?
- A. Recess
  - B. Extend Debate
  - C. Appeal
  - D. Postpone an event.
- \_\_\_ 7. If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately
- A. yelling out the word "mistake."
  - B. raising a *Point of Order*.
  - C. raising a *Question of Privilege*.
  - D. calling out "Question!"

- \_\_\_ 8. **A *parliamentary inquiry* may be used at a meeting to**  
A. request the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.  
B. inquire about the facts of the pending business.  
C. require that the chairman conduct a counted standing vote.  
D. introduce a new parliamentary authority to be considered.
- \_\_\_ 9. **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.
- \_\_\_ 10. **The maker of a motion has the right to modify or withdraw it**  
A. at any time.  
B. up to adjournment of the meeting.  
C. until the chair states the question.  
D. during debate on the question.
- \_\_\_ 11. **If a member does not want a motion to be discussed at a meeting, he or she can**  
A. raise an *Objection to the Consideration of the Question*.  
B. rise to a *Question of Privilege*.  
C. move to *Postpone Indefinitely*.  
D. move to *Refer*.
- \_\_\_ 12. **The incidental motion for a *Division of a Question***  
A. is adopted by a majority vote of the members present and voting.  
B. must be seconded.  
C. may be amended.  
D. All of the above
- \_\_\_ 13. **If a member doubts the accuracy of the chair's announcement of a voice vote or a vote by a show of hands, which motion below can be called to obtain a standing vote?**  
A. *Point of Order*  
B. *Division of the Assembly*  
C. *Parliamentary Inquiry*  
D. *Point of Information*
- \_\_\_ 14. **The motion to *Lay on the Table* is commonly misused in meetings in the place of the motion to**  
A. *Adjourn*.  
B. *Postpone to a Certain Time*.  
C. *Reconsider*.  
D. *Commit (or Refer)*.
- \_\_\_ 15. **If adopted, the *Previous Question* is a motion that stops**  
A. the making of all subsidiary motions.  
B. debate and the making of amendments on the pending question.  
C. the making of privileged motions.  
D. the making of undebatable motions.
- \_\_\_ 16. **The main reason that the motion to *Limit or Extend Limits of Debate* requires a two-thirds vote is because it**  
A. is a high-ranking, privileged motion.  
B. is two separate motions.  
C. takes away the rights of members to enter into free discussions.  
D. limits the debate on the privileged motion to *Amend* a motion previously adopted.

- \_\_\_ 17. Which one of the following statements is false regarding the subsidiary 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.
- \_\_\_ 18. Assume that a main motion is pending and an amendment is made and seconded. Then another member moves to refer the main motion and the amendment to a committee. Which motion would be voted on first?
- A. *Main Motion*
  - B. *Amendment*
  - C. *Refer to a Committee*
  - D. None of the above
- \_\_\_ 19. If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?
- A. *Point of Order*
  - B. *Limit Debate*
  - C. *Postpone Indefinitely*
  - D. *Adjourn*
- \_\_\_ 20. 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?
- A. *Postpone Indefinitely*
  - B. *Postpone to a Certain Time*
  - C. *Rescind*
  - D. *Reconsider*
- \_\_\_ 21. Assume that a main motion is not seconded. What should the chairman say?
- A. "The chair seconds the motion."
  - B. Repeat the following three times: "Will some member please second the motion?"
  - C. "Since there is no second, the motion is not before this meeting."
  - D. "Since there is no second, will the maker of the motion withdraw it?"
- \_\_\_ 22. The object of the motion to *Take From the Table* is to make pending again a motion that was
- A. postponed to a certain time at the last meeting.
  - B. postponed indefinitely.
  - C. rescinded.
  - D. laid on the table.
- \_\_\_ 23. If a motion to *Adjourn* is defeated, who may move to reconsider the vote?
- A. Any member who is recognized by the chair
  - B. Any member who voted on the negative side
  - C. Any member who voted on the affirmative side
  - D. Nobody
- \_\_\_ 24. With very few exceptions, a member never speaks
- A. while seated.
  - B. more than once on a main motion.
  - C. unless permission is granted by the maker of the motion.
  - D. longer than five minutes.
- \_\_\_ 25. With a main motion and an amendment pending, which one of the following motions would be in order?
- A. *Lay on the Table*
  - B. *Recess*
  - C. *Postpone Indefinitely*
  - D. *Refer to a Committee*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 59

QUESTION NUMBER	ANSWER
1	D
2	B
3	D
4	B
5	C
6	C
7	B
8	A
9	C
10	C
11	A
12	D
13	B
14	B
15	B
16	C
17	A
18	C
19	C
20	A
21	C
22	D
23	D
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 60

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?**  
A. *Adjourn*  
B. *Fix the Time to Which to Adjourn*  
C. *Recess*  
D. *Call for the Orders of the Day*
- \_\_\_ 2. **Which motion listed below has the lowest precedence or rank?**  
A. *Amend*  
B. *Main*  
C. *Adjourn*  
D. *Commit (or Refer)*
- \_\_\_ 3. **The last meeting of a series of mass meetings has adjourned *sine die*. This adjournment**  
A. allows the convention to meet at the call of any two members.  
B. does not allow the convention to meet again even if the bylaws provide for it to hold a special session.  
C. dissolves the assembly.  
D. allows the convention to meet at the call of the chair.
- \_\_\_ 4. **Which of the following is true of the privileged motion to recess?**  
A. It is "privileged" only when it is proposed while another question is pending.  
B. It may provide for a recess at a later time.  
C. It requires that the duration of the recess be included in the motion.  
D. The vote may be reconsidered.
- \_\_\_ 5. **Raising a question of privilege while business is pending**  
A. cannot usually interrupt a member speaking.  
B. requires recognition from the chairman to state the request.  
C. cannot be made while an amendment is pending.  
D. requires a two-thirds vote in order to be adopted.
- \_\_\_ 6. **A call for the *Orders of the Day* is in order when a member**  
A. can't hear the proceedings of the meeting.  
B. demands that the assembly proceed to the part of the agenda that deals with the program before the scheduled time.  
C. demands that the assembly conform to its agenda.  
D. is aware that there is a disturbance in the assembly room.
- \_\_\_ 7. **A characteristic of the motion to *Appeal* is that it**  
A. takes two members to *Appeal* a chair's decision.  
B. yields to all privileged motions.  
C. yields to the *Previous Question*.  
D. All of the above

- \_\_\_ 8. **A member may call the chair's attention to a breach of rules by immediately**  
 A. calling out "Question!"  
 B. rising to a *Point of Information*.  
 C. proposing a motion to *Suspend the Rules* that are being violated.  
 D. making a *Point of Order*.
- \_\_\_ 9. **Which one of the following motions would be out of order after the previous question has been ordered on the pending amendment to a main motion?**  
 A. *Recess*  
 B. *Adjourn*  
 C. *Parliamentary Inquiry*  
 D. *Refer*
- \_\_\_ 10. **The incidental motion to *Suspend the Rules***  
 A. must be seconded.  
 B. is debatable.  
 C. is amendable as to which rule is to be suspended.  
 D. may interrupt another member who has the floor.
- \_\_\_ 11. **The seconder of a motion has the right to withdraw his/her second**  
 A. anytime during a meeting.  
 B. if the maker of the motion modifies the motion that was seconded before it is stated by the chair.  
 C. immediately after the motion is stated by the chair.  
 D. after the minutes are read for approval by the assembly.
- \_\_\_ 12. **An *Objection to the Consideration of a Question***  
 A. must be seconded by a member who is going to vote on the prevailing side.  
 B. requires a two-thirds vote to sustain the objection.  
 C. is amendable only by the process of *insertion*.  
 D. may be debated by the maker of the motion.
- \_\_\_ 13. **Which motion below would be the most appropriate to be divided?**  
 A. "I move we form a recreation committee and give it instructions."  
 B. "I move we go to Disneyland next weekend."  
 C. "I move we buy our secretary a new personal computer and a new laser printer."  
 D. "I move we buy our president a new podium."
- \_\_\_ 14. **A member can call for a division of the assembly on a motion from the time a voice vote is taken and up until**  
 A. adjournment.  
 B. the chair announces the outcome of the voting.  
 C. adjournment at the next regular meeting.  
 D. the chair has stated the question on another motion.
- \_\_\_ 15. **If a member proposed the motion to *Lay on the Table* and specifies a time for resuming consideration, what would you do as chairman?**  
 A. Suggest that the maker of the motion submit it as a *Motion to Postpone*.  
 B. Ask for a second and conduct a vote on it.  
 C. Handle it as two separate motions.  
 D. Rule the motion out of order.
- \_\_\_ 16. **Which statement below is true regarding the subsidiary motion to *Move the Previous Question*?**  
 A. It does not prevent the making of privileged or incidental motions.  
 B. A second is not needed.  
 C. The chairman must call on members for and against this motion when it is debated.  
 D. It is in order when another member has the floor.

- \_\_\_ 17. If you were chairman and a member proposed an *Amendment* to the main motion when the motion to *Limit or Extend Limits of Debate* was pending, what would you do?
- A. State the proposed amendment and ask for debate.
  - B. Call the amendment out of order and ask for debate on the motion to *Limit or Extend Limits of Debate*.
  - C. Call the amendment out of order.
  - D. Suggest that the maker of the amendment propose a secondary amendment, since it has precedence over the motion to *Limit or Extend Limits of Debate*.
- \_\_\_ 18. Which one of the following motions may be used to delay consideration of a main motion later in the same meeting or until the next meeting?
- A. *Lay on the Table*
  - B. *Postpone Indefinitely*
  - C. *Postpone Definitely*
  - D. *Reconsider*
- \_\_\_ 19. A committee that is given "full power" to act for an organization can be authorized to
- A. spend money for the society.
  - B. add more members to its membership.
  - C. act for the society in a certain case.
  - D. All of the above.
- \_\_\_ 20. Which motion listed below has the lowest *precedence or rank*?
- A. *Amend*
  - B. *Main*
  - C. *Adjourn*
  - D. *Commit (or Refer)*
- \_\_\_ 21. If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?
- A. An ad hoc committee studies it and reports back at the next regular meeting.
  - B. It is brought back under the heading of *Unfinished Business* at the next regular meeting.
  - C. It is killed for the duration of the session.
  - D. It is automatically passed without debate.
- \_\_\_ 22. The motion to *Take From the Table* can be moved when
- A. a motion is pending.
  - B. the chairman decides it is appropriate.
  - C. a member wishes to postpone a motion to the next regular meeting.
  - D. a motion is not pending.
- \_\_\_ 23. Which motion below enables a majority of the assembly to bring back for further consideration a motion that has already been voted on?
- A. *Reconsider*
  - B. *Rescind*
  - C. *Take from the Table*
  - D. *Postpone to a Certain Time*
- \_\_\_ 24. The motion to *Rescind* is a (an)
- A. original main motion.
  - B. privileged motion.
  - C. incidental main motion.
  - D. subsidiary motion.
- \_\_\_ 25. If all the following motions are pending, which is the immediately pending question?
- A. *Main Motion*
  - B. *Postpone to a Certain Time*
  - C. *Commit (or Refer)*
  - D. *Recess*

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 60

QUESTION NUMBER	ANSWER
1	B
2	B
3	C
4	A
5	B
6	C
7	D
8	D
9	D
10	A
11	B
12	B
13	C
14	D
15	A
16	A
17	C
18	C
19	D
20	B
21	C
22	D
23	A
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 61

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The member who proposes a main motion has the right to speak in debate**
- A. first.
  - B. first and last.
  - C. three different times.
  - D. last.
- \_\_\_ 2. **When a member's motion is not in order, the chair says,**
- A. "You are out of order because . . ."
  - B. "I rule your motion is out of order because . . ."
  - C. "I'm sorry, Mary, you made a mistake and you are out of order because . . ."
  - D. "The chair rules that the motion is out of order because . . ."
- \_\_\_ 3. **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.
- \_\_\_ 4. **The highest ranking of the following motions is a (an)**
- A. *Main motion.*
  - B. *Amendment.*
  - C. *Amendment to the motion to Recess.*
  - D. *Recess.*
- \_\_\_ 5. **Which one of the following motions is debatable?**
- A. *Raise a Question of Privilege*
  - B. *Previous Question*
  - C. *The privileged motion To Fix the Time to Which to Adjourn*
  - D. *Postpone Indefinitely*
- \_\_\_ 6. **The motion to call for the *Previous Question* may be applied to all the subsidiary motions listed below except**
- A. *Refer to a Committee*
  - B. *Limit Debate*
  - C. *Lay on the Table*
  - D. *Extend Limits of Debate*
- \_\_\_ 7. **The privileged motion to *Call for the Orders of the Day***
- A. must be made when another member does not have the floor.
  - B. must be seconded.
  - C. may be amended.
  - D. None of the above

- \_\_\_ 8. **The incidental motion to *Suspend the Rules***  
A. is in order when another member has the floor.  
B. is debatable.  
C. normally requires a two-thirds vote of the members present and voting for adoption.  
D. may be amended.
- \_\_\_ 9. **The form to use to make a motion to *Lay on the Table* is**  
A. "Table, table!"  
B. "I move that the motion be tabled."  
C. "I move that the motion be laid on the table."  
D. "I move to postpone the motion."
- \_\_\_ 10. **Which one of the following motions is in order when another member has the floor but must be seconded?**  
A. *Raise a Question of Privilege*  
B. *Appeal*  
C. *Objection to the Consideration of a Question*  
D. *Withdraw a Motion*
- \_\_\_ 11. **Which one of the following motions is amendable but not debatable?**  
A. *Limit or Extend Limits of Debate*      C. *Suspend the Rules*  
B. *Take from the Table*                      D. *Postpone to a Certain Time*
- \_\_\_ 12. **The motion to *Fix the Time to Which to Adjourn* is a privileged motion only if it is made**  
A. when a member rises to a *Question of Privilege* and makes a motion to *Fix the Time to Which to Adjourn*.  
B. if no question is pending.  
C. and the maker of the immediately pending motion agrees to have it considered.  
D. while a motion is pending.
- \_\_\_ 13. **The *privileged* motion to *Adjourn* is**  
A. always moved in an unqualified form.  
B. a motion to close the meeting immediately.  
C. made when no time for adjourning has been set.  
D. All of the above
- \_\_\_ 14. **A member who has been assigned the floor may be interrupted for the purpose of**  
A. amending a motion.  
B. limiting debate.  
C. raising a question of privilege.  
D. moving the previous question.
- \_\_\_ 15. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**  
A. the reply is an opinion and not a ruling.  
B. an appeal is used only when the chair refuses a member's request for a *Division*.  
C. an appeal must be made by a member who voted with the side that did not prevail.  
D. the reply is always voted on by the assembly.
- \_\_\_ 16. **Which of the following must be ordered after a demand by only one member?**  
A. *Object to Consideration*  
B. *Division of the Assembly*  
C. *Withdrawal of a Motion* (during debate)  
D. *Previous Question*
- \_\_\_ 17. **If an objection to the consideration of a main motion is sustained,**  
A. the main motion can be renewed by a majority vote.  
B. the main motion is dismissed for that session.  
C. the vote sustaining the objection cannot be reconsidered.  
D. All of the above

- \_\_\_ 18. **If a member is not in agreement with a portion of a main motion that is indivisible, the member can**  
A. demand that the chair take a vote on the opposed part first.  
B. move to strike out the part that is unfavorable.  
C. make a direct request to the maker of the motion to withdraw it without a vote.  
D. None of the above
- \_\_\_ 19. **Unless the motion to *Limit or Extend Limits of Debate* is adopted by unanimous consent, the chair puts it to a vote by**  
A. rising.  
B. a ballot.  
C. raising of hands.  
D. voice.
- \_\_\_ 20. **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.
- \_\_\_ 21. **The purpose of the motion to *Commit or Refer* is to send a pending question to a committee so that**  
A. it may be delayed.  
B. they can amend it and take action without permission from the assembly.  
C. the question may be carefully investigated and put into better condition for the assembly to consider.  
D. they can *Lay it on the Table* during informal discussions at a committee meeting.
- \_\_\_ 22. **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.
- \_\_\_ 23. **"The right of each member to debate the motion to *Reconsider* is separate from the original consideration of the motion proposed to be reconsidered." This means that a member may debate and go into the merits of the question to be considered**  
A. two more times.  
B. three more times.  
C. only if amendments to the motions to be reconsidered are offered.  
D. Answer not given
- \_\_\_ 24. **In contrast to the motion to *Reconsider*, the motion to *Rescind***  
A. does not need to be seconded.  
B. is never debatable.  
C. can be made by any member.  
D. requires a majority vote of all the members of a society to be adopted.
- \_\_\_ 25. **A *Main Motion* must be**  
A. seconded.  
B. debated.  
C. made when another member has the floor.  
D. adopted by a two-thirds vote

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 61

QUESTION NUMBER	ANSWER
1	A
2	D
3	D
4	C
5	D
6	C
7	D
8	C
9	C
10	B
11	A
12	D
13	D
14	C
15	A
16	B
17	B
18	B
19	A
20	C
21	C
22	B
23	A
24	C
25	A

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 62

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The *main motion* is a motion that**
- A. takes precedence over everything.
  - B. can be applied to no other motion.
  - C. can be moved at any time.
  - D. always requires a majority vote.
- \_\_\_ 2. **The subsidiary motion to *Postpone Indefinitely***
- A. is debatable and debate can go fully into the merits of the main question.
  - B. does not require a second.
  - C. is not a secondary motion.
  - D. is in order when another member has the floor.
- \_\_\_ 3. **The orders of the day can be called by**
- A. one member proposing the motion and a second.
  - B. a two-thirds vote without notice.
  - C. any member.
  - D. the officers after they confer in executive session and adopt it by a two-thirds vote.
- \_\_\_ 4. **Assume that the meeting hall is very noisy because of the construction of a new road next to the building. What motion could you propose before asking the chairman to try to solve the problem?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order."
  - B. Rise, and without obtaining the floor say, "Mr. President, I rise to a question of privilege affecting the assembly."
  - C. Obtain the floor and say, "Mr. President, I rise to a point of information regarding the noise coming from outside our meeting hall."
  - D. Rise, and without obtaining the floor say, "Mr. President, I cannot hear you speaking and move that you turn up the volume on the public address system."
- \_\_\_ 5. **The privileged motion to *Recess***
- A. requires a two-thirds vote to be adopted.
  - B. is amendable as to the length of the recess.
  - C. is debatable.
  - D. need not be seconded.
- \_\_\_ 6. **The motion to *Adjourn* is always**
- A. amendable when privileged.
  - B. applied to other motions.
  - C. a privileged motion when not qualified.
  - D. in order when another member has the floor.
- \_\_\_ 7. **Which statement below is false regarding the privileged motion to *Fix the Time to Which to Adjourn*?**
- A. It affects the time when the present meeting will adjourn.
  - B. An amendment may be applied to it.
  - C. It is out of order when another member has the floor.
  - D. It can be reconsidered.

- \_\_\_ 8. **A *Point of Order* yields to all**  
A. privileged motions.  
B. secondary motions.  
C. subsidiary motions.  
D. main motions.
- \_\_\_ 9. **The incidental motion to *Appeal* is debatable unless it**  
A. is made while the immediate pending question is undebatable.  
B. relates to indecorum or a transgression of the rules of speaking.  
C. relates to priority of business.  
D. All of the above.
- \_\_\_ 10. **In making the motion to *Suspend the Rules*, the motion must**  
A. state its specific purpose.  
B. be made by the parliamentarian after conferring with the officers.  
C. be adopted by unanimous consent.  
D. be proposed before the rules of order have been adopted.
- \_\_\_ 11. **An *Objection to the Consideration of the Question* can be applied to**  
A. incidental main motions.  
B. petitions and communications from a superior body.  
C. original main motions.  
D. any motion stated, but not yet debated.
- \_\_\_ 12. **The chairman has announced the results of a voice vote on an amendment. The result was close. What could you say from your seat, without obtaining the floor, to demand that the chair take another vote by rising?**  
A. "Division."  
B. "I call for a division."  
C. "I doubt the result of the vote."  
D. Any of the above
- \_\_\_ 13. **Which one of the following is a motion that brings a question again before the assembly?**  
A. *Take From the Table*  
B. *Reopen Nominations*  
C. *Postpone Definitely*  
D. *Lay on the Table*
- \_\_\_ 14. **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*.
- \_\_\_ 15. **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
- \_\_\_ 16. **Which one of the following motions is amendable?**  
A. *Lay on the Table*  
B. *Commit (or Refer)*  
C. The privileged motion to *Adjourn*  
D. *Raise a Question of Privilege*

- \_\_\_17. **With a main motion and an amendment pending, which of the following motions would be out of order?**
- A. *Lay on the Table*
  - B. *Recess*
  - C. *Postpone Indefinitely*
  - D. *Refer to a Committee*
- \_\_\_18. **A motion to *Lay on the Table* takes precedence over**
- A. all subsidiary motions.
  - B. the motion to *Take from the Table*.
  - C. all privileged motions.
  - D. the motion to *Adjourn*.
- \_\_\_19. **Both of the motions to *Amend* a pending motion and to *Amend an Amendment* of a pending motion**
- A. are subsidiary motions.
  - B. must be seconded.
  - C. require a majority vote for adoption.
  - D. All of the above
- \_\_\_20. **Which one of the following motions is debatable?**
- A. *Limit or Extend Debate on a pending question*
  - B. *Lay on the Table*
  - C. *Postpone Definitely*
  - D. *Previous Question*
- \_\_\_21. **Which of the following motions is classified as an *Incidental Main Motion*?**
- A. *Annul*
  - B. *Repeal*
  - C. *Rescind*
  - D. All of the above
- \_\_\_22. **Which form below would be used to immediately close debate on a main motion?**
- A. "Question, question!"
  - B. "I move the previous question."
  - C. "I move we vote on the main motion."
  - D. None of above
- \_\_\_23. **A request for permission to withdraw a motion can be made**
- A. at any time before voting on the question has begun.
  - B. after the motion has been amended.
  - C. even though subsidiary or incidental motions may be pending.
  - D. All of the above
- \_\_\_24. **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 Vice President pro tem" or "Mr. or Madam Chairmember."
- \_\_\_25. **When a series of main motions that deal with different subjects is offered in one motion,**
- A. they should all be referred to a committee.
  - B. the member who makes the motion should propose all the motions, and the chair should ask for a second after each one is proposed.
  - C. the chair should declare them out of order.
  - D. a single member can demand that each motion receive separate consideration.

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 62

QUESTION NUMBER	ANSWER
1	B
2	D
3	C
4	B
5	B
6	C
7	A
8	A
9	D
10	A
11	C
12	D
13	A
14	D
15	C
16	B
17	C
18	A
19	D
20	C
21	D
22	B
23	D
24	B
25	D

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 63

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Before members in a large assembly can debate or propose motions, they must**
- A. rise and address the chairman.
  - B. address the chairman.
  - C. raise a hand.
  - D. rise.
- \_\_\_ 2. **If a member disagreed with the chairman's ruling on a *Point of Order*, what would be the proper form for a motion to appeal?**
- A. "Appeal."
  - B. Yell out without rising. "Appeal."
  - C. "I appeal your decision."
  - D. "I appeal from the decision of the chair."
- \_\_\_ 3. **If a rising vote is not decisive, a counted vote can be ordered by**
- A. anyone in attendance without a second.
  - B. the secretary.
  - C. the chair or the assembly.
  - D. the parliamentarian.
- \_\_\_ 4. **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."
- \_\_\_ 5. **A call for the *Orders of the Day* can be required by one member**
- A. if another member seconds the order.
  - B. if it is adopted by a majority vote.
  - C. but can be set aside by a two-thirds vote.
  - D. and can only be amended by unanimous consent.
- \_\_\_ 6. **A member can move to *Adjourn* a meeting while business is pending provided that**
- A. two-thirds of the assembly votes in the affirmative.
  - B. the time for the next meeting has been established.
  - C. there are no immediately pending amendments.
  - D. important announcements that have been established by the agenda have been made.
- \_\_\_ 7. **Which motion below would you propose if you wanted to strike out an entire main motion that has been adopted?**
- A. *Rescind*
  - B. *Repeal*
  - C. *Annul*
  - D. Any of the above

- \_\_\_ 8. **A meeting that is in continuation of the immediately preceding regular or special meeting is a (an)**  
A. *adjourned meeting.*  
B. *special meeting.*  
C. *regular meeting.*  
D. *annual meeting.*
- \_\_\_ 9. **The motion to *Postpone Indefinitely* can be**  
A. applied to all subsidiary motions.  
B. referred to a committee.  
C. laid on the table.  
D. applied only to the main question.
- \_\_\_ 10. **The primary purpose of using the subsidiary motion to *Amend* is to**  
A. eliminate the main purpose of the main motion.  
B. alter the original main motion.  
C. lengthen the debate time on the main motion.  
D. call for an immediate vote on the original main motion.
- \_\_\_ 11. **If the main question is to be handled by a special committee (select or ad hoc), the subsidiary motion *To Commit (or Refer)* may specify the**  
A. number of committee members.  
B. method of selection.  
C. names of the members.  
D. All of the above
- \_\_\_ 12. **The motion to *Postpone to a Certain Time* can be made while**  
A. the main motion with an amendment is pending.  
B. the motion to *Lay on the Table* is pending.  
C. another member has the floor.  
D. another member is debating a main motion.
- \_\_\_ 13. **The *Previous Question* is said to be *exhausted* when**  
A. it is voted on and not adopted.  
B. all the pending motions have been adopted.  
C. all the motions on which it was ordered have been finally disposed of.  
D. all the pending motions that have been adopted have been lost.
- \_\_\_ 14. **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.
- \_\_\_ 15. **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.
- \_\_\_ 16. **If a *Point of Order* is raised while an amendment is immediately pending, the**  
A. point of order is ignored.  
B. amendment is disposed of first, and the point of order next.  
C. point of order is disposed of first.  
D. chair asks for a second on the point of order and then it is ruled on.
- \_\_\_ 17. **Which of the following would not be subject to an *Appeal*?**  
A. The chair's response to a parliamentary inquiry  
B. The chair's announcement of the results of a vote  
C. The chair's response to a point of information  
D. All of the above

- \_\_\_18. **The minimum affirmative vote necessary to suspend rules of parliamentary procedure that are in an established parliamentary procedure manual is**
- A. a majority.
  - B. two-thirds.
  - C. more than one-third.
  - D. None of the above
- \_\_\_19. **A motion that is *Taken From the Table***
- A. cannot be amended.
  - B. requires a two-thirds vote to be adopted.
  - C. can be laid on the table again.
  - D. must be debated by the member who proposed the motion that was tabled.
- \_\_\_20. **Which of the following is not a characteristic of the motion to *Reconsider*?**
- A. It must be made only on the same day the vote to be reconsidered was taken.
  - B. It must be made only by a member who voted with the prevailing side.
  - C. It can only be moved by a member who voted "Aye" if the motion was adopted, or "No" if the motion was lost.
  - D. It requires a two-thirds vote or a majority vote with previous notice.
- \_\_\_21. **The word *majority* means**
- A. "exactly half."
  - B. "less than half."
  - C. "more than half."
  - D. 51%.
- \_\_\_22. **If a *Question of Privilege* is made as a main motion, it**
- A. is not debatable.
  - B. may be amended.
  - C. is decided by the chairman.
  - D. cannot be reconsidered.
- \_\_\_23. **If a *secondary motion* is withdrawn, the**
- A. motion does not appear in the minutes.
  - B. minutes must show who proposed the motion.
  - C. minutes must show that the motion was withdrawn.
  - D. motion is circled and initialed by the secretary in the minutes.
- \_\_\_24. **Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?**
- A. *Parliamentary Question of Privilege*
  - B. *Point of Parliamentary Information*
  - C. *Parliamentary Inquiry*
  - D. *Parliamentary Authority Opinion*
- \_\_\_25. **An *Objection to the Consideration of the Question* can be raised only before**
- A. the vote is taken on the motion to be considered.
  - B. an amendment is made on the pending motion and the amendment has not been seconded.
  - C. there has been any debate or any subsidiary motion has been stated by the chair.
  - D. the vote result is announced.

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 63

QUESTION NUMBER	ANSWER
1	A
2	D
3	C
4	A
5	C
6	B
7	D
8	A
9	D
10	B
11	D
12	A
13	C
14	C
15	C
16	C
17	D
18	B
19	C
20	D
21	C
22	B
23	A
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 64

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **To be in order, an amendment must always be**  
A. germane.  
B. made by the member who proposed the motion that the amendment is applied to.  
C. short.  
D. in the form of a question.
- \_\_\_ 2. **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.
- \_\_\_ 3. **The basic form of motion by which business is introduced is a (an)**  
A. main motion.  
B. incidental main motion.  
C. privileged motion.  
D. subsidiary motion.
- \_\_\_ 4. **The motion to *Limit or Extend Limits of Debate* may be used to**  
A. permit more or longer speeches.  
B. limit the length of speeches.  
C. allow more speeches per member.  
D. All of the above.
- \_\_\_ 5. **The privileged motion to *Fix the Time to Which to Adjourn***  
A. is in order in the absence of a quorum.  
B. may be proposed when another member is debating.  
C. requires a two-thirds vote to be adopted.  
D. is the lowest-ranking privileged motion.
- \_\_\_ 6. **There are 26 in the affirmative and 26 in the negative on a vote for a main motion. Which way would the chairman have to vote in order for the motion to be adopted?**  
A. For the negative  
B. For the affirmative  
C. The chair would have to abstain  
D. None of the above. The chair cannot vote in this situation.
- \_\_\_ 7. **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*

- \_\_\_ 8. **If it appears that a motion will require time or study to perfect, it would be appropriate for a member to make a motion to**
- A. *Postpone to a Certain Time.*
  - B. *Postpone Indefinitely.*
  - C. *Commit.*
  - D. *Amend.*
- \_\_\_ 9. **The motion to *Postpone Indefinitely* is used when a member of the assembly wishes to avoid**
- A. an undesirable consequence.
  - B. a direct vote on the question.
  - C. an embarrassing matter.
  - D. the motion by postponing it to the next meeting.
- \_\_\_ 10. **A primary amendment to a main motion**
- A. is debatable whenever the motion to which it applies is debatable.
  - B. can be amended but not reconsidered.
  - C. is always debatable but not amendable.
  - D. can introduce an independent question.
- \_\_\_ 11. **When a main motion is postponed while a motion to *Amend* is pending, the amendment is**
- A. postponed with the main motion.
  - B. lost.
  - C. automatically adopted.
  - D. tabled also.
- \_\_\_ 12. **If a motion for the *Previous Question* fails to gain the necessary votes,**
- A. debate is stopped on it.
  - B. the motion to which it was applied is lost.
  - C. debate continues on the pending motion as if this motion had not been made.
  - D. members may not ask the maker of the motion questions directly for the duration of the meeting.
- \_\_\_ 13. **Which one of the following subsidiary motions can be applied to the motion to *Lay on the Table*?**
- A. *Postpone Indefinitely*
  - B. *Refer to a Committee*
  - C. *Previous Question*
  - D. None of the above. No subsidiary motion can be applied to the motion to *Lay on the Table*.
- \_\_\_ 14. **The privileged motion to *Call for the Orders of the Day* may not be**
- A. seconded.
  - B. debated.
  - C. amended.
  - D. All of the above
- \_\_\_ 15. **If a motion is made as a question of privilege and it is seconded, what would you do as chairman?**
- A. Ignore it.
  - B. Call the motion out of order.
  - C. Call for debate, and then vote on it.
  - D. Take an immediate vote on it.
- \_\_\_ 16. **The time for taking a pre-scheduled recess can be postponed by a**
- A. two-thirds vote of the people attending.
  - B. two-thirds vote of the assembly.
  - C. majority vote of the quorum.
  - D. majority vote of officers.
- \_\_\_ 17. **Which one of the following would be an example of the privileged motion to *Adjourn*?**
- A. Obtain the floor and say, "I move that we adjourn at 7:30 p.m."
  - B. Rise, and without obtaining the floor say, "I move that we adjourn sine die."
  - C. Obtain the floor and say, "I move to adjourn."
  - D. Rise, and without obtaining the floor say, "I move that we now adjourn to meet at 7:30 p.m. on May 15th."

- \_\_\_18. **Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?**
- A. Ignore the appeal.
  - B. Suggest that the member should call for a *Division*.
  - C. Take another voice vote.
  - D. Take a vote on the appeal.
- \_\_\_19. **The object of the incidental motion to *Suspend the Rules* is to suspend one or more rules contained in the**
- A. parliamentary authority.
  - B. special rules of order.
  - C. standing rules of the assembly.
  - D. All of the above
- \_\_\_20. **To withdraw a motion that has been stated by the chair requires**
- A. a secondary amendment.
  - B. approval of the member who seconded the motion to be withdrawn.
  - C. permission of the assembly.
  - D. approval of the secretary.
- \_\_\_21. **The minimum affirmative vote necessary to adopt the motion to *Take From the Table* is**
- A. a majority.
  - B. two-thirds and previous notice.
  - C. three-fourths.
  - D. one third.
- \_\_\_22. **You voted in favor of a motion that was adopted "to have a picnic next Saturday," and then remembered that you have another engagement on the same day; Therefore, you want the motion to be voted on again. You obtain the floor and say, "I move to reconsider the vote on the motion related to the picnic next Saturday." What additional statement do you need to include?**
- A. Who seconded the motion
  - B. The exact wording of the motion
  - C. How you voted
  - D. Nothing. It is correct as stated.
- \_\_\_23. **Which form below is not correct when calling a member to a *Point Of Order*?**
- A. "Order, order!"
  - B. "Point of order."
  - C. "I rise to a point of order."
  - D. "I call (say name of member) to order."
- \_\_\_24. **The incidental motion calling for a *Division of the Question***
- A. is in order when another member has the floor.
  - B. cannot be made on the main question while an amendment to the main question is pending.
  - C. allows one speech per member to divide the debate on the question equally.
  - D. is not amendable.
- \_\_\_25. **The motion to Rescind can be applied to a**
- A. main motion which has been adopted.
  - B. contract when the party has been informed.
  - C. resignation which has been acted upon.
  - D. negative result of an appeal.

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 64

QUESTION NUMBER	ANSWER
1	A
2	D
3	A
4	D
5	A
6	B
7	B
8	C
9	B
10	A
11	A
12	C
13	D
14	D
15	C
16	B
17	C
18	B
19	D
20	C
21	A
22	C
23	A
24	B
25	A

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## NUMBER 65

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The simple rising vote in which the number of members voting on each side is not counted is usually used**
- A. on motions requiring a two-thirds vote for adoption.
  - B. even when the chairman believes the voice vote is conclusive.
  - C. on all motions requiring a majority vote for adoption.
  - D. only in the election of officers.
- \_\_\_ 2. **One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it**
- A. takes precedence over all other motions.
  - B. can be debated in detail before being proposed.
  - C. takes precedence over no other motions.
  - D. has a higher precedence than subsidiary motions.
- \_\_\_ 3. **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.*
- \_\_\_ 4. **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*
- \_\_\_ 5. **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
- \_\_\_ 6. **In the absence of a quorum, which motion below would you take a vote on if you were chairman?**
- A. Adjourn
  - B. A main motion to "have a picnic"
  - C. A primary amendment
  - D. A motion to refer a motion to a committee

- \_\_\_ 7. **The motion to *Appeal* that is related to the priority of business**
- A. is a subsidiary motion.
  - B. is always debatable.
  - C. may interrupt another member speaking.
  - D. need not be seconded.
- \_\_\_ 8. **Which form below is not correct when calling a member to a *Point of Order*?**
- A. "Order, order!"
  - B. "Point of order."
  - C. "I rise to a point of order."
  - D. "I call (say name of member) to order."
- \_\_\_ 9. **An amendment to a primary amendment is called a**
- A. secondary motion.
  - B. secondary amendment.
  - C. third degree amendment.
  - D. first degree amendment.
- \_\_\_ 10. **The term *recommit* is applied to a motion**
- A. that proposes to refer a question a second time.
  - B. if the original motion to refer is lost.
  - C. that a special committee can adopt to postpone their work indefinitely.
  - D. None of the above
- \_\_\_ 11. **Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?**
- A. Obtain the floor and say, "I move to postpone the main motion to our next regular meeting."
  - B. Obtain the floor and say, "I move to postpone the main motion indefinitely to our next regular meeting."
  - C. Obtain the floor and say, "I move to table the motion to our next regular meeting."
  - D. Obtain the floor and say, "I move to rescind the motion to our next regular meeting."
- \_\_\_ 12. **The *Previous Question* is not allowed in**
- A. deliberate assemblies.
  - B. committees.
  - C. conventions.
  - D. legislative meetings.
- \_\_\_ 13. **The motion to *Lay on the Table* is a motion that can be**
- A. debated and amended.
  - B. applied to the motion to *Limit Debate*.
  - C. made when the *Previous Question* has been made.
  - D. applied to a pending amendment.
- \_\_\_ 14. **Once an assembly has refused to proceed to the orders of the day, the orders of the day cannot be called for again until the pending business**
- A. is disposed of
  - B. has been amended.
  - C. is adopted.
  - D. has been debated by at least one member in favor and one member opposed to it.
- \_\_\_ 15. **Assume that your organization is debating a motion and you want to talk privately to several fellow members about the business at hand. What would you do?**
- A. Rise, and without obtaining the floor say, "I move we postpone the motion for ten minutes and take a recess."
  - B. Obtain the floor and say, "I move to recess for ten minutes."
  - C. From your seat, and without obtaining the floor yell out, "Recess!"
  - D. Obtain the floor and say, "I move we lay the motion on the table and take a ten minute recess."

- \_\_\_ 16. **Which of the following cannot be suspended by a majority vote?**  
 A. A parliamentary rule adopted by the society as a rule of order.  
 B. A rule requiring previous notice for an amendment.  
 C. An established order of business previously adopted by the society.  
 D. None of the above
- \_\_\_ 17. **A question has been laid on the table and the interrupting, urgent matter has been disposed of. When can the question be taken from the table?**  
 A. At the next business session if held before a quarterly time interval has elapsed.  
 B. As soon as the interrupting matter has been disposed of.  
 C. After a new motion is made and before it is stated by the chair.  
 D. Any of the above
- \_\_\_ 18. **The presiding officer, if a member of the assembly, must cast a vote to**  
 A. break a tie.      C. make a two-thirds vote.  
 B. make a tie.      D. None of the above
- \_\_\_ 19. **Which one of the following motions is not amendable but is amendable?**  
 A. Division of the Question  
 B. Postpone Indefinitely  
 C. Take from the Table  
 D. Point of Information
- \_\_\_ 20. **The incidental motion to call for a *Division of the Assembly* does not allow**  
 A. debate.  
 B. amendments.  
 C. a second.  
 D. All of the above
- \_\_\_ 21. **After a motion has been stated by the chair, the incidental motion to *Withdraw a Motion* must be seconded if**  
 A. demanded by the chairman.  
 B. the motion is made by the person requesting permission.  
 C. made by another member.  
 D. it is a secondary amendment.
- \_\_\_ 22. **The motion to *Raise a Question of Privilege* takes precedence over all the motions below except the motion to**  
 A. *Amend*.  
 B. *Recess*.  
 C. *Limit Debate*.  
 D. *Commit (or Refer)*.
- \_\_\_ 23. **Which motion below can a chairman make?**  
 A. *Previous Question*                      C. *Reconsider*  
 B. *Postpone Indefinitely*                  D. *Object to the Consideration*
- \_\_\_ 24. **The chair is obligated to answer all *Parliamentary Inquiry* questions except those that**  
 A. explain the effects of a motion.  
 B. assist members in making an appropriate motion.  
 C. are hypothetical in nature.  
 D. help members understand the parliamentary situation.
- \_\_\_ 25. **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.

# PARLIAMENTARY PROCEDURE TEST

Motions (randomly selected from the reference)

## ANSWER KEY

TEST NUMBER 65

QUESTION NUMBER	ANSWER
1	A
2	C
3	C
4	B
5	D
6	A
7	C
8	A
9	B
10	A
11	A
12	B
13	C
14	A
15	B
16	D
17	D
18	D
19	B
20	D
21	B
22	B
23	D
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Minutes)

NUMBER 66

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **After the presiding officer calls a meeting to order, the next order of business is usually**  
A. new business.  
B. reports of officers.  
C. unfinished business.  
D. reading and approval of the minutes.
- \_\_\_ 2. **A motion is recorded in the minutes**  
A. as the wording was improved by the secretary after the meeting.  
B. as it was stated by the maker.  
C. as it was stated by the chair just before being voted on by the assembly.  
D. after the secretary changes the motion to make certain it satisfies the needs of the organization.
- \_\_\_ 3. **The correction and approval of the minutes is normally handled by**  
A. a privileged motion.  
B. unanimous (general) consent.  
C. the secretary.  
D. a main motion.
- \_\_\_ 4. **How should a society generally handle the minutes from an executive session?**  
A. A committee should be appointed by the president to approve them.  
B. The executive board should read and approve them.  
C. Have them read and approved at another executive session.  
D. They should be approved like any other regular meeting minutes.
- \_\_\_ 5. **It is generally more efficient to approve and to handle the correction of the minutes by**  
A. conducting a rising vote after the chair offers a formal motion.  
B. a member proposing a formal motion.  
C. the chair stating "they are correct as read" immediately after they are read.  
D. unanimous consent.
- \_\_\_ 6. **The actual reading of the minutes by a society's secretary may be waived if**  
A. the chairman decides they are not important.  
B. they are too long.  
C. they are sent to all members in advance and no member objects to not reading them.  
D. the secretary does not have time.
- \_\_\_ 7. **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.

- \_\_\_ 8. **Who has the right to examine the minutes of a society if requested at a reasonable time and place?**
- A. Only the president
  - B. Only the officers of the organization
  - C. Any member
  - D. Any interested person
- \_\_\_ 9. **In an ordinary society, the minutes should contain a record of**
- A. what was said at a meeting by all the members who debated.
  - B. what was done at a meeting.
  - C. the president's and secretary's opinions.
  - D. detailed opinions of the parliamentarian.
- \_\_\_ 10. **Which one of the following should generally not be included in the minutes of a meeting?**
- A. The kind of meeting
  - B. The name of the seconder of a motion
  - C. The fact that the regular chairman and secretary were present
  - D. All points of order and appeals and the reasons given by the chairman for his or her ruling
- \_\_\_ 11. **In writing minutes, a proficient secretary will**
- A. include personal observations and conclusions on debate.
  - B. summarize motions and include all debate.
  - C. include all motions in one paragraph.
  - D. use the exact wording of motions that are acted upon.
- \_\_\_ 12. **If a secondary motion is withdrawn, the**
- A. motion does not appear in the minutes.
  - B. minutes must show who proposed the motion.
  - C. minutes must show that the motion was withdrawn.
  - D. motion is circled and initialed by the secretary in the minutes.
- \_\_\_ 13. **The last paragraph of the minutes should state**
- A. which motions were seconded.
  - B. all notices of motions.
  - C. all sustained points of order.
  - D. the hour of adjournment.
- \_\_\_ 14. **The number of votes on each side should be entered in the minutes**
- A. on a voice vote.
  - B. if the chairman conducts the initial vote by division.
  - C. when a count is ordered or the vote is by ballot.
  - D. in small assemblies when the initial vote is by a show of hands.
- \_\_\_ 15. **Which of the following information about a guest speaker should not be included in the minutes?**
- A. The guest speaker's name
  - B. A summary of the guest speaker's remarks
  - C. The subject of the guest speaker
  - D. All of the answers are correct
- \_\_\_ 16. **An adjourned meeting of an ordinary society has its minutes approved at the next**
- A. meeting of the officers of the society.
  - B. regular or adjourned meeting (whichever comes first).
  - C. adjourned meeting.
  - D. special meeting which is usually called for the purpose of approving the minutes of an adjourned meeting.
- \_\_\_ 17. **The reading of the minutes can be "dispensed with" by a majority vote and without debate. This means that the minutes**
- A. are automatically approved without reading them.
  - B. need not be read at any time.
  - C. must be read at a later time.
  - D. are copied and all members must receive a copy before they are read and approved.

- \_\_\_ 18. **If a draft of the minutes are sent to all members in advance, they**
- A. still must be read to the assembly.
  - B. are not read to the assembly unless requested.
  - C. are never read to the assembly and are automatically approved.
  - D. become approved after ten days unless members notify the secretary of errors.
- \_\_\_ 19. **When minutes have been approved by the assembly, the secretary**
- A. writes "approved" on the original minutes.
  - B. and the president sign them.
  - C. writes "approved" with the date and initials it below.
  - D. announces that they cannot be amended in the future.
- \_\_\_ 20. **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.
- \_\_\_ 21. **Any corrections and the approval of the minutes are normally accomplished by**
- A. a two-thirds vote of the assembly.
  - B. the secretary without permission of the assembly.
  - C. unanimous consent of the assembly.
  - D. a directive from the chairman after they are read to the assembly.
- \_\_\_ 22. **When using the standard order of business, the reports of the officers are presented**
- A. immediately after the reading and approval of the minutes.
  - B. at the discretion of the secretary.
  - C. after the program is completed.
  - D. immediately after new business.
- \_\_\_ 23. **If a motion is made to approve the minutes,**
- A. a second is not required.
  - B. the motion is not debatable.
  - C. the motion is in order when another member has the floor.
  - D. it is adopted by a majority vote.
- \_\_\_ 24. **Assume you are the chairman and after the minutes are read you ask, "Are there any corrections to the minutes?" What should your next statement be if there is no response from the assembly?**
- A. "If there are no corrections, the minutes stand approved."
  - B. "Since there are no corrections, what is the next order of business?"
  - C. "Mr. Secretary, please make any corrections you wish. Is there further new business?"
  - D. "Corrections have not been found, so the minutes will be filed."
- \_\_\_ 25. **The *minutes* of a meeting should not contain**
- A. if the minutes of the previous meeting were read and approved.
  - B. all the main motions.
  - C. the opinions of the secretary on each adopted motion.
  - D. all notices of motions.

# PARLIAMENTARY PROCEDURE TEST

(Minutes)

## ANSWER KEY

TEST NUMBER 66

QUESTION NUMBER	ANSWER
1	D
2	C
3	B
4	C
5	D
6	C
7	C
8	C
9	B
10	B
11	D
12	A
13	D
14	C
15	B
16	B
17	C
18	B
19	C
20	C
21	C
22	A
23	D
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

(Main Motions-1)

NUMBER 67

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

\_\_\_ 1. **Main motions should start with the words**

- A. "I move that . . ."
- B. "I so move . . ."
- C. "I wish to move . . ."
- D. "I motion that . . ."

\_\_\_ 2. **Complex motions are presented in the form of a (an)**

- A. incidental main motion.
- B. charter.
- C. secondary amendment.
- D. resolution.

\_\_\_ 3. **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

\_\_\_ 4. **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.

\_\_\_ 5. **What is the proper order of steps in *considering a main motion*?**

- A. Members debate, the chair puts the question, and the chair announces the voting results.
- B. The chair puts the question, members debate, the chair announces the results of the voting.
- C. The chair puts the question, the chair announces the results of the voting, and members debate.
- D. Members debate, the chair announces the voting results, and the chair puts the question.

\_\_\_ 6. **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.

\_\_\_ 7. **The basic form of motion by which business is introduced is a (an)**

- A. main motion.
- B. incidental main motion.
- C. privileged motion.
- D. subsidiary motion.

- \_\_\_ 8. **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 motions.
  - D. bring business before the assembly.
- \_\_\_ 9. **One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it**
- A. takes precedence over all other motions.
  - B. can be debated in detail before being proposed.
  - C. takes precedence over no other motions.
  - D. has a higher precedence than subsidiary motions.
- \_\_\_ 10. **Which standard descriptive characteristic below is true?**
- A. The main motion ranks the highest in precedence of all motions.
  - B. A main motion may be proposed when another member has the floor.
  - C. A main motion may not be debated.
  - D. A main motion is amendable.
- \_\_\_ 11. **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.
- \_\_\_ 12. **An *incidental main motion* is a main motion that is different from an original main motion because it**
- A. cannot be amended.
  - B. is always made when a main motion is the immediately pending question.
  - C. may be made any time, even if another member is speaking.
  - D. never introduces a substantive question as a new subject.
- \_\_\_ 13. **An example of an *incidental main motion* would be a motion to**
- A. take a recess when no business is pending.
  - B. place a special limit on the length of speeches throughout a meeting.
  - C. adopt recommendations a committee has proposed.
  - D. All of the above
- \_\_\_ 14. **The *main motion* is a motion that**
- A. takes precedence over everything.
  - B. can be applied to no other motion.
  - C. can be moved at any time.
  - D. always requires a majority vote.
- \_\_\_ 15. **Main motions**
- A. take precedence over all motions.
  - B. are not debatable.
  - C. always require a two-thirds vote to be adopted.
  - D. are out of order when another member has the floor.
- \_\_\_ 16. **A general rule when wording a main motion is**
- A. to offer statements such as "I so move," after informal consultation.
  - B. not to propose a motion that the assembly *refrain* from doing something.
  - C. include negative statements.
  - D. never begin a motion with the words "I move that . . ."

- \_\_\_ 17. **Which statement below is false regarding main motions?**
- A. They bring business before the assembly.
  - B. They can be made only while no other motion is pending.
  - C. It is preferable to avoid a main motion containing a negative statement.
  - D. They may be proposed even if they present the same question that was previously rejected during the same session.
- \_\_\_ 18. **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
- \_\_\_ 19. **After a main motion has been made and before the question has been stated by the chair,**
- A. any member can rise and informally suggest changes to the maker of the motion.
  - B. the chairman can insist on changes and implement them without a vote.
  - C. changes are not allowed because the motion is the property of the assembly.
  - D. any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly.
- \_\_\_ 20. **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?"
  - 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.
- \_\_\_ 21. **If an incomplete motion is made such as "to refer the main motion to a committee," what can be done about it?**
- A. Members can offer formal amendments to complete the details.
  - B. The chair can call for amendments to complete the details.
  - C. The chair can put the motion to *Commit (or Refer)* to a vote at once.
  - D. All of the above
- \_\_\_ 22. **Assume a main motion is pending that you feel needs to be studied further. What should you do?**
- A. Obtain the floor and say, "I move we study the motion further."
  - B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
  - C. Obtain the floor and say, "I move that the main motion be referred to a committee to be appointed by the chairman."
  - D. From your seat, and without obtaining the floor say, "I move we rescind this motion."
- \_\_\_ 23. **If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)**
- A. main motion.
  - B. privileged motion.
  - C. subsidiary motion.
  - D. incidental motion.
- \_\_\_ 24. **If an objection to the consideration of a main motion is sustained,**
- A. the main motion can be renewed by a majority vote.
  - B. the main motion is dismissed for that session.
  - C. the vote sustaining the objection cannot be reconsidered.
  - D. All of the above
- \_\_\_ 25. **A Main Motion must be**
- A. seconded.
  - B. debated.
  - C. made when another member has the floor.
  - D. adopted by a two-thirds vote.

# PARLIAMENTARY PROCEDURE TEST

(Main Motions-1)

## ANSWER KEY

TEST NUMBER 67

QUESTION NUMBER	ANSWER
1	A
2	D
3	D
4	C
5	A
6	C
7	A
8	D
9	C
10	D
11	B
12	D
13	D
14	B
15	D
16	B
17	D
18	D
19	A
20	B
21	D
22	C
23	A
24	B
25	A

# PARLIAMENTARY PROCEDURE TEST

(Main Motions-2)

NUMBER 68

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The member who proposes a main motion has the right to speak in debate**
- A. first.
  - B. first and last.
  - C. three different times.
  - D. last.
- \_\_\_ 2. **Before proposing a main motion, a member may**
- A. not offer an explanation for the motion or debate it.
  - B. offer an explanation of a few words.
  - C. explain all the reasons in detail for making the motion.
  - D. debate the motion up to ten minutes.
- \_\_\_ 3. **Assume that a main motion is not seconded. What should the chairman say?**
- A. "The chair seconds the motion."
  - B. Repeat the following three times: "Will some member please second the motion?"
  - C. "Since there is no second, the motion is not before this meeting."
  - D. "Since there is no second, will the maker of the motion withdraw it?"
- \_\_\_ 4. **There are 26 in the affirmative and 26 in the negative on a vote for a main motion. Which way would the chairman have to vote in order for the motion to be adopted?**
- A. For the negative
  - B. For the affirmative
  - C. The chair would have to abstain
  - D. None of the above. The chair cannot vote in this situation.
- \_\_\_ 5. **The rising, counted vote on a is twenty-four for the affirmative and twenty-three for the negative. The chairman votes for the negative. This means that the vote on the main motion is**
- A. twenty-five for the affirmative and twenty-three for the negative, and it is adopted.
  - B. a tie, and the main motion is lost.
  - C. a tie, and the main motion is adopted.
  - D. twenty-four for the affirmative and twenty-four for the negative, and the motion is postponed to the next regular meeting.
- \_\_\_ 6. **Motions that assist the assembly in treating or disposing of a main motion are called**
- A. main motions.
  - B. subsidiary motions.
  - C. incidental motions.
  - D. privileged motions.
- \_\_\_ 7. **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*

- \_\_\_ 8. **One characteristic of subsidiary motions is that they are**
- always applied to another motion after they are voted on.
  - the highest ranking of all motions.
  - applied to any main motion.
  - only applied to a main motion after it has been amended.
- \_\_\_ 9. **Which motion below would you propose if you wanted to strike out an entire main motion that has been adopted?**
- Rescind*
  - Repeal*
  - Annul*
  - Any of the above
- \_\_\_ 10. **The motion to *Rescind* is a (an)**
- privileged motion.
  - original main motion.
  - incidental main motion.
  - subsidiary motion.
- \_\_\_ 11. **The main difference between the rules governing original and incidental main motions is that incidental main motions**
- need not be seconded.
  - cannot have an *Objection to the Consideration of a Question* applied to them.
  - cannot be amended.
  - can only be debated one time by each member.
- \_\_\_ 12. **Main motions can be brought up even though another motion is pending by proposing a motion to**
- Recess*.
  - Move the Previous Question*.
  - Call for the Orders of the Day*.
  - Rescind*.
- \_\_\_ 13. **The motion to *Postpone Indefinitely* is used by**
- the chair to place a main motion on the agenda at the next regular meeting.
  - a member to send a main motion to a standing committee.
  - members who wish to change the pending main motion.
  - the assembly to show that it does not wish to take a position on the main motion.
- \_\_\_ 14. **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?**
- Postpone Indefinitely*
  - Postpone to a Certain Time*
  - Rescind*
  - Reconsider*
- \_\_\_ 15. **A primary amendment to a main motion**
- is always debatable but not amendable.
  - can be amended but not reconsidered.
  - is debatable whenever the motion to which it applies is debatable.
  - can introduce an independent question.
- \_\_\_ 16. **Which series of motions below is arranged from lowest to highest precedence?**
- Main Motion, Adjourn, Amend
  - Amend, Adjourn, Main Motion
  - Main Motion, Amend, Adjourn
  - Adjourn, Amend, Main Motion

- \_\_\_ 17. Which one of the following motions can be proposed when a main motion is pending?
- A. *Adjourn*
  - B. *Previous Question*
  - C. *Amend*
  - D. All of the above
- \_\_\_ 18. If an adjournment is made as a main motion, it
- A. may be reconsidered.
  - B. requires a two-thirds vote to be adopted.
  - C. is debatable and amendable.
  - D. does not require a second.
- \_\_\_ 19. If the motion to *Recess* is made when no question is pending, it is called a/an
- A. *main motion*.
  - B. *privileged motion*.
  - C. *subsidiary motion*.
  - D. *incidental motion*.
- \_\_\_ 20. Which form below would be used to immediately close debate on a main motion?
- A. "Question, question!"
  - B. "I move the previous question."
  - C. "I move we vote on the main motion."
  - D. None of above
- \_\_\_ 21. 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*.
- \_\_\_ 22. Which statement below is false regarding action that can be taken on a main motion after it has been made and before it is stated by the chair?
- A. Debate or other main motions are not in order.
  - B. A member can ask the maker of the motion to accept modifications.
  - C. The chair must ask for a second if a modification is accepted by the maker of the motion.
  - D. A member can ask the maker of the motion to withdraw it.
- \_\_\_ 23. 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.
- \_\_\_ 24. A main motion yields to all applicable secondary motions and takes precedence over
- A. incidental main motions.
  - B. another pending main motion.
  - C. all other motions.
  - D. no other motion.
- \_\_\_ 25. The only time a *main motion* can be made is while
- A. the regular president of the organization is presiding.
  - B. no other motion is pending.
  - C. all the members of the organization are present.
  - D. unfinished business is being considered.

# PARLIAMENTARY PROCEDURE TEST

(Main Motions-2)

## ANSWER KEY

TEST NUMBER 68

QUESTION NUMBER	ANSWER
1	A
2	B
3	C
4	B
5	B
6	B
7	C
8	C
9	D
10	C
11	B
12	C
13	D
14	A
15	C
16	C
17	D
18	C
19	A
20	B
21	A
22	C
23	D
24	D
25	B

# PARLIAMENTARY PROCEDURE TEST

(Postpone Indefinitely)

NUMBER 69

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. A motion to **postpone indefinitely** can be used when a member wishes to
- A. avoid an embarrassing matter.
  - B. postpone the motion to a later time.
  - C. postpone the motion to the next meeting.
  - D. change the motion to make it more germane.
- \_\_\_ 2. 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)*.
- \_\_\_ 3. When a main motion and a motion to postpone the main question indefinitely are pending, the first vote is taken on the
- A. main motion.
  - B. motion to postpone indefinitely.
  - C. amendment.
  - D. None of the above. The chair makes the decision which is dependent on the worth of each amendment.
- \_\_\_ 4. The motion to **Postpone Indefinitely** is used by
- A. the chair to place a main motion on the agenda at the next regular meeting.
  - B. a member to send a main motion to a standing committee.
  - C. members who wish to change the pending main motion.
  - D. the assembly to show that it does not wish to take a position on the main motion.
- \_\_\_ 5. 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?
- A. *Postpone Indefinitely*
  - B. *Postpone to a Certain Time*
  - C. *Rescind*
  - D. *Reconsider*
- \_\_\_ 6. If the motion to **Postpone Indefinitely** is adopted, what happens to the pending main motion?
- A. An ad hoc committee studies it and reports back at the next regular meeting.
  - B. It is brought back under the heading of *Unfinished Business* at the next regular meeting.
  - C. It is killed for the duration of the session.
  - D. It is automatically passed without debate.
- \_\_\_ 7. The motion to **Postpone Indefinitely** is used when a member of the assembly wishes to avoid
- A. an undesirable consequence.
  - B. a direct vote on the question.
  - C. an embarrassing matter.
  - D. the motion by postponing it to the next meeting.

- \_\_\_ 8. The subsidiary motion to *Postpone Indefinitely* takes precedence over
- A. all other subsidiary motions.
  - B. a secondary amendment.
  - C. nothing except the main question to which it is applied.
  - D. the privileged motion to *Adjourn*.
- \_\_\_ 9. The motion to *Postpone Indefinitely* can be
- A. applied to all subsidiary motions.
  - B. referred to a committee.
  - C. laid on the table.
  - D. applied only to the main question.
- \_\_\_ 10. If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?
- A. *Point of Order*
  - B. *Limit Debate*
  - C. *Postpone Indefinitely*
  - D. *Adjourn*
- \_\_\_ 11. The motion to *Postpone Indefinitely* can
- A. be laid on the table.
  - B. go to committee with the main motion.
  - C. be moved only when the main motion is pending.
  - D. be applied to all subsidiary motions.
- \_\_\_ 12. The motion to *Postpone Indefinitely* remains with the main motion when the main motion is
- A. laid on the table.
  - B. referred to a committee.
  - C. reconsidered.
  - D. All of the above
- \_\_\_ 13. The subsidiary motion to *Postpone Indefinitely*
- A. is in order when another member has the floor.
  - B. does not require a second.
  - C. is not a secondary motion.
  - D. is debatable and debate can go fully into the merits of the main question.
- \_\_\_ 14. The motion to *Postpone Indefinitely* can be reconsidered when it has received a (an)
- A. plurality vote.
  - B. negative vote.
  - C. affirmative vote.
  - D. tie vote.
- \_\_\_ 15. Strategists test their strength on a motion they oppose by proposing the motion to *Postpone Indefinitely*, which allows
- A. more debate of the main question.
  - B. members to transfer their debating times to other members.
  - C. that debate be closed on the main question if the motion to *Postpone Indefinitely* is lost.
  - D. All of the above
- \_\_\_ 16. Which one of the following motions is debatable?
- A. *Raise a Question of Privilege*
  - B. *Previous Question*
  - C. The privileged motion *To Fix the Time to Which to Adjourn*
  - D. *Postpone Indefinitely*

- \_\_\_17. **Which series of motions below is arranged from lowest to highest precedence?**
- Amend, Main Motion, Recess, Postpone Indefinitely
  - Main Motion, Postpone Indefinitely, Amend, Recess
  - Recess, Amend, Postpone Indefinitely, Main Motion
  - Postpone Indefinitely, Amend, Main Motion, Recess
- \_\_\_18. **With a main motion pending and a motion to amend being debated, which one of the following motions would be out of order?**
- Postpone to a Certain Time*
  - Lay on the Table*
  - Postpone Indefinitely*
  - Recess*
- \_\_\_19. **The subsidiary motion to *Postpone Indefinitely***
- is in order when another member has the floor.
  - must be seconded.
  - requires a two-thirds vote and previous notice to be adopted.
  - is amendable.
- \_\_\_20. **The motion to *Postpone Indefinitely* and to *Postpone Definitely* both**
- are amendable.
  - require a majority with notice to be adopted.
  - must be seconded.
  - are classified as incidental motions.
- \_\_\_21. **Which one of the following motions is not amendable but is debatable?**
- Division of the Question*
  - Postpone Indefinitely*
  - Take From the Table*
  - Point of Information*
- \_\_\_22. **The subsidiary motion to *Postpone Indefinitely***
- yields only to main motions.
  - can be applied to any motion.
  - is the lowest-ranking subsidiary motion.
  - is used to bring a motion back for consideration at the same meeting.
- \_\_\_23. **The subsidiary motion to *Postpone Indefinitely***
- can only have primary amendments applied to it.
  - is out of order when another member has the floor.
  - is amendable as to the time of postponement.
  - requires a minimum affirmative vote of two-thirds to be adopted.
- \_\_\_24. **MEMBER:- (After obtaining the floor) "I move to *Amend* the motion to *Postpone Indefinitely* by adding the words 'until our next regular meeting.'"**
- What would you do as chairman if a member made the above amendment and it was seconded?**
- Ask for debate on the amendment, since the motion to *Postpone Indefinitely* is debatable.
  - Take an immediate vote on the amendment.
  - Declare that the amendment is out of order.
  - Suggest to the member that a motion to *Lay the Postponed Motion on the Table* would serve the same
- \_\_\_25. **The effect of adopting the subsidiary motion to *Postpone Indefinitely* is to**
- postpone the main motion to the next regular meeting.
  - lay a main motion on the table.
  - reject the main motion indirectly.
  - put a main motion off to a time which is determined by the presiding officer.

# PARLIAMENTARY PROCEDURE TEST

(Postpone Indefinitely)

## ANSWER KEY

TEST NUMBER 69

QUESTION NUMBER	ANSWER
1	A
2	A
3	B
4	D
5	A
6	C
7	B
8	C
9	D
10	C
11	C
12	A
13	D
14	C
15	A
16	D
17	B
18	C
19	B
20	C
21	B
22	C
23	B
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

(Amend-1)

NUMBER 70

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **If a motion is made that cannot be debated or amended, the chair would**
- A. say, "Are you ready for the question?"
  - B. still ask if the maker of the motion wants to give reasons for proposing the motion.
  - C. put the motion to a vote immediately after stating it.
  - D. say, "Since this motion cannot be debated or amended, it is adopted."
- \_\_\_ 2. **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*
- \_\_\_ 3. **The primary purpose of using the subsidiary motion to *Amend* is to**
- A. eliminate the main purpose of the main motion.
  - B. alter the original main motion.
  - C. lengthen the debate time on the main motion.
  - D. call for an immediate vote on the original main motion.
- \_\_\_ 4. **When an amendment to a main motion is adopted, the motion that was amended**
- A. is also adopted.
  - B. is voted on immediately.
  - C. remains pending.
  - D. is postponed to the next regular meeting or until the adopted amendment is acted on.
- \_\_\_ 5. **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.
- \_\_\_ 6. **If a member votes in favor of the motion to *Amend* when the vote is taken on the motion to which the amendment applies, the member**
- A. must also vote in favor of the amended motion.
  - B. must abstain.
  - C. is not obligated to vote in any particular way.
  - D. can withdraw the vote on the amendment.
- \_\_\_ 7. **To be in order, an amendment must always be**
- A. germane.
  - B. made by the member who proposed the motion that the amendment is applied to.
  - C. short.
  - D. in the form of a question.

- \_\_\_ 8. **The subsidiary motion to *Amend* can be**
- A. referred to a committee.
  - B. applied to any main motion or any motion with a variable factor.
  - C. postponed indefinitely.
  - D. laid on the table.
- \_\_\_ 9. **A primary amendment to a main motion**
- A. is always debatable but not amendable.
  - B. can be amended but not reconsidered.
  - C. is debatable whenever the motion to which it applies is debatable.
  - D. can introduce an independent question.
- \_\_\_ 10. **When an amendment is pending,**
- A. debate on the amendment is limited to one speech from each member.
  - B. the motion to be amended may not be discussed.
  - C. debate can extend into the merits of the motion to be amended.
  - D. another primary amendment may be applied to the motion to be amended.
- \_\_\_ 11. **Which of the following is false regarding an amendment?**
- A. An amendment can be applied to itself.
  - B. Debate on an amendment is permissible only for the member who proposed the amendment.
  - C. The presiding officer cannot debate an amendment unless the chair is given up to the next ranking officer.
  - D. An amendment requires a majority vote to be adopted.
- \_\_\_ 12. **If you were chairman and a member moved to amend a *Secondary Amendment*, what would you do?**
- A. Call the motion to amend the secondary amendment out of order.
  - B. Ask for a second on the third degree amendment.
  - C. Vote immediately on the third degree amendment.
  - D. Suggest that the proposed amendment to the secondary amendment be referred to a committee.
- \_\_\_ 13. **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.
- \_\_\_ 14. **An amendment to a primary amendment is called a**
- A. secondary motion.
  - B. secondary amendment.
  - C. third degree amendment.
  - D. first degree amendment.
- \_\_\_ 15. **The process used to amend a motion by placing words at the end of a sentence is**
- A. *insertion*.
  - B. *striking out*.
  - C. *addition*.
  - D. *substitution*.
- \_\_\_ 16. **Which form of amendment below would be proper to use if you wanted to strike out a paragraph and insert another paragraph?**
- A. *Strike out and Insert*
  - B. *Substitution*
  - C. *Strike out*
  - D. *Add*

- \_\_\_ 17. **"An amendment must be 'germane' to be in order." This means that**
- A. the amendment must be made by a process called "insertion."
  - B. the date and purpose of the proposed change must be included.
  - C. an amendment must in some way involve the same question that is raised by the motion to which it is applied.
  - D. the amendment must always be proposed by the member who proposed the main motion.
- \_\_\_ 18. **If you were chairman and could not decide if an amendment was germane, what would you do?**
- A. Tell the assembly the proposed amendment is *Tabled*.
  - B. Refer the decision to the assembly and have them vote to determine if it is germane.
  - C. Ask the maker to withdraw the amendment.
  - D. Ask the secretary to rewrite the amendment.
- \_\_\_ 19. **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.
- \_\_\_ 20. **If you were the presiding officer, what would be the next step you would pursue after an amendment to a main motion was adopted?**
- A. More new business
  - B. A motion to adjourn
  - C. Debate on the adopted amendment
  - D. Debate on the amended main motion
- \_\_\_ 21. **When a main motion is postponed while a motion to *Amend* is pending, the amendment is**
- A. automatically adopted.
  - B. lost.
  - C. postponed with the main motion.
  - D. tabled also.
- \_\_\_ 22. **Which one of the following motions below must be seconded and is debatable and amendable?**
- A. *Rescind*
  - B. *Object to Consideration*
  - C. *Call for the Previous Question*
  - D. *Reconsider*
- \_\_\_ 23. **The motion to *Reconsider***
- A. may have primary amendments applied to it.
  - B. is the only motion that can have a third degree amendment applied to it.
  - C. is not amendable.
  - D. is amendable only as to the time the question will be reconsidered.
- \_\_\_ 24. **If a member has spoken twice on a main motion, how many times can he/she speak on an amendment that is applied to it?**
- A. Once
  - B. Two times
  - C. Three times
  - D. The member cannot speak on the amendment.
- \_\_\_ 25. **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)*.

# PARLIAMENTARY PROCEDURE EST

(Amend-1)

## ANSWER KEY

TEST NUMBER 70

QUESTION NUMBER	ANSWER
1	C
2	C
3	B
4	C
5	B
6	C
7	A
8	B
9	C
10	B
11	B
12	A
13	B
14	B
15	C
16	B
17	C
18	B
19	A,
20	D
21	C
22	A
23	C
24	B
25	A

# PARLIAMENTARY PROCEDURE TEST

(Amend-2)

NUMBER 71

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is**
- A. a majority of those present.
  - B. two-thirds without previous notice.
  - C. a majority of the entire membership with notice.
  - D. two-thirds with previous notice or a vote of a majority of the entire membership.
- \_\_\_ 2. **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)*.
- \_\_\_ 3. **Assume that a main motion is pending and an amendment is made and seconded. Then another member moves to refer the main motion and the amendment to a committee. Which motion would be voted on first?**
- A. *Main Motion*
  - B. *Amendment*
  - C. *Refer to a Committee*
  - D. None of the above
- \_\_\_ 4. **Which of the following is not a form of amendment?**
- A. Striking out words
  - B. Insert words
  - C. Add words
  - D. Fill a blank with words
- \_\_\_ 5. **A motion is before the assembly to "commend" the high school basketball coach for her conduct during the disturbance after a recent game. A member moves to amend this motion by striking out "commend" and inserting in its place "censure." What would you do as chairman?**
- A. Declare the amendment out of order because it is contrary to the spirit of the main motion.
  - B. Accept this amendment and ask for a second.
  - C. Have the assembly decide by a voice vote if the amendment is proper.
  - D. Declare the amendment out of order because it is not germane to the main motion.
- \_\_\_ 6. **An amendment is always out of order that**
- A. is not germane to the question being amended
  - B. is frivolous or absurd
  - C. strikes out the word "*Resolved*."
  - D. All of the above
- \_\_\_ 7. **Suppose that the motion "to buy basketballs" is pending. A correct example of amending this motion by *Inserting* is to say, "I move to amend the main motion by**
- A. adding the word 'three.'"
  - B. substituting 'three' for 'basketballs.'"
  - C. inserting the word 'three' before the word 'basketballs.'"
  - D. inserting the word 'three.'"

- \_\_\_ 8. Assume the main motion "that we have a dance next Saturday" is pending. You want to include the time for the dance. What would you do?
- A. Obtain the floor and say, "I move to amend by inserting '9 p.m. to 11:30 p.m.'"
  - B. Propose a new motion and include the time.
  - C. Obtain the floor and say, "I move to amend by adding the words, 'from 9 p.m. to 11:30 p.m.'"
  - D. Rise, and without obtaining the floor say, "I move to amend the motion by substituting '9 p.m. to 11:30 p.m.'"
- \_\_\_ 9. The motion to amend can be
- A. postponed indefinitely.
  - B. adopted without a formal vote (by unanimous consent).
  - C. referred to a committee.
  - D. laid on the table.
- \_\_\_ 10. 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.
- \_\_\_ 11. A substitute motion offered for a main motion is a (an)
- A. third degree amendment.
  - B. incidental motion.
  - C. primary amendment.
  - D. incidental main motion.
- \_\_\_ 12. After a section of a resolution has been substituted for another, how can the substituted section be amended?
- A. By adding words.
  - B. By striking out words.
  - C. By inserting words.
  - D. By striking out and inserting words.
- \_\_\_ 13. The subsidiary motion to *Commit (or Refer)* takes precedence over the motion to
- A. *Amend*.
  - B. *Lay on the Table*.
  - C. *Recess*.
  - D. *Limit Debate*
- \_\_\_ 14. When a main motion is postponed while a motion to *Amend* is pending, the amendment is
- A. automatically adopted.
  - B. lost.
  - C. postponed with the main motion.
  - D. tabled also.
- \_\_\_ 15. Which one of the following motions is not debatable but is amendable?
- A. *Lay on the Table*
  - B. *Commit or Refer*
  - C. *Postpone Indefinitely*
  - D. Limit or Extend Limits of Debate
- \_\_\_ 16. If you were chairman and a member proposed an *Amendment* to the main motion when the motion to *Limit or Extend Limits of Debate* was pending, what would you do?
- A. State the proposed amendment and ask for debate.
  - B. Call the amendment out of order and ask for debate on the motion to *Limit or Extend Limits of Debate*.
  - C. Call the amendment out of order.
  - D. Suggest that the maker of the amendment propose a secondary amendment, since it has precedence over the motion to *Limit or Extend Limits of Debate*.

- \_\_\_ 17. **If a main motion and a primary amendment are pending, and a motion to lay the main motion on the table is adopted, the amendment itself**
- A. can be brought up by any member as a new motion.
  - B. becomes the immediately pending question.
  - C. dies and is taken up under unfinished business at the next regular meeting.
  - D. adheres to the main motion and goes to the table with it.
- \_\_\_ 18. **The motion to *Lay on the Table***
- A. can only be amended by the member who made the motion.
  - B. cannot be amended.
  - C. can be amended regarding the time of the action.
  - D. cannot be amended unless the chairman consents.
- \_\_\_ 19. **An amendment to the privileged motion to *Recess***
- A. must relate to which members may take the recess.
  - B. is never allowed.
  - C. is not debatable.
  - D. requires a two-thirds vote to be adopted.
- \_\_\_ 20. **Which one of the following motions cannot be amended?**
- A. *Recess*
  - B. *Previous Question*
  - C. *Limit or Extend Limits of Debate*
  - D. *Amend*
- \_\_\_ 21. **Which one of the following motions is amendable?**
- A. *Lay on the Table*
  - B. *Commit (or Refer)*
  - C. The privileged motion to *Adjourn*
  - D. *Raise a Question of Privilege*
- \_\_\_ 22. **Which series of motions below is arranged from lowest to highest precedence?**
- A. Amend, Main Motion, Recess, Postpone Indefinitely
  - B. Main Motion, Postpone Indefinitely, Amend, Recess
  - C. Recess, Amend, Postpone Indefinitely, Main Motion
  - D. Postpone Indefinitely, Amend, Main Motion, Recess
- \_\_\_ 23. **Which one of the following motions can be proposed when a main motion is pending?**
- A. *Adjourn*
  - B. *Previous Question*
  - C. *Amend*
  - D. All of the above
- \_\_\_ 24. **Which one of the following motions can be proposed with an amendment pending?**
- A. *Postpone Indefinitely*
  - B. *Main Motion*
  - C. *Limit Debate*
  - D. A new motion to "have a dance."
- \_\_\_ 25. **How many primary amendments and secondary amendments are allowed at a time?**
- A. One primary amendment and one secondary amendment.
  - B. One primary amendment and two secondary amendments.
  - C. Two primary amendments and one secondary amendment.
  - D. Two primary amendments and two secondary amendments.

# PARLIAMENTARY PROCEDURE TEST

(Amend-2)

## ANSWER KEY

TEST NUMBER 71

QUESTION NUMBER	ANSWER
1	D
2	A
3	C
4	D
5	B
6	D
7	C
8	C
9	B
10	C
11	C
12	A
13	A
14	C
15	D
16	C
17	D
18	B
19	C
20	B
21	B
22	B
23	D
24	C
25	A

# PARLIAMENTARY PROCEDURE TEST

(Commit or Refer)

## NUMBER 72

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **How can a member propose to have the pending matter given special study?**  
A. Move to refer it to a committee.  
B. Move to lay the matter on the table.  
C. Move to postpone it definitely.  
D. Move to reconsider it.
- \_\_\_ 2. **The purpose of the motion to *Commit or Refer* is to send a pending question to a committee so that**  
A. it may be delayed.  
B. they can amend it and take action without permission from the assembly.  
C. the question may be carefully investigated and put into better condition for the assembly to consider.  
D. they can *Lay it on the Table* during informal discussions at a committee meeting.
- \_\_\_ 3. **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.
- \_\_\_ 4. **The subsidiary motion to *Commit (or Refer)* takes precedence over the motion to**  
A. *Amend*.  
B. *Lay on the Table*.  
C. *Recess*.  
D. *limit Debate*
- \_\_\_ 5. **The motion to *Refer to a Committee* can be applied to**  
A. *Points of Order*.  
B. *Main Motions*.  
C. *All Secondary Motions*.  
D. *Privileged Motions*.
- \_\_\_ 6. **The motion to *Commit (or Refer)***  
A. need not be seconded.  
B. is not debatable.  
C. can be applied to main motions with any amendments that may be pending.  
D. may be proposed when another member has the floor provided debate has not begun.
- \_\_\_ 7. **One of the rules concerning the subsidiary motion to *Commit (or Refer)* is that**  
A. debate can extend only to the desirability of committing the main question.  
B. it is in order when another member has the floor.  
C. it doesn't need to be seconded.  
D. a two-thirds vote is required for it to be adopted.

- \_\_\_ 8. If the main question is to be handled by a special committee (select or ad hoc), the subsidiary motion *To Commit (or Refer)* may specify the
- number of committee members.
  - method of selection.
  - names of the members.
  - All of the above
- \_\_\_ 9. Which of the following are examples of binding instructions which may be included in the motion to *Commit*?
- When the committee should report
  - How the committee should consider the question
  - If the committee should employ an expert consultant
  - All of the above
- \_\_\_ 10. A special committee appointed *with power* means that the committee
- must report to the assembly before acting.
  - can act for the society in all cases that are similar.
  - can act for the society in specific cases.
  - must meet until all committee members agree on a solution to their assigned task.
- \_\_\_ 11. A committee that is given "full power" to act for an organization can be authorized to
- spend money for the society.
  - add more members to its membership.
  - act for the society in a certain case.
  - All of the above.
- \_\_\_ 12. Assume that you were chairman at a regular monthly meeting and a motion requiring action the next day was pending. A member moved to "refer it to a committee to report back at the next regular meeting." What would you do?
- Take a ballot vote on the referral.
  - Ask for a second and conduct a voice vote on the motion to refer.
  - Rule the motion to refer is dilatory.
  - Ask for a second
- \_\_\_ 13. If the chairman appoints a committee, who determines its chairman?
- The assembly votes
  - The committee members
  - The chairman who appointed the committee
  - The vice-president who is the administrator for committees
- \_\_\_ 14. If the motion to *Postpone Indefinitely* is made before a member moved to refer a main motion to a committee, what would you do as chairman?
- Conduct a voice vote on the motion to *Postpone Indefinitely*.
  - Declare that the motion to *Refer* is out of order.
  - Declare that the motion to *Postpone Indefinitely* cannot be considered.
  - Dissolve the committee and make the motion to *Postpone Indefinitely* the immediate pending question.
- \_\_\_ 15. Assume a main motion is pending that you feel needs to be studied further. What should you do?
- Obtain the floor and say, "I move we study the motion further."
  - Rise, and without obtaining the floor say, "I object to the consideration of the question."
  - Obtain the floor and say, "I move that the main motion be referred to a committee to be appointed by the chairman."
  - From your seat, and without obtaining the floor say, "I move we rescind this motion."
- \_\_\_ 16. If a motion to close debate in ten minutes is adopted, it is not then in order to
- move to lay the question on the table.
  - move to refer the matter to a committee.
  - move the previous question.
  - raise a point of order.

- \_\_\_ 17. Which one of the following motions would be out of order after the previous question has been ordered on the pending amendment to a main motion?
- A. *Recess*
  - B. *Adjourn*
  - C. *Parliamentary Inquiry*
  - D. *Refer*
- \_\_\_ 18. Debate on the motion to *Commit* should relate only to the
- A. pros and cons of referring.
  - B. choice of personnel of the committee.
  - C. nature of its instructions
  - D. All of the above
- \_\_\_ 19. Which statement below is true regarding debating the motion to *Commit (or Refer)* a pending motion?
- A. Debate is not allowed.
  - B. Debate may go into the merits of the main question.
  - C. Debate must be confined only to the motion to *Commit (or Refer)*.
  - D. Members can each debate the motion three times.
- \_\_\_ 20. Which one of the following motions is debatable and amendable?
- A. *Previous Question*
  - B. *Refer to a Committee*
  - C. *Suspend the Rules*
  - D. *Take From the Table*
- \_\_\_ 21. A member of an assembly may debate a main motion and end by making a (an)
- A. amendment.
  - B. motion to refer the pending motion to a committee.
  - C. secondary motion.
  - D. All of the above
- \_\_\_ 22. If a main motion is referred to a committee while the motion to *Postpone Indefinitely* is immediately pending, the motion to *Postpone Indefinitely*
- A. does not go to committee.
  - B. goes to committee with the main motion.
  - C. is voted on before the motion to *Refer*.
  - D. is automatically laid on the table.
- \_\_\_ 23. The subsidiary motion to *Commit or Refer* cannot be
- A. amended.
  - B. postponed indefinitely.
  - C. reconsidered in any case.
  - D. carried to the table when applied to a main motion.
- \_\_\_ 24. 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 above
- \_\_\_ 25. Which form below is proper for the subsidiary motion to a *Commit or Refer*?
- A. "I move to commit the referral to a motion."
  - B. "I move to commit and refer the motion to a committee."
  - C. "I move to refer the motion to a committee."
  - D. "I move that a committee refer the motion."

# PARLIAMENTARY PROCEDURE TEST

(Commit or Refer)

## ANSWER KEY

TEST NUMBER 72

QUESTION NUMBER	ANSWER
1	A
2	C
3	D
4	A
5	B
6	C
7	A
8	D
9	D
10	C
11	D
12	C
13	C
14	C
15	C
16	B
17	D
18	D
19	C
20	B
21	D
22	A
23	B
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

[Postpone to a Certain Time (or Definitely)]

## NUMBER 73

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **To consider a motion later in the same meeting, a member may move to**
- A. postpone the motion definitely.
  - B. lay the motion on the table.
  - C. refer the motion to a committee.
  - D. call for the orders of the day on the motion.
- \_\_\_ 2. **Which one of the following motions may be used to delay consideration of a main motion later in the same meeting or until the next meeting?**
- A. *Lay on the Table*
  - B. *Postpone Indefinitely*
  - C. *Postpone Definitely*
  - D. *Reconsider*
- \_\_\_ 3. **Which one of the following motions is not an incidental motion?**
- A. *Object to the Consideration of a Question*
  - B. *Appeal from the Decision of the Chair*
  - C. *Postpone to a Certain Time*
  - D. *Point of Order*
- \_\_\_ 4. **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).*
- \_\_\_ 5. **Assume that a motion to *Postpone* the main motion to a certain time is immediately pending. Which motion below may be proposed?**
- A. *Commit (or Refer)*
  - B. *Postpone Indefinitely*
  - C. *Lay on the Table*
  - D. *Main Motion*
- \_\_\_ 6. **Which one of the following statements is false regarding the subsidiary 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.
- \_\_\_ 7. **The motion to *Postpone to a Certain Time* can be made while**
- A. the main motion with an amendment is pending.
  - B. the motion to *Lay on the Table* is pending.
  - C. another member has the floor.
  - D. another member is debating a main motion.

- \_\_\_ 8. **The subsidiary motion to *Postpone to a Certain Time* takes precedence over the motion to**  
A. *Adjourn*.  
B. *Limit Debate*.  
C. *Lay on the Table*.  
D. *Amend*.
- \_\_\_ 9. **The motion to *Postpone to a Certain Time (Postpone Definitely)* yields to which one of the following motions?**  
A. *Main Motion*  
B. *Postpone Indefinitely*  
C. *Lay on the Table*  
D. *Division of the Question*
- \_\_\_ 10. **One rule for the subsidiary motion to *Postpone to a Certain Time* is that**  
A. a second is not required.  
B. it is out of order when another member has the floor.  
C. debate may go into the merits of the main question.  
D. a two-thirds vote is required to adopt it.
- \_\_\_ 11. **Which one of the following subsidiary motions is debatable?**  
A. *Lay on the Table*  
B. *Postpone to a Certain Time*  
C. *Previous Question*  
D. *Limit or Extend Limits of Debate*
- \_\_\_ 12. **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.
- \_\_\_ 13. **In an assembly that does not meet as often as quarterly, a question**  
A. cannot be postponed beyond the end of the present session.  
B. cannot be postponed beyond the end of the next session.  
C. can be postponed beyond the end of the next session.  
D. cannot be postponed.
- \_\_\_ 14. **In a society that holds regular business meetings on the same day of each week, a question cannot be postponed for longer than a**  
A. day.  
B. week.  
C. quarter (three months).  
D. year.
- \_\_\_ 15. **In an assembly that meets as often as quarterly, a question**  
A. can be postponed beyond the end of the next session.  
B. cannot be postponed beyond the end of the next session.  
C. cannot be postponed beyond the end of the present session.  
D. cannot be postponed at all.
- \_\_\_ 16. **Which motion below, if adopted, makes a postponed question an order of the day for a future meeting?**  
A. *Postpone Definitely*  
B. *Postpone Indefinitely*  
C. *Reconsider*  
D. *Lay on the Table*

- \_\_\_ 17. **When a main motion is postponed while a motion to *Amend* is pending, the amendment is**
- automatically adopted.
  - lost.
  - postponed with the main motion.
  - tabled also.
- \_\_\_ 18. **When a question is taken up on a different day from the one on which it was proposed, each member**
- cannot debate if they have already spoken twice.
  - can again debate twice.
  - can again debate one more time.
  - cannot debate unless the maker of the motion grants permission.
- \_\_\_ 19. **Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?**
- Obtain the floor and say, "I move to postpone the main motion to our next regular meeting."
  - Obtain the floor and say, "I move to postpone the main motion indefinitely to our next regular meeting."
  - Obtain the floor and say, "I move to table the motion to our next regular meeting."
  - Obtain the floor and say, "I move to rescind the motion to our next regular meeting."
- \_\_\_ 20. **Which motion below is used to make a pending question an order of the day for a future time?**
- Lay on the Table*
  - Amend*
  - Postpone*
  - Reconsider*
- \_\_\_ 21. **Which one of the following motions is debatable?**
- Limit or Extend Debate on a pending question*
  - Lay on the Table*
  - Postpone Definitely*
  - Previous Question*
- \_\_\_ 22. **The motion to *Postpone Indefinitely* and to *Postpone Definitely* both**
- are amendable.
  - require a majority with notice to be adopted.
  - must be seconded.
  - are classified as incidental motions.
- \_\_\_ 23. **If you were chairman and a member proceeded to debate the merits of a main motion when the motion to *Postpone to a Certain Time* was the immediately pending question, what action would you take?**
- Nothing.
  - Politely notify the member that debate must be confined to the merits of the motion to postpone the main motion.
  - Allow the member to debate for five minutes on the motion to *Postpone Definitely* and five minutes on the motion it is applied to.
  - Take a vote on the motion to postpone so that the main motion could be debated again.
- \_\_\_ 24. **The subsidiary motion to *Postpone to a Certain Time* cannot be**
- postponed indefinitely.
  - committed.
  - laid on the table alone.
  - All of the answers are correct.
- \_\_\_ 25. **The subsidiary motion to *Postpone to a Certain Time* is amendable as to the**
- location where the postponement will be considered.
  - time that the main question may be postponed to.
  - number of members that will consider if the main question is postponed.
  - duties of the presiding officer on handling the matter if the main question is postponed.

# PARLIAMENTARY PROCEDURE TEST

[Postpone to a Certain Time (or Definitely)]

## ANSWER KEY

TEST NUMBER 73

QUESTION NUMBER	ANSWER
1	A
2	C
3	C
4	A
5	C
6	A
7	A
8	D
9	C
10	B
11	B
12	C
13	A
14	B
15	B
16	A
17	C
18	B
19	A
20	C
21	C
22	C
23	B
24	D
25	B

# PARLIAMENTARY PROCEDURE TEST

(Limit or Extend Limits of Debate)

## NUMBER 74

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **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."
- \_\_\_ 2. **The motion to *Limit or Extend Limits of Debate* may be used to**
- A. permit more or longer speeches.
  - B. limit the length of speeches.
  - C. allow more speeches per member.
  - D. All of the above.
- \_\_\_ 3. **The subsidiary motion to *Limit or Extend Limits of Debate* may be used to**
- A. reduce the length of speeches permitted.
  - B. reduce the number of speeches permitted.
  - C. close debate at a certain time.
  - D. All of the above
- \_\_\_ 4. **The subsidiary motion to *Limit or Extend Limits of Debate***
- A. can only be applied to amendments.
  - B. requires a majority vote to be adopted.
  - C. is in order when another member has the floor.
  - D. takes precedence over all debatable motions.
- \_\_\_ 5. **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.
- \_\_\_ 6. **When the motion to *Limit Debate* is applied to a main motion, it**
- A. requires a majority vote to be adopted.
  - B. can be laid on the table along with the main motion.
  - C. does not need a second.
  - D. is amendable and debatable.
- \_\_\_ 7. **Which one of the following motions is not debatable but is amendable?**
- A. *Lay on the Table*
  - B. *Commit or Refer*
  - C. *Postpone Indefinitely*
  - D. *Limit or Extend Limits of Debate*

- \_\_\_ 8. The main reason that the motion to *Limit or Extend Limits of Debate* requires a two-thirds vote is because it
- is a high-ranking, privileged motion.
  - is two separate motions.
  - takes away the rights of members to enter into free discussions.
  - limits the debate on the privileged motion to *Amend* a motion previously adopted.
- \_\_\_ 9. If you were chairman and a member proposed an *Amendment* to the main motion when the motion to *Limit or Extend Limits of Debate* was pending, what would you do?
- State the proposed amendment and ask for debate.
  - Call the amendment out of order and ask for debate on the motion to *Limit or Extend Limits of Debate*.
  - Call the amendment out of order.
  - Suggest that the maker of the amendment propose a secondary amendment, since it has precedence over the motion to *Limit or Extend Limits of Debate*.
- \_\_\_ 10. The rules changing general limits of debate for a pending question can be accomplished by adopting a motion
- to *Limit Debate*.
  - to *Extend Limits of Debate*.
  - for the *Previous Question*.
  - All of the above
- \_\_\_ 11. Assume that debate on a motion is dragging on. What should you do if you wanted to reduce the number of times each member could debate?
- Obtain the floor and say, "I move that debate be limited for each member."
  - Rise, and without obtaining the floor say, "I move to limited debate."
  - Obtain the floor and say, "I move that debate be limited to one speech for each member."
  - From your seat, and without obtaining the floor say, "I move that debate be reduced."
- \_\_\_ 12. Unless the motion to *Limit or Extend Limits of Debate* is adopted by unanimous consent, the chair puts it to a vote by
- rising.
  - a ballot.
  - raising of hands.
  - voice.
- \_\_\_ 13. Which one of the following motions would you propose if you wanted to speak longer on a motion than the maximum time allowed?
- move the *Previous Question*
  - Extend the Limits of Debate*
  - Postpone to a Certain Time*
  - Refer to a Committee*
- \_\_\_ 14. Which one of the following motions can be proposed with an amendment pending?
- Postpone Indefinitely*
  - Main Motion*
  - Limit Debate*
  - A new motion to "have a dance."
- \_\_\_ 15. Which one of the following statements is not true regarding the subsidiary motion to *Limit or Extend Limits of Debate*?
- It requires a two-thirds vote of the members present and voting for adoption.
  - Debate is not allowed.
  - It is amendable.
  - A member may interrupt another member who is debating to propose it.
- \_\_\_ 16. Which one of the following motions is amendable but not debatable?
- Suspend the Rules*
  - Take From the Table*
  - Limit or Extend Debate*
  - Postpone to a Certain Time*

- \_\_\_ 17. **Debate of the motions to Lay on the Table, Previous Question, and Limit or Extend Limits of Debate (the three highest-ranking subsidiary motions) is**
- A. allowed, but members may speak only once on each motion.
  - B. not permitted.
  - C. always allowed but members may speak only five minutes each time.
  - D. allowed only to the members who make them.
- \_\_\_ 18. **When a main motion places a special limit on the number of speeches each member may make at a meeting, the minimum affirmative vote required for adoption is**
- A. a majority.
  - B. two-thirds.
  - C. a majority and notice.
  - D. two-thirds and notice.
- \_\_\_ 19. **Which two motions below are not allowed in committees?**
- A. *Main Motions* and the subsidiary motion to *Amend*
  - B. The subsidiary motions to *Limit or Extend Limits of Debate* and *Previous Question*
  - C. The incidental motions to call a *Point of Order* and a *Division of the Assembly*
  - D. None of the above
- \_\_\_ 20. **The subsidiary motion to *Limit or Extend Limits of Debate* cannot**
- A. increase the length of speeches.
  - B. force an instant closing of debate.
  - C. require that debate be closed at a certain later hour.
  - D. increase the number of speeches for each motion.
- \_\_\_ 21. **An order limiting or extending the limits of debate that is no longer in force, is said to be**
- A. "expired."
  - B. "expended."
  - C. "exhausted."
  - D. "excused."
- \_\_\_ 22. **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 above
- \_\_\_ 23. **Which statement is false regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- A. Any amendment applied to it is debatable.
  - B. It must be seconded.
  - C. It can be used to control debate on a series of pending questions.
  - D. It is out of order when another member has the floor.
- \_\_\_ 24. **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
- \_\_\_ 25. **An order limiting or extending limits of debate is *exhausted* when the**
- A. questions affected by the order have been referred to a committee.
  - B. meeting ends.
  - C. questions on which it was applied have been all voted on.
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

(Limit or Extend Limits of Debate)

## ANSWER KEY

TEST NUMBER 74

QUESTION NUMBER	ANSWER
1	A
2	D
3	D
4	D
5	D
6	B
7	D
8	C
9	C
10	D
11	C
12	A
13	B
14	C
15	D
16	C
17	B
18	B
19	B
20	B
21	C
22	B
23	A
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Previous Question)

## NUMBER 75

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. The *Previous Question* can be used to close debate immediately and the making of all subsidiary motions except to
- A. *Commit (or Refer)*.
  - B. *Lay on the Table*.
  - C. *Amend*.
  - D. *Postpone Indefinitely*.
- \_\_\_ 2. 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*
- \_\_\_ 3. If adopted, the *Previous Question* is a motion that stops
- A. the making of all subsidiary motions.
  - B. debate and the making of amendments on the pending question.
  - C. the making of privileged motions.
  - D. the making of undebatable motions.
- \_\_\_ 4. The *Previous Question* is not allowed in
- A. deliberate assemblies.
  - B. committees.
  - C. conventions.
  - D. legislative meetings.
- \_\_\_ 5. 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.
- \_\_\_ 6. The unqualified form of the *Previous Question* can apply only to
- A. all pending amendments.
  - B. debatable motions.
  - C. the immediately pending question.
  - D. all incidental motions.
- \_\_\_ 7. When the subsidiary motion for the *Previous Question* is made in its unqualified form such as "I move the previous question," this means that it
- A. requires a majority vote for adoption.
  - B. grants permission for members to ask questions of members.
  - C. applies to all pending questions.
  - D. None of the above

- \_\_\_ 8. If a motion for the *Previous Question* fails to gain the necessary votes,
- A. debate is stopped on it.
  - B. the motion to which it was applied is lost.
  - C. debate continues on the pending motion as if this motion had not been made.
  - D. members may not ask the maker of the motion questions directly for the duration of the meeting.
- \_\_\_ 9. If a member obtained the floor and “called for the question” on a motion to *Refer*, what would you do as chairman?
- A. Vote on the “call for the question.”
  - B. Ask for a second.
  - C. Stop debate immediately on the motion to *Refer*.
  - D. Ignore the member and ask if there is further debate on the motion to *Refer*.
- \_\_\_ 10. When the *Previous Question* is ordered on a series of pending motions, they are voted on in the
- A. same order in which they were proposed.
  - B. order as determined by the chairman.
  - C. reverse order in which they were made.
  - D. order that the proposer of each motion demands.
- \_\_\_ 11. The *Previous Question* is said to be *exhausted* when
- A. it is voted on and not adopted.
  - B. all the pending motions have been adopted.
  - C. all the motions on which it was ordered have been finally disposed of.
  - D. all the pending motions that have been adopted have been lost.
- \_\_\_ 12. A vote that has ordered the *Previous Question* can be reconsidered
- A. before any of the motions affected by the order have been voted on.
  - B. after any of the motions affected by the order have been voted on.
  - C. at any time.
  - D. if the chairman has voted on the prevailing side.
- \_\_\_ 13. To properly call for the *Previous Question* members should
- A. call out “Question” from their seats without being recognized.
  - B. say “I demand the question” without obtaining the floor.
  - C. say “I move the previous question” after obtaining the floor.
  - D. raise a question of privilege without being recognized by the chair.
- \_\_\_ 14. If you were chairman, what would you do after the motion for the *Previous Question* was adopted on a primary amendment?
- A. Declare that the amendment is adopted.
  - B. Vote on the motion that the amendment was applied to.
  - C. Call for a vote on the amendment.
  - D. Ask for more debate on the amendment.
- \_\_\_ 15. Your organization has 60 regular members in attendance at a regular meeting and the president, who is the presiding officer. If all 60 regular members voted, how many would have to vote in favor of the motion to *Move the Previous Question* for it to be adopted? Assume the president does not vote.
- A. 20
  - B. 40
  - C. 30
  - D. 31
- \_\_\_ 16. Which one of the following motions cannot be amended?
- A. *Recess*
  - B. *Previous Question*
  - C. *Limit or Extend Limits of Debate*
  - D. *Amend*

- \_\_\_ 17. When using the form "I move the previous question," it applies to
- A. all pending questions.
  - B. only the immediately pending question.
  - C. motions after their adoption.
  - D. a main motion when an amendment to it is pending.
- \_\_\_ 18. Which one of the following motions can the *Previous Question* be applied to?
- A. *Adjourn*
  - B. *Raise a Question of Privilege*
  - C. *Commit (or Refer)*
  - D. *Lay on the Table*
- \_\_\_ 19. A main motion and a motion for the previous question are pending. Which of the following motions is in order?
- A. *Limit Debate*
  - B. *Recess* for five minutes
  - C. *Postpone to a Certain Time*
  - D. A motion to go in a *Quasi Committee of the Whole*
- \_\_\_ 20. The motion to call for the *Previous Question* may be applied to all the subsidiary motions listed below except
- A. *Refer to a Committee*
  - B. *Limit Debate*
  - C. *Lay on the Table*
  - D. *Extend Limits of Debate*
- \_\_\_ 21. In the series of motions listed below, where they are all pending and in order, which one of the following would be voted on first?
- A. *Postpone Indefinitely*
  - B. *Limit Debate*
  - C. *Previous Question*
  - D. *Main Motion*
- \_\_\_ 22. After the *Previous Question* has been adopted, this means that
- A. amendments may be made on the pending question.
  - B. members may not ask the maker of the motion questions related to any motions.
  - C. debate is not allowed on the motion to which it is applied.
  - D. all previous motions are adopted.
- \_\_\_ 23. Which form below would be used to immediately close debate on a main motion?
- A. "Question, question!"
  - B. "I move the previous question."
  - C. "I move we vote on the main motion."
  - D. None of above
- \_\_\_ 24. The *Previous Question* cannot be applied to the subsidiary motion to
- A. *Postpone Definitely*.
  - B. *Commit*.
  - C. *Amend*.
  - D. *Lay on the Table*.
- \_\_\_ 25. The subsidiary motion for the *Previous Question* takes precedence over the
- A. privileged motion to *Adjourn*.
  - B. incidental motion to rise to a *Point of Order*.
  - C. motion to *Raise a Question of Privilege*.
  - D. subsidiary motion to *Limit or Extend Limits of Debate*.

# PARLIAMENTARY PROCEDURE TEST

(Previous Question)

## ANSWER KEY

TEST NUMBER 75

QUESTION NUMBER	ANSWER
1	B
2	C
3	B
4	B
5	C
6	C
7	D
8	C
9	B
10	C
11	C
12	A
13	C
14	C
15	B
16	B
17	B
18	C
19	B
20	C
21	C
22	C
23	B
24	D
25	D

# PARLIAMENTARY PROCEDURE TEST

(Lay on the Table)

## NUMBER 76

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **To put a motion aside temporarily, with no definite time for resuming its consideration, a member would move to**
- A. *Postpone Indefinitely.*
  - B. *Refer.*
  - C. *Lay on the Table.*
  - D. *Reconsider.*
- \_\_\_ 2. **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.
- \_\_\_ 3. **The motion to *Lay on the Table***
- A. can be debated if the chairman allows the maker of the motion to speak first.
  - B. kills the motion and avoids a direct vote on it.
  - C. can be amended.
  - D. sets the pending question aside temporarily and there is no set time for taking up the matter again.
- \_\_\_ 4. **The motion to *Lay on the Table* is commonly misused in meetings in the place of the motion to**
- A. *Adjourn.*
  - B. *Postpone to a Certain Time.*
  - C. *Reconsider.*
  - D. *Commit (or Refer).*
- \_\_\_ 5. **If a member proposed the motion to *Lay on the Table* and specifies a time for resuming consideration, what would you do as chairman?**
- A. Ask for a second and conduct a vote on it.
  - B. Handle it as two separate motions.
  - C. Suggest that the maker of the motion submit it as a *Motion to Postpone.*
  - D. Rule the motion out of order.
- \_\_\_ 6. **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.
- \_\_\_ 7. **The motion to *Lay on the Table* is a motion that can be**
- A. debated and amended.
  - B. applied to the motion to *Limit Debate.*
  - C. made when the *Previous Question* has been made.
  - D. applied to a pending amendment.

- \_\_\_ 8. **If a main motion and a primary amendment are pending, and a motion to lay the main motion on the table is adopted, the amendment itself**
- can be brought up by any member as a new motion.
  - becomes the immediately pending question.
  - dies and is taken up under unfinished business at the next regular meeting.
  - adheres to the main motion and goes to the table with it.
- \_\_\_ 9. **Which one of the following subsidiary motions can be applied to the motion to *Lay on the Table*?**
- Postpone Indefinitely*
  - Refer to a Committee*
  - Previous Question*
  - None of the above. No subsidiary motion can be applied to the motion to *Lay on the Table*.
- \_\_\_ 10. **The motion to *Lay on the Table* is out of order when**
- both a main motion and an amendment are pending.
  - another member has the floor.
  - a motion has been adopted to extend the limits of debate.
  - there is another subsidiary motion pending.
- \_\_\_ 11. **Which statement below is true regarding the subsidiary motion *To Lay on the Table*?**
- A second is not needed.
  - The maker of the motion may state the reason prior to proposing the motion.
  - All amendments to the motion must pass by a majority vote.
  - The chair should not ask the maker of the motion to state the reason first.
- \_\_\_ 12. **The motion to *Lay on the Table***
- can only be amended by the member who made the motion.
  - cannot be amended.
  - can be amended regarding the time of the action.
  - cannot be amended unless the chairman consents.
- \_\_\_ 13. **On which one of the following subsidiary motions can the negative vote sometimes be reconsidered?**
- |                                      |                             |
|--------------------------------------|-----------------------------|
| A. <i>Amend</i>                      | C. <i>Lay on the Table</i>  |
| B. <i>Postpone to a Certain Time</i> | D. <i>Previous Question</i> |
- \_\_\_ 14. **It is out of order to move to lay a pending question on the table if**
- the motion on the previous question is pending.
  - the motion to be laid on the table has an amendment already applied to it.
  - another member has already moved to lay the matter on the table during the same meeting.
  - there is evidently no other matter urgently requiring immediate attention.
- \_\_\_ 15. **Assume that a main motion is being debated and you become aware that something else of immediate urgency has arisen. What should you do?**
- Obtain the floor and say, "I move to lay the question on the table."
  - Rise, and without obtaining the floor say, "I move to postpone the motion."
  - Obtain the floor and say, "I move to lay the question on the table until 10:00 a.m."
  - From your seat, and without obtaining the floor say, "I move to postpone the motion indefinitely until after we decide the urgent matter of . . ."
- \_\_\_ 16. **Which motion below is the highest ranking subsidiary motion?**
- Postpone Indefinitely*
  - Commit (or Refer)*
  - Lay on the Table*
  - Postpone Definitely*

- \_\_\_ 17. The motion to call for the *Previous Question* may be applied to all the subsidiary motions listed below except
- A. *Refer to a Committee*
  - B. *Limit Debate*
  - C. *Lay on the Table*
  - D. *Extend Limits of Debate*
- \_\_\_ 18. A motion to *Lay on the Table* takes precedence over
- A. all subsidiary motions.
  - B. the motion to *Take from the Table*.
  - C. all privileged motions.
  - D. the motion to *Adjourn*.
- \_\_\_ 19. The subsidiary motion to *Lay on the Table*
- A. is debatable.
  - B. is amendable.
  - C. can be reconsidered.
  - D. may not interrupt another member to be proposed.
- \_\_\_ 20. The motion to *Lay on the Table* and to *Take From the Table* both
- A. must be seconded.
  - B. are not debatable.
  - C. are not amendable.
  - D. All of the above
- \_\_\_ 21. The form to use to make a motion to *Lay on the Table* is
- A. "Table, table!"
  - B. "I move that the motion be tabled."
  - C. "I move that the motion be laid on the table."
  - D. "I move to postpone the motion."
- \_\_\_ 22. 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.
- \_\_\_ 23. The motion to *Lay on the Table* can be applied to
- A. a group of motions such as the *Orders of the Day*.
  - B. a pending main motion.
  - C. several motions classified under "unfinished business."
  - D. several committee reports.
- \_\_\_ 24. A basic feature of the subsidiary motion to *Lay on the Table* is that
- A. debate on the motion may go into how long the motion it will be applied to will be laid on the table.
  - B. it has the same rules of debate as the motion to *Postpone Indefinitely*.
  - C. it cannot be qualified in any manner.
  - D. an amendment can be added, if related to the length of time the motion will be laid on the table.
- \_\_\_ 25. The motion to *Lay on the Table* is often incorrectly used to
- A. set a motion aside in order to consider a non-urgent matter.
  - B. suppress a motion without debate.
  - C. kill a motion without a vote on it.
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

(Lay on the Table)

## ANSWER KEY

TEST NUMBER 76

QUESTION NUMBER	ANSWER
1	C
2	A
3	D
4	B
5	C
6	C
7	C
8	D
9	D
10	B
11	B
12	B
13	C
14	D
15	A
16	C
17	C
18	A
19	D
20	D
21	C
22	B
23	B
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Call for the Orders of the Day)

## NUMBER 77

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The lowest ranking privileged motion is**  
A. *Raise a Question of Privilege*  
B. *Recess*  
C. *Call For the Orders of the Day*  
D. *Fix the Time to Which to Adjourn*
- \_\_\_ 2. **A call for the *Orders of the Day* is in order when a member**  
A. can't hear the proceedings of the meeting.  
B. demands that the assembly proceed to the part of the agenda that deals with the program before the scheduled time.  
C. demands that the assembly conform to its agenda.  
D. is aware that there is a disturbance in the assembly room.
- \_\_\_ 3. **A call for the *Orders of the Day* can be required by one member**  
A. if another member seconds the order.  
B. but can be set aside by a two-thirds vote.  
C. if it is adopted by a majority vote.  
D. and can only be amended by unanimous consent.
- \_\_\_ 4. **Main motions can be brought up even though another motion is pending by proposing a motion to**  
A. *Recess*.  
B. *Move the Previous Question*.  
C. *Call for the Orders of the Day*.  
D. *Rescind*.
- \_\_\_ 5. **The privileged motion to *Call for the Orders of the Day* is used primarily to**  
A. order the chairman to take an immediate recess.  
B. require that a meeting conform to its agenda.  
C. indicate to members when a point of order may be called.  
D. write orders for all committees to complete their tasks by a specific time.
- \_\_\_ 6. **The orders of the day can be called by**  
A. one member proposing the motion and a second.  
B. a two-thirds vote without notice.  
C. any member.  
D. the officers after they confer in executive session and adopt it by a two-thirds vote.
- \_\_\_ 7. **The privileged motion to *Call for the Orders of the Day* may not be**  
A. seconded.  
B. debated.  
C. amended.  
D. All of the above

- \_\_\_ 8. **Assume you are chairman at a meeting. The orders of the day are called for, and you sense that the assembly would prefer to consider the pending question. What would be the proper procedure?**
- A. Proceed with fulfilling the request for the orders of the day.
  - B. The chair could call for a vote on whether the assembly wishes to consider the orders of the day.
  - C. Ignore the request and proceed with the pending question.
  - D. Call the member who called for the orders of the day out of order.
- \_\_\_ 9. **Once an assembly has refused to proceed to the orders of the day, the orders of the day cannot be called for again until the pending business**
- A. has been debated by at least one member in favor and one member opposed to it.
  - B. has been amended.
  - C. is adopted.
  - D. is disposed of
- \_\_\_ 10. **Assume that there is a meeting in progress and the assembly has digressed from the agenda to such an extent that the important items on the agenda may not be considered because of a lack of time. What would you do?**
- A. Rise, and without obtaining the floor say, "Madam President, I order you to consider the agenda."
  - B. Rise, and without obtaining the floor say, "Madam President, I move we reconsider the agenda."
  - C. Rise, and without obtaining the floor say, "Madam President, I call for the orders of the day."
  - D. Obtain the floor and say, "I move that we order the consideration of our agenda."
- \_\_\_ 11. **If a prescheduled recess is not announced by the chair at the scheduled time, a member should**
- A. rise to a point of order.
  - B. move that a recess be taken.
  - C. call for the orders of the day.
  - D. rise and make an amendment of the recess time on the pending amendment.
- \_\_\_ 12. **What should a member do if there is not a quorum at a meeting?**
- A. Call for the orders of the day.
  - B. Move that the minutes should reflect that a quorum was not present.
  - C. Make a point of order to notify the assembly.
  - D. Move that a count be taken, and then allow business to proceed as usual.
- \_\_\_ 13. **Which motion below is the lowest ranking privileged motion?**
- A. *Recess*
  - B. *Call for the Orders of the Day*
  - C. *Adjourn*
  - D. *Raise a Question of Privilege*
- \_\_\_ 14. **Which one of the following motions is undebatable?**
- A. *Amend*
  - B. *Main Motion*
  - C. *Call for the Orders of the Day*
  - D. *Postpone to a Certain Time*
- \_\_\_ 15. **The privileged motion to *Call for the Orders of the Day***
- A. must be made when another member does not have the floor.
  - B. must be seconded.
  - C. may be amended.
  - D. None of the above
- \_\_\_ 16. **What is the minimum affirmative vote required to adopt a motion to *Call For the Orders of the Day*?**
- A. Majority of members present and voting
  - B. Two thirds of members present and voting and previous notice
  - C. All of the members in the organization
  - D. None of the above

- \_\_\_ 17. **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*
- \_\_\_ 18. **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*
- \_\_\_ 19. **The privileged motion to *Call for the Orders of the Day* takes precedence over all the motions below except to**  
A. *Commit.*  
B. *Amend an Amendment.*  
C. *Recess.*  
D. *Postpone Definitely.*
- \_\_\_ 20. **The privileged motion to *Call for the Orders of the Day* can be used when a member wishes the**  
A. assembly to consider a matter not on the agenda.  
B. chair to be called to order for not following parliamentary procedure.  
C. assembly to consider a general order that is in order at the time but is not being considered.  
D. chairman to order a standing vote on the immediately pending question.
- \_\_\_ 21. **If a motion is made that deviates from the correct order of business, a *Call for the Orders of the Day* must be made before**  
A. a second to the motion is made.  
B. the question is put by the chair.  
C. the motion is stated by the chair.  
D. the member who made the motion resumes his/her seat.
- \_\_\_ 22. **At his/her own initiative, the chair can put the question on proceeding with the orders of the day to the assembly. The minimum negative vote required to vote this motion down is**  
A. a majority. B. two-thirds. C. three-fourths. D. None of the answers are correct.
- \_\_\_ 23. **If an assembly refuses to go to the orders of the day, they cannot be called for again until the pending business is**  
A. disposed of.  
B. adopted.  
C. voted on and lost.  
D. amended to allow consideration of the orders of the day.
- \_\_\_ 24. **A member of a large assembly who calls for the orders of the day does not need to**  
A. rise.  
B. address the chair.  
C. be recognized by the chair.  
D. None of the above
- \_\_\_ 25. **To call for the orders of the day, a member should rise, address the chair, and without being recognized, say,**  
A. "Order, Order! I rise to call for the orders of the day."  
B. "Mr. President, I call for the orders of the day."  
C. "Mr. President, the orders of the day need to be called."  
D. "Mr. President, I move that the assembly call for the orders this day."

# PARLIAMENTARY PROCEDURE TEST

(Call for the Orders of the Day)

## ANSWER KEY

TEST NUMBER 77

QUESTION NUMBER	ANSWER
1	C
2	C
3	B
4	C
5	B
6	C
7	D
8	B
9	D
10	C
11	C
12	C
13	B
14	C
15	D
16	D
17	A
18	C
19	C
20	C
21	C
22	B
23	A
24	C
25	B

# PARLIAMENTARY PROCEDURE TEST

(Raise a Question of Privilege)

## NUMBER 78

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Which one of the following motions would you propose if you wanted to call the presiding officer's attention to the fact that ventilation in the meeting room was very poor and you wanted it to be more comfortable?**  
A. *Call For Orders of the Day*  
B. *Recess*  
C. *Raise a Question of Privilege*  
D. *Fix the Time to Which To Adjourn*
- \_\_\_ 2. **Which statement below is true regarding an executive session?**  
A. Members can openly discuss the proceedings of an executive session with anyone they wish.  
B. The minutes of an executive session are read and approved at a regular meeting.  
C. A motion to go into executive session is a question of privilege and requires a second and majority vote to be adopted.  
D. The session is always open only to the officers of the organization.
- \_\_\_ 3. **The motion to *Raise a Question of Privilege* is a device which**  
A. is ruled upon by the chair, and the ruling can be reconsidered.  
B. has a higher precedence than any incidental motion.  
C. requires a second and is debatable.  
D. may permit action otherwise not in order.
- \_\_\_ 4. **Raising a question of privilege while business is pending**  
A. cannot usually interrupt a member speaking.  
B. requires recognition from the chairman to state the request.  
C. cannot be made while an amendment is pending.  
D. requires a two-thirds vote in order to be adopted.
- \_\_\_ 5. **The motion to *Raise a Question of Privilege* takes precedence over all the motions below except the motion to**  
A. *Amend.*  
B. *Commit (or Refer).*  
C. *Limit Debate.*  
D. *Recess.*
- \_\_\_ 6. **A member who has been assigned the floor may be interrupted for the purpose of**  
A. amending a motion.  
B. limiting debate.  
C. raising a question of privilege.  
D. moving the previous question.
- \_\_\_ 7. **The privileged device, *Raise a Question of Privilege*, is not**  
A. amendable.  
B. debatable.  
C. seconded.  
D. All of the above.

- \_\_\_ 8. **Who makes the initial ruling on the motion to *Raise a Question of Privilege*?**
- Members
  - The chairman
  - The parliamentarian
  - The vice president
- \_\_\_ 9. **MEMBER Rising, and without obtaining the floor) “I rise to a question of privilege affecting the assembly.” The statement above can be used by a member at a meeting to**
- demand an immediate vote on the pending question.
  - request a standing, counted vote on an amendment.
  - ask another member a question related to a privileged motion.
  - request that specific windows be opened to increase the ventilation in the meeting room.
- \_\_\_ 10. **Which one of the following would not be a topic to justify a member making a *Question of Privilege* effecting the assembly?**
- The conduct of the officers
  - Charges circulated against a member’s character
  - A motion to go into executive session
  - The comfort of members
- \_\_\_ 11. **If a motion is made as a question of privilege and it is seconded, what would you do as chairman?**
- Ignore it.
  - Call the motion out of order.
  - Call for debate, and then vote on it.
  - Take an immediate vote on it.
- \_\_\_ 12. **Assume that the meeting hall is very noisy because of the construction of a new road next to the building. What motion could you propose before asking the chairman to try to solve the problem?**
- Rise, and without obtaining the floor say, “I rise to a point of order.”
  - Rise, and without obtaining the floor say, “Mr. President, I rise to a question of privilege affecting the assembly.”
  - Obtain the floor and say, “Mr. President, I rise to a point of information regarding the noise coming from outside our meeting hall.”
  - Rise, and without obtaining the floor say, “Mr. President, I cannot hear you speaking and move that you turn up the volume on the public address system.”
- \_\_\_ 13. **At a regular meeting, a controversial matter that demands immediate action is introduced as a main motion. During debate, a member interrupts, rises to a question of privilege, and moves “that the meeting be closed and that nonmembers be asked to leave.” What would you do as chairman?**
- Declare the motion out of order.
  - Put the motion to an immediate vote.
  - Ask for a second and debate on the new motion.
  - None of the above
- \_\_\_ 14. **Which one of the following motions is debatable?**
- Raise a Question of Privilege
  - Previous Question
  - The privileged motion *To Fix the Time to Which to Adjourn*
  - Postpone Indefinitely*
- \_\_\_ 15. **Which one of the following motions is in order if the privileged motion to *Raise a Question of Privilege* is pending?**
- Lay on the Table*
  - Limit or Extend Limits of Debate*
  - Fix the Time to Which to Adjourn*
  - Main Motion*

- \_\_\_ 16. **If a *Question of Privilege* is made as a main motion, it**  
A. is not debatable.                      C. is decided by the chairman.  
B. may be amended.                      D. cannot be reconsidered.
- \_\_\_ 17. **A member who has been assigned the floor by the chairman may be interrupted for the purpose of proposing the motion to**  
A. move the *Previous Question*.  
B. *Raise a Question of Privilege*.  
C. *Limit Debate*.  
D. *Amend*.
- \_\_\_ 18. **All of the following motions require a two-thirds vote for adoption except the motion to**  
A. *Close the Polls*.  
B. *Close Nominations*.  
C. *Make a Special Order*.  
D. *Raise a Question of Privilege*.
- \_\_\_ 19. **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.
- \_\_\_ 20. **A *Question of Privilege* that cannot be brought up as a main motion is classified as a (an)**  
A. subsidiary motion.  
B. incidental motion.  
C. privileged motion.  
D. None of the above
- \_\_\_ 21. **If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately**  
A. yelling out the word "mistake."  
B. raising a *Point of Order*.  
C. raising a *Question of Privilege*.  
D. calling out "Question!"
- \_\_\_ 22. **The lowest ranking privileged motion is**  
A. *Raise a Question of Privilege*  
B. *Recess*  
C. *Call For the Orders of the Day*  
D. *Fix the Time to Which to Adjourn*
- \_\_\_ 23. **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*
- \_\_\_ 24. **Which motion below would be proper to use if the presiding officer at your organization's meeting asked for debate on a main motion before it was seconded?**  
A. *Point of Information*  
B. *Point of Order*  
C. *Question of Privilege*  
D. *Appeal*
- \_\_\_ 25. **A member who has been assigned the floor and has begun to speak may be interrupted by**  
A. a call for the *Orders of the Day*.  
B. a *Point of Order*.  
C. the raising of a *Question of Privilege*.  
D. Any of the above

# PARLIAMENTARY PROCEDURE TEST

(Raise a Question of Privilege)

## ANSWER KEY

TEST NUMBER 78

QUESTION NUMBER	ANSWER
1	C
2	C
3	D
4	B
5	D
6	C
7	D
8	B
9	D
10	B
11	C
12	B
13	C
14	D
15	C
16	B
17	B
18	D
19	D
20	C
21	B
22	C
23	B
24	B
25	D

# PARLIAMENTARY PROCEDURE TEST

(Recess)

NUMBER 79

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A short intermission that does not end the meeting is called a (an)**  
A. *recess*.  
B. *temporary adjournment*.  
C. *adjournment sine die*.  
D. motion to *Fix the Time to Which to Recess*.
- \_\_\_ 2. **A Recess may be taken to**  
A. count ballots.  
B. secure information.  
C. allow for informal consultation.  
D. All of the above
- \_\_\_ 3. **When a motion to Recess is made while another motion is pending it is a (an)**  
A. incidental motion.  
B. privileged motion.  
C. incidental main motion.  
D. main motion.
- \_\_\_ 4. **The privileged motion to Recess is a motion that a recess begin**  
A. after the motion on the floor is disposed of.  
B. immediately.  
C. when the member who proposed the pending motion grants permission.  
D. upon a decision of the chair.
- \_\_\_ 5. **A motion to recess that is made when no business is pending is a**  
A. privileged motion.  
B. main motion.  
C. incidental motion.  
D. unclassified motion.
- \_\_\_ 6. **Which of the following is true of the privileged motion to recess?**  
A. It may provide for a recess at a later time.  
B. It requires that the duration of the recess be included in the motion.  
C. The vote may be reconsidered.  
D. It is "privileged" only when it is proposed while another question is pending.
- \_\_\_ 7. **Assume a main motion is pending at a regular meeting. A member gains the floor and moves that the assembly recess for dinner after the vote on the pending motion. What would you do as chairman?**  
A. Declare the motion to recess out of order.  
B. Take a voice vote on the motion to recess without a second.  
C. Call for a second on the motion to recess and then take an immediate voice vote.  
D. None of the above

- \_\_\_ 8. **The motion to take a Recess at a future time may be proposed only**
- when no question is pending.
  - if the member who made the immediately pending motion agrees.
  - when another question is pending.
  - during the time before new business will be considered.
- \_\_\_ 9. **The privileged motion to Recess has precedence over the motion to**
- Fix the Time to Which to Adjourn.*
  - Adjourn.*
  - Refer to a Committee.*
  - All of the above
- \_\_\_ 10. **The privileged motion to Recess**
- requires a two-thirds vote to be adopted.
  - is amendable as to the length of the recess.
  - is debatable.
  - need not be seconded.
- \_\_\_ 11. **An amendment to the privileged motion to Recess**
- must relate to which members may take the recess.
  - is never allowed.
  - is not debatable.
  - requires a two-thirds vote to be adopted.
- \_\_\_ 12. **How does the chair handle a recess if it is provided for in an adopted agenda?**
- The chair requests that a member make a motion to have a recess.
  - The chair appoints a committee to determine the proper procedure for announcing the recess.
  - The chair declares the recess at the specified time.
  - A member calls for the order of the day, it is seconded, and the chair conducts a voice vote.
- \_\_\_ 13. **If a prescheduled recess is not announced by the chair at the scheduled time, a member should**
- rise to a point of order.
  - move that a recess be taken.
  - call for the orders of the day.
  - rise and make an amendment of the recess time on the pending amendment.
- \_\_\_ 14. **The time for taking a pre-scheduled recess can be postponed by a**
- two-thirds vote of the people attending.
  - two-thirds vote of the assembly.
  - majority vote of the quorum.
  - majority vote of officers.
- \_\_\_ 15. **Assume that your organization is debating a motion and you want to talk privately to several fellow members about the business at hand. What would you do?**
- Rise, and without obtaining the floor say, "I move we postpone the motion for ten minutes and take a recess."
  - From your seat, and without obtaining the floor yell out, "Recess!"
  - Obtain the floor and say, "I move we lay the motion on the table and take a ten minute recess."
  - Obtain the floor and say, "I move to recess for ten minutes."
- \_\_\_ 16. **The gavel may be rapped to signal**
- a recess, an adjournment, and a breach of order.
  - when a motion has been adopted, a division, and a point of information.
  - a question of privilege, the adoption of an amendment, and the start of debate on main motions.
  - when the chairman has cast the deciding vote on any motion.
- \_\_\_ 17. **The only action that can legally be taken in the absence of a quorum is to**
- fix the time to which to adjourn.
  - recess or adjourn.
  - take measures to obtain a quorum.
  - All of the above

- \_\_\_18. **If a special order is pending and the time for a pre-scheduled recess arrives, what would you do as chairman?**
- A. Allow the pending business to continue.
  - B. Call for an immediate vote on the pending business and then call the recess.
  - C. Declare the assembly in recess.
  - D. Any of the above
- \_\_\_19. **The highest ranking of the following motions is a (an)**
- A. *Main motion.*
  - B. *Amendment.*
  - C. *Amendment to the motion to Recess.*
  - D. *Recess.*
- \_\_\_20. **Which series of motions below is arranged from lowest to highest precedence?**
- A. Amend, Main Motion, Recess, Postpone Indefinitely
  - B. Main Motion, Postpone Indefinitely, Amend, Recess
  - C. Recess, Amend, Postpone Indefinitely, Main Motion
  - D. Postpone Indefinitely, Amend, Main Motion, Recess
- \_\_\_21. **If the following motions are all before the assembly at the same time, which is the immediately pending question?**
- A. *Postpone Indefinitely*
  - B. *Limit Debate*
  - C. *Main Motion*
  - D. An amendment to the motion to *Recess*
- \_\_\_22. **If all the following motions are pending, which is the immediately pending question?**
- A. *Main Motion*
  - B. *Postpone to a Certain Time*
  - C. *Commit (or Refer)*
  - D. *Recess*
- \_\_\_23. **The privileged motion to *Take a Recess***
- A. is in order when another member has the floor.
  - B. may be debated.
  - C. must be seconded.
  - D. is decided on by the chairman without a vote.
- \_\_\_24. **What is the difference between the privileged motion to *Take a Recess* and the main motion to *Take a Recess*?**
- A. The main motion is debatable.
  - B. The privileged motion requires a two-thirds vote of the members present and voting to be adopted.
  - C. The main motion is in order when another member has the floor.
  - D. The privileged motion is not amendable.
- \_\_\_25. **If you were chairman and noticed that a quorum was no longer present while a member was debating, what would you do?**
- A. Immediately declare the member out of order and adjourn the meeting.
  - B. Stop the member's debate and announce that there will be a recess to try to obtain a quorum
  - C. Allow the member to continue speaking.
  - D. None of the above

# PARLIAMENTARY PROCEDURE TEST

(Recess)

## ANSWER KEY

TEST NUMBER 79

QUESTION NUMBER	ANSWER
1	A
2	D
3	B
4	B
5	B
6	D
7	A
8	A
9	C
10	B
11	C
12	C
13	C
14	B
15	D
16	A
17	D
18	C
19	C
20	B
21	D
22	D
23	C
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

(Adjourn)

NUMBER 80

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A member can move to *Adjourn* a meeting while business is pending provided that**
- A. two-thirds of the assembly votes in the affirmative.
  - B. the time for the next meeting has been established.
  - C. there are no immediately pending amendments.
  - D. important announcements that have been established by the agenda have been made.
- \_\_\_ 2. **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.
- \_\_\_ 3. **Which one of the following would be an example of the privileged motion to *Adjourn*?**
- A. Obtain the floor and say, "I move that we adjourn at 7:30 p.m."
  - B. Rise, and without obtaining the floor say, "I move that we adjourn sine die."
  - C. Obtain the floor and say, "I move to adjourn."
  - D. Rise, and without obtaining the floor say, "I move that we now adjourn to meet at 7:30 p.m. on May 15th."
- \_\_\_ 4. **The *privileged motion to Adjourn* is**
- A. always moved in an unqualified form.
  - B. a motion to close the meeting immediately.
  - C. made when no time for adjourning has been set.
  - D. All of the above
- \_\_\_ 5. **A motion to *Adjourn* is always privileged when**
- A. the time for adjournment has been set ahead of time.
  - B. it sets a time to adjourn (is qualified).
  - C. no time for adjournment has been set (is unqualified).
  - D. another member has the floor.
- \_\_\_ 6. **If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)**
- A. main motion.
  - B. privileged motion.
  - C. subsidiary motion.
  - D. incidental motion.
- \_\_\_ 7. **A motion to *Adjourn* at or to a future time while business is pending**
- A. may be adopted anytime during a recess, without a quorum.
  - B. should be completed prior to debate on the pending motion.
  - C. is permissible if the chair allows it.
  - D. is always out of order.

- \_\_\_ 8. **The motion to *Adjourn* is always**  
A. amendable when privileged.  
B. applied to other motions.  
C. a privileged motion when not qualified.  
D. in order when another member has the floor.
- \_\_\_ 9. **The privileged motion to *Adjourn* takes precedence over all motions except the motion to**  
A. *Fix the Time to Which to Adjourn*.  
B. *Recess*.  
C. *Amend*.  
D. *Lay on the Table*.
- \_\_\_ 10. **When the privileged motion to *Adjourn* is pending, which motion below is in order?**  
A. *Lay on the Table*  
B. *Fix the Time to Which to Adjourn*  
C. *Call for the Orders of the Day*  
D. *Limit Debate*
- \_\_\_ 11. **The privileged motion to *Adjourn***  
A. may be proposed when another member has the floor.  
B. is amendable.  
C. must be seconded.  
D. is debatable.
- \_\_\_ 12. **If a motion to *Adjourn* is defeated, who may move to reconsider the vote?**  
A. Any member who is recognized by the chair  
B. Any member who voted on the negative side  
C. Any member who voted on the affirmative side  
D. Nobody
- \_\_\_ 13. **If a question is pending at an organized monthly meeting and an adjournment closed the meeting, the pending motion**  
A. is taken up as the first item under unfinished business at the next monthly meeting.  
B. must be introduced again at the next meeting in order to be considered.  
C. is laid on the table.  
D. is lost.
- \_\_\_ 14. **A motion to close the session of an assembly and dissolve it is referred to as a motion to "adjourn sine die," which means to**  
A. "take a short recess prior to final adjournment."  
B. "adjourn and declare that the organization no longer exists."  
C. "adjourn without day."  
D. "adjourn for one day."
- \_\_\_ 15. **The privileged motion to *Adjourn***  
A. may be reconsidered if lost.  
B. is always privileged when not qualified, even when no question is pending.  
C. is amendable, but not debatable when qualified.  
D. may be held pending while the assembly is informed of business requiring immediate attention.
- \_\_\_ 16. **While the privileged motion to *Adjourn* is pending, it is not in order to**  
A. make important announcements.  
B. make a main motion.  
C. give notice of a motion to be made at the next meeting.  
D. make a motion to *Reconsider and Enter in the Minutes*.

- \_\_\_ 17. **If the privileged motion to *Adjourn* is voted down, the motion can be renewed**
- A. only after debate on the adjournment occurs.
  - B. after additional debate occurs.
  - C. only after action on the pending main motion is completed.
  - D. Any of the above
- \_\_\_ 18. **A motion to adjourn that has obviously been made for obstructive purposes should be**
- A. refused to be entertained by the chairman.
  - B. voted on immediately.
  - C. stated by the chair after a second.
  - D. referred to the assembly by the chair for debate.
- \_\_\_ 19. **The privileged motion to *Adjourn***
- A. has the same effect as the motion to *Fix the Time to Which to Adjourn*.
  - B. may be amended by a two-thirds vote.
  - C. is not needed if the chairman adjourns a meeting after asking for further business.
  - D. allows for the member who proposed the motion to *Adjourn* to have the first right to debate it.
- \_\_\_ 20. **If it appears that there is no further business in a meeting of an ordinary society, the chair should state**
- A. "All those in favor of adjourning, say 'Aye.' Those opposed, say 'No.'"
  - B. "The meeting is adjourned."
  - C. "Is there any further business? Since there is no further business, the meeting is adjourned."
  - D. None of the above
- \_\_\_ 21. **Which of the following is the correct form to use in making the motion to adjourn as a main motion?**
- A. "I move to adjourn."
  - B. "I move that we now adjourn to meet at 6 p.m. on May 5."
  - C. "I move that the meeting adjourn."
  - D. All of the above
- \_\_\_ 22. **Assume that it is 11:00 p.m. and there has been prolonged debate on the last, unimportant agenda item. You want the meeting to end. What should you do?**
- A. From your seat, and without obtaining the floor say, "I move to adjourn."
  - B. Obtain the floor and say, "I move to adjourn."
  - C. Rise, and without obtaining the floor say, "I move to adjourn."
  - D. From your seat, yell out, "Adjourn!"
- \_\_\_ 23. **In the absence of a quorum, which motion below would you take a vote on if you were chairman?**
- A. Adjourn
  - B. A main motion to "have a picnic"
  - C. A primary amendment
  - D. A motion to refer a motion to a committee
- \_\_\_ 24. **Which term below refers to questions that are carried over from a previous meeting because the meeting adjourned before they could be completed?**
- A. *order of business*
  - B. *old business*
  - C. *unfinished business*
  - D. *special business*
- \_\_\_ 25. **The correct form to use in proposing the ordinary motion to *Adjourn* is**
- A. "Adjourn."
  - B. "I declare to adjourn."
  - C. "I move to adjourn."
  - D. to yell out without rising, "Adjourn!"

# PARLIAMENTARY PROCEDURE TEST

(Adjourn)

## ANSWER KEY

### TEST NUMBER 80

QUESTION NUMBER	ANSWER
1	B
2	B
3	C
4	D
5	C
6	A
7	D
8	C
9	A
10	B
11	C
12	D
13	A
14	C
15	D
16	B
17	B
18	A
19	C
20	C
21	B
22	B
23	A
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

(Fix the Time to Which to Adjourn)

## NUMBER 81

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. Which motion below would a member propose to fix a date and hour of another meeting before the next regular meeting?
- A. Recess
  - B. Adjourn
  - C. Raise a Question of Privilege
  - D. Fix the Time to Which to Adjourn
- \_\_\_ 2. 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
- \_\_\_ 3. When the privileged motion to *Adjourn* is pending, which motion below is in order?
- A. Lay on the Table
  - B. Fix the Time to Which to Adjourn
  - C. Call for the Orders of the Day
  - D. Limit Debate
- \_\_\_ 4. The purpose of the privileged motion to *Fix the Time to Which to Adjourn* is to establish a (an)
- A. adjourned meeting.
  - B. annual meeting.
  - C. regular meeting.
  - D. special meeting.
- \_\_\_ 5. Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?
- A. Adjourn
  - B. Fix the Time to Which to Adjourn
  - C. Recess
  - D. Call for the Orders of the Day
- \_\_\_ 6. The motion to *Fix the Time to Which to Adjourn* is a privileged motion only if it is made
- A. when a member rises to a *Question of Privilege* and makes a motion to *Fix the Time to Which to Adjourn*.
  - B. if no question is pending.
  - C. and the maker of the immediately pending motion agrees to have it considered.
  - D. while a motion is pending.
- \_\_\_ 7. Which statement below is false regarding the privileged motion to *Fix the Time to Which to Adjourn*?
- A. It affects the time when the present meeting will adjourn.
  - B. An amendment may be applied to it.
  - C. It is out of order when another member has the floor.
  - D. It can be reconsidered.

- \_\_\_ 8. Depending on the circumstances, the motion to *Fix the Time to Which to Adjourn* may be proposed as a privileged motion or a (an)
- A. incidental motion.
  - B. subsidiary motion.
  - C. main motion.
  - D. question of privilege.
- \_\_\_ 9. If a motion to *Fix the Time to Which to Adjourn* is made when no question is pending,
- A. the chairman should rule it out of order.
  - B. it should be voted on immediately after a second.
  - C. it is subject to all the rules applicable to a main motion.
  - D. a two-thirds vote is necessary for its adoption.
- \_\_\_ 10. The privileged motion to *Fix the Time to Which to Adjourn*
- A. may be applied to any motion.
  - B. is not debatable
  - C. does not require a second.
  - D. cannot be amended as to the date.
- \_\_\_ 11. MEMBER®After obtaining the floor) “I move that when this meeting adjourns, it adjourn to meet at 9 a.m. next Wednesday.” The adoption of this motion establishes a (an)
- A. *postponed* meeting.
  - B. *adjourned* meeting.
  - C. *recessed* meeting.
  - D. *special* meeting.
- \_\_\_ 12. The effect of adopting the privileged motion to *Fix the Time to Which to Adjourn* is to
- A. adjourn the present meeting.
  - B. recess immediately.
  - C. establish a continuation of the present meeting.
  - D. set a time for adjourning the next meeting.
- \_\_\_ 13. Assume that the assembly is debating a main motion and the hour is getting late. You want to make sure that the assembly meets again tomorrow to complete the agenda. What could you do?
- A. Obtain the floor and say, “I move we table the remaining agenda and adjourn until tomorrow.”
  - B. Obtain the floor and say, “I move we recess until tomorrow at 9:00 a.m.”
  - C. Obtain the floor and say, “I move that when this meeting adjourns, it adjourn to meet again at 9:00 a.m. tomorrow.”
  - D. Obtain the floor and say, “I move we adjourn.”
- \_\_\_ 14. The privileged motion to *Fix the Time to Which to Adjourn*
- A. is in order in the absence of a quorum.
  - B. may be proposed when another member is debating.
  - C. requires a two-thirds vote to be adopted.
  - D. is the lowest-ranking privileged motion.
- \_\_\_ 15. Which of the privileged motions listed below is not debatable?
- A. *Adjourn*
  - B. *Recess*
  - C. *Fix the Time to Which to Adjourn*
  - D. All of the above
- \_\_\_ 16. Which motion below has the highest precedence?
- A. *Fix the Time to Which to Adjourn*
  - B. *Lay on the Table*
  - C. *Call for the Orders of the Day*
  - D. *Main Motion*

- \_\_\_ 17. **Which series of motions below is arranged from highest to lowest precedence?**  
A. Adjourn, Fix the Time to Which to Adjourn, Commit, Postpone Indefinitely  
B. Fix the Time to Which to Adjourn, Adjourn, Commit, Postpone Indefinitely  
C. Postpone Indefinitely, Commit, Adjourn, Fix the Time to Which to Adjourn  
D. Commit, Adjourn, Fix the Time to Which to Adjourn, Postpone Indefinitely
- \_\_\_ 18. **Which motion listed below is in order when the privileged motion to adjourn is pending?**  
A. *Fix the Time to Which to Adjourn*  
B. *Lay on the Table*  
C. *Limit or Extend Limits of Debate*  
D. *Recess*
- \_\_\_ 19. **Which one of the following motions is in order if the privileged motion to *Raise a Question of Privilege* is pending?**  
A. *Lay on the Table*  
B. *Limit or Extend Limits of Debate*  
C. *Fix the Time to Which to Adjourn*  
D. *Main Motion*
- \_\_\_ 20. **The minimum affirmative vote required to adopt the privileged motion to *Fix the Time to Which to Adjourn* is**  
A. a majority of members present and voting.  
B. two-thirds of members present and voting.  
C. a majority of the entire membership.  
D. Any of the above
- \_\_\_ 21. **If the motion *To Fix The Time To Which To Adjourn* is made at a meeting while no question is pending, it is a main motion and**  
A. does not need to be seconded.  
B. is debatable.  
C. requires a two-thirds vote to be adopted.  
D. is in order when another member has the floor.
- \_\_\_ 22. **The privileged motion to *Fix the Time to Which to Adjourn* is amendable as to the**  
A. date.  
B. hour.  
C. place.  
D. All of the above
- \_\_\_ 23. **If an amendment to the privileged motion to *Fix the Time to Which to Adjourn* is made and immediately seconded, what would your next step be as chairman?**  
A. Take a vote on the amendment.  
B. Ask for debate on the amendment.  
C. Notify the assembly that the motion cannot be amended.  
D. Declare that the amendment will be voted on after the motion to *Fix the Time to Which to Adjourn* is adopted.
- \_\_\_ 24. **The privileged motion to *Fix the Time to Which to Adjourn* yields to a**  
A. *Point of Order*.  
B. *Second Degree Amendment*.  
C. *Recess*.  
D. All of the above
- \_\_\_ 25. **The adoption of the motion to *Fix the Time to Which to Adjourn* does not**  
A. have the same effect as a motion to fix the time *at* which to adjourn.  
B. adjourn the present meeting.  
C. set a time for the present meeting to adjourn.  
D. All of the above

# PARLIAMENTARY PROCEDURE TEST

(Fix the Time to Which to Adjourn)

## ANSWER KEY

TEST NUMBER 81

QUESTION NUMBER	ANSWER
1	D
2	B
3	B
4	A
5	B
6	D
7	A
8	C
9	C
10	B
11	B
12	C
13	C
14	A
15	D
16	A
17	B
18	A
19	C
20	A
21	B
22	D
23	A
24	A
25	D

# PARLIAMENTARY PROCEDURE TEST

(Appeal)

NUMBER 82

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. Which one of the following motions is not an incidental motion?  
A. *Object to the Consideration of a Question*  
B. *Appeal from the Decision of the Chair*  
C. *Postpone to a Certain Time*  
D. *Point of Order*
- \_\_\_ 2. Which one of the following motions is an incidental motion?  
A. *Recess*  
B. *Extend Debate*  
C. *Appeal*  
D. *Postpone* an event.
- \_\_\_ 3. An appeal from the decision of the chair is a  
A. point of order stated in another way.  
B. disagreement with the ruling of the chair.  
C. demand to adhere to the agenda.  
D. disagreement between members of the assembly.
- \_\_\_ 4. A characteristic of the motion to *Appeal* is that it  
A. takes two members to *Appeal* a chair's decision.  
B. yields to all privileged motions.  
C. yields to the *Previous Question*.  
D. All of the above
- \_\_\_ 5. The incidental motion to *Appeal* is used  
A. to have the chairman's ruling voted on by the assembly.  
B. if a member wishes to appeal to the maker of a motion to accept an amendment.  
C. when an accurate standing vote is needed on a main motion.  
D. to point out that another member's debate is not germane.
- \_\_\_ 6. The chair's ruling can be appealed  
A. at any time.  
B. at the time of the ruling.  
C. after the motion to adjourn has been seconded.  
D. before the time of the ruling.
- \_\_\_ 7. The incidental motion to *Appeal*  
A. may not interrupt a speaker.  
B. must be seconded.  
C. may be amended.  
D. is always debatable.

- \_\_\_ 8. **The incidental motion to *Appeal* is debatable unless it**
- A. is made while the immediate pending question is undebatable.
  - B. relates to indecorum or a transgression of the rules of speaking.
  - C. relates to priority of business.
  - D. All of the above.
- \_\_\_ 9. **When the incidental motion to *Appeal* is debatable, no member can speak more than once except the**
- A. member who proposed the *Appeal*.
  - B. member who seconded the *Appeal*.
  - C. presiding officer, who may speak twice.
  - D. officers of the organization.
- \_\_\_ 10. **A tie vote on the motion to *Appeal* from the decision of the chair**
- A. sustains the decision of the chair.
  - B. means that the decision of the chair is not sustained.
  - C. automatically means a division of the assembly will be taken.
  - D. means that more debate will be allowed.
- \_\_\_ 11. **Which of the following would not be subject to an *Appeal*?**
- A. The chair's response to a parliamentary inquiry
  - B. The chair's announcement of the results of a vote
  - C. The chair's response to a point of information
  - D. All of the above
- \_\_\_ 12. **Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?**
- A. Ignore the appeal.
  - B. Suggest that the member should call for a *Division*.
  - C. Take another voice vote.
  - D. Take a vote on the appeal.
- \_\_\_ 13. **Assume you do not agree with the chairman's ruling on your *Point of Order*. What could you do?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
  - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
  - C. From your seat, and without obtaining the floor say, "I move the previous question."
  - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
- \_\_\_ 14. **The proper language to use by the chair for putting the affirmative vote of the question on an appeal is**
- A. "all those in favor of sustaining the chair, say 'aye.'"
  - B. "all those in favor of the chair, say 'aye.'"
  - C. "as many as are in favor of sustaining the chair's decision, say 'aye.'"
  - D. "all those in favor of my decision, say 'aye.'"
- \_\_\_ 15. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**
- A. the reply is an opinion and not a ruling.
  - B. an appeal is used only when the chair refuses a member's request for a *Division*.
  - C. an appeal must be made by a member who voted with the side that did not prevail.
  - D. the reply is always voted on by the assembly.
- \_\_\_ 16. **If the chair rules adversely on a *Point of Order*, it cannot be raised again during the same meeting unless**
- A. the chair independently brings it up.
  - B. the parliamentarian grants special permission.
  - C. an appeal is made and the chair's decision is reversed.
  - D. it is referred to a committee and they give their opinion to the assembly before the meeting adjourns.

- \_\_\_ 17. **Except for an *Appeal*, how many times can a member speak on the same motion on the same day?**
- A. Once
  - B. Twice
  - C. Three times
  - D. Answer not given
- \_\_\_ 18. **Who is the only person who can speak twice on a motion to *Appeal*?**
- A. Members in favor of the Appeal
  - B. The parliamentarian
  - C. The member who made the Appeal
  - D. The presiding officer
- \_\_\_ 19. **At all times, an "appeal" is fully debatable so long as the debate doesn't relate to**
- A. rules of debate.
  - B. priority of business.
  - C. indecorum.
  - D. All of the above
- \_\_\_ 20. **The motion to *Appeal* that is related to the priority of business**
- A. is a subsidiary motion.
  - B. is always debatable.
  - C. may interrupt another member speaking.
  - D. need not be seconded.
- \_\_\_ 21. **If a member disagreed with the chairman's ruling on a *Point of Order*, what would be the proper form for a motion to appeal?**
- A. "Appeal."
  - B. Yell out without rising, "Appeal!"
  - C. "I appeal your decision."
  - D. "I appeal from the decision of the chair."
- \_\_\_ 22. **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*
- \_\_\_ 23. **Assume you are chairman and make a decision. Several members immediately speak on the pending motion and then a member appeals the decision you made earlier. What would you do about the appeal?**
- A. Allow the parliamentarian to decide and announce to the assembly if an appeal can be made.
  - B. Process the member's appeal.
  - C. Rule that the appeal is too late.
  - D. Ask for a second, take a vote on the appeal, and if the minimum affirmative vote is two-thirds, change your decision.
- \_\_\_ 24. **One unique feature about the motion to *Appeal* is that the presiding officer**
- A. can deny first-time debate by any member.
  - B. may enter into debate without giving up the chair.
  - C. may debate as many times as desired.
  - D. cannot create a tie to sustain the chair's decision.
- \_\_\_ 25. **The presiding officer does not leave the chair when debating a (an)**
- A. *Main Motion*.
  - B. *Appeal*.
  - C. *Amendment*.
  - D. motion to *Postpone Indefinitely*.

# PARLIAMENTARY PROCEDURE TEST

(Appeal)

## ANSWER KEY

TEST NUMBER 82

QUESTION NUMBER	ANSWER
1	C
2	C
3	B
4	D
5	A
6	B
7	B
8	D
9	C
10	A
11	D
12	B
13	D
14	C
15	A
16	C
17	B
18	D
19	D
20	C
21	D
22	B
23	C
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

(Division of the Assembly)

## NUMBER 83

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A member can demand a *division* from the moment the negative votes have been cast until the**
- A. assembly adopts an amendment to the motion.
  - B. chair announces the results of the voting.
  - C. chair declares the effect of the motion.
  - D. question is stated by the chair on another motion.
- \_\_\_ 2. **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 answers are correct.
- \_\_\_ 3. **One method of calling for a counted rising vote is for a member to rise, address the chair and move that the vote be counted. This motion must be seconded and adopted by a**
- A. unanimous vote.
  - B. two-thirds vote.
  - C. majority vote.
  - D. None of the above. A vote is not necessary.
- \_\_\_ 4. **Assume that the chairman has declared the results of a voice vote. A member who desires to have the vote taken again and counted should**
- A. call out "Division" without rising or being recognized by the chair.
  - B. rise, address the chair, be recognized and say, "I move that the vote be counted."
  - C. demand, without rising, that "the chair take a counted vote."
  - D. rise, and without being recognized by the chair state, "I rise to a point of order and wish a standing, counted vote."
- \_\_\_ 5. **If a member doubts the accuracy of the chair's announcement of a voice vote or a vote by a show of hands, which motion below can be called to obtain a standing vote?**
- A. *Point of Order*
  - B. *Division of the Assembly*
  - C. *Parliamentary Inquiry*
  - D. *Point of Information*
- \_\_\_ 6. **Which of the following must be ordered after a demand by only one member?**
- A. *Object to Consideration*
  - B. *Division of the Assembly*
  - C. *Withdrawal of a Motion* (during debate)
  - D. *Previous Question*
- \_\_\_ 7. **If you call for a *Division of the Assembly* at a meeting of seventy members, this means that the vote must be taken again by**
- A. voice.
  - B. rising.
  - C. raising of hands.
  - D. paper ballot.

- \_\_\_ 8. **A member can call for a division of the assembly on a motion from the time a voice vote is taken and up until**
- A. adjournment.
  - B. the chair announces the outcome of the voting.
  - C. adjournment at the next regular meeting.
  - D. the chair has stated the question on another motion.
- \_\_\_ 9. **The motion to call for a *Division of the Assembly***
- A. is debatable.
  - B. does not require a second.
  - C. requires a vote.
  - D. is amendable.
- \_\_\_ 10. **If a member calls for a *Division* when a voice vote is obviously a majority, the chairman should**
- A. conduct the rising vote.
  - B. declare to the assembly that the call for a *Division* is dilatory.
  - C. conduct another voice vote because it is faster.
  - D. conduct a rising, counted vote and enter the votes in the minutes.
- \_\_\_ 11. **The chairman has announced the results of a voice vote on an amendment. The result was close. What could you say from your seat, without obtaining the floor, to demand that the chair take another vote by rising?**
- A. "Division."
  - B. "I call for a division."
  - C. "I doubt the result of the vote."
  - D. Any of the above
- \_\_\_ 12. **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.
- \_\_\_ 13. **The incidental motion to call for a *Division of the Assembly* does not allow**
- A. debate.
  - B. amendments.
  - C. a second.
  - D. All of the above
- \_\_\_ 14. **A *Division of the Assembly* and a *Division of the Question* are both**
- A. undebatable.
  - B. in order when another member has the floor.
  - C. adopted by a two-thirds vote of the members present and voting.
  - D. subsidiary motions.
- \_\_\_ 15. **Which of the following is an incidental motion?**
- A. *Division of the Assembly*
  - B. *Fix the Time to Which to Adjourn*
  - C. *Lay on the Table*
  - D. *Call for the Orders of the Day*
- \_\_\_ 16. **How would a member make a motion to call for an uncounted rising vote on the verification of a voice vote?**
- A. Yell out "Question!"
  - B. "I move for a division of the question."
  - C. "I move that the chairman take a standing vote."
  - D. Yell out "Division!"

- \_\_\_ 17. **If the chair does not order a counted vote on a *Division*, the proper form for a member of the assembly to use is**
- A. "I move that the vote on this motion be by counted division."
  - B. "I move for (or 'demand') tellers."
  - C. "I move that the vote be counted."
  - D. Any of the above
- \_\_\_ 18. **If the chair is in doubt about the close results of a voice vote he/she should**
- A. still announce the outcome.
  - B. retake the vote by a *division*.
  - C. ask the secretary to take a rising vote.
  - D. None of the above
- \_\_\_ 19. **A demand of a member to retake a vote by rising is called *Division of the***
- A. *Assembly*.
  - B. *Members*.
  - C. *House*.
  - D. *Group*.
- \_\_\_ 20. **Which one of the following motions does not belong with the other three?**
- A. *Objection to Consideration of a Question*
  - B. *Division of a Question*
  - C. *Previous Question*
  - D. *Point of Order*
- \_\_\_ 21. **Which statement below is false regarding a motion for a *Division of the Assembly*?**
- A. The chair can take a rising vote without permission from the assembly.
  - B. No subsidiary motion can be applied to it.
  - C. Debate is allowed if the vote is to be counted and entered in the minutes.
  - D. The chair can order that a vote be counted.
- \_\_\_ 22. **A *Division of the Assembly* is in order**
- A. without obtaining the floor.
  - B. when another member has the floor.
  - C. immediately after the vote has been announced.
  - D. All of the above
- \_\_\_ 23. **When a *Division of the Assembly* is made by a member of the assembly, which vote does the chair take first?**
- A. Affirmative
  - B. Negative
  - C. Abstentions
  - D. None of the above
- \_\_\_ 24. **If a rising vote is not decisive, a counted vote can be ordered by**
- A. anyone in attendance without a second.
  - B. the secretary.
  - C. the chair or the assembly.
  - D. the parliamentarian.
- \_\_\_ 25. **A vote by a show of hands can be used**
- A. to verify an inconclusive vote in any sized group.
  - B. as an initial voting method in very large groups.
  - C. when any member calls out "Division!"
  - D. in small groups.

# PARLIAMENTARY PROCEDURE TEST

(Division of the Assembly)

## ANSWER KEY

TEST NUMBER 83

QUESTION NUMBER	ANSWER
1	D
2	D
3	C
4	B
5	B
6	B
7	B
8	D
9	B
10	B
11	D
12	C
13	D
14	A
15	A
16	D
17	D
18	B
19	A
20	C
21	C
22	D
23	A
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Division of a Question)

## NUMBER 84

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can**
- A. move to *Postpone Indefinitely*.
  - B. make a motion for *Division of the Question*.
  - C. request that the chair divide the question.
  - D. make a second degree *Amendment* to separate the motion into two parts.
- \_\_\_ 2. **The motion calling for a *Division of a Question* is used to**
- A. obtain a standing vote on the pending question.
  - B. divide the pending question into parts and assign the parts to ad hoc committees.
  - C. separate, debate, and vote on different, distinct parts of a motion.
  - D. determine if debate should be divided equally between members.
- \_\_\_ 3. **MEMBER:-(After obtaining the floor) "I move that we buy our president a new lectern and a new gavel."**
- Which motion below would you use in order to make the motion above two separate motions?**
- A. *Second Degree Amendment*
  - B. *Reconsider and Amendment by Separation*
  - C. *Division of the Assembly*
  - D. *Division of the Question*
- \_\_\_ 4. **The incidental motion calling for a *Division of the Question***
- A. is in order when another member has the floor.
  - B. cannot be made on the main question while an amendment to the main question is pending.
  - C. allows one speech per member to divide the debate on the question equally.
  - D. is not amendable.
- \_\_\_ 5. **Which motion below would be the most appropriate to be divided?**
- A. "I move we form a recreation committee and give it instructions."
  - B. "I move we go to Disneyland next weekend."
  - C. "I move we buy our secretary a new personal computer and a new laser printer."
  - D. "I move we buy our president a new podium."
- \_\_\_ 6. **If a member is not in agreement with a portion of a main motion that is indivisible, the member can**
- A. demand that the chair take a vote on the opposed part first.
  - B. move to strike out the part that is unfavorable.
  - C. make a direct request to the maker of the motion to withdraw it without a vote.
  - D. None of the above
- \_\_\_ 7. **When a series of main motions that deal with different subjects is offered in one motion,**
- A. they should all be referred to a committee.
  - A. the member who makes the motion should propose all the motions, and the chair should ask for a second after each one is proposed.
  - C. the chair should declare them out of order.
  - D. a single member can demand that each motion receive separate consideration.

- \_\_\_ 8. **Assume a member has proposed a motion "that we send our president and all the other officers to Hawaii." You want to discuss "sending our president to Hawaii" and "sending all the other officers to Hawaii" separately. What could you do?**
- A. Propose an amendment that will divide the question into two, separate parts.
  - B. From your seat, and without obtaining the floor say, "I call for a division."
  - B. Rise to a point of order because there are two different topics pending.
  - D. Obtain the floor and say, "I move to divide the motion so as to consider separately the question of 'sending our president to Hawaii' and 'sending all the other officers to Hawaii.'"
- \_\_\_ 9. **The assembly can adopt the motion to close debate immediately on a pending question if two-thirds of those vote**
- A. for a *Division of the Question*.
  - B. to *Postpone the Question*.
  - C. for the *Previous Question*.
  - D. to *Postpone the Question Indefinitely*.
- \_\_\_ 10. **Which one of the following motions requires no second and is not debatable or amendable?**
- A. *Appeal*
  - B. *Division of the Question*
  - C. *Object to the Consideration of a Question*
  - D. *Suspend the Rules*
- \_\_\_ 11. **Which of the following motions is an incidental motion?**
- A. *Refer to a Committee*
  - B. *Division of the Question*
  - C. *Reconsider*
  - D. *Take From the Table*
- \_\_\_ 12. **A *Division of the Assembly* and a *Division of the Question* are both**
- A. undebatable.
  - B. in order when another member has the floor.
  - C. adopted by a two-thirds vote of the members present and voting.
  - D. subsidiary motions.
- \_\_\_ 13. **The incidental motion for a *Division of a Question***
- A. is adopted by a majority vote of the members present and voting.
  - B. must be seconded.
  - C. may be amended.
  - D. All of the above
- \_\_\_ 14. **Which of the following motions requires a second?**
- A. *Division of a Question*
  - B. *Previous Question*
  - C. *Discharge a Committee*
  - D. All of the above
- \_\_\_ 15. **Which one of the following motions is not amendable but is debatable?**
- A. *Division of the Question*
  - B. *Postpone Indefinitely*
  - C. *Take From the Table*
  - D. *Point of Information*
- \_\_\_ 16. **Which one of the following motions may be reconsidered?**
- A. *Division of the Question*
  - B. *Recess*
  - C. *Fix the Time to Which to Adjourn*
  - D. *Suspend the Rules*

- \_\_\_17. **Which one of the following motions does not belong with the other three?**
- A. *Objection to Consideration of a Question*
  - B. *Division of a Question*
  - C. *Previous Question*
  - D. *Point of Order*
- \_\_\_18. **When a motion is adopted for a *Division of a Question*, it means that**
- A. a standing vote must be taken after the initial voice vote.
  - B. the pending motion can be divided into separate parts for action.
  - C. members can divide questions asked of other members into three or more parts.
  - D. the pending motion is divided to consider one part at the present meeting and the other part at the next regular meeting.
- \_\_\_19. **The incidental motion for *Division of a Question***
- A. must be seconded.
  - B. is debatable.
  - C. requires a minimum affirmative two-thirds vote to be adopted.
  - D. can be reconsidered.
- \_\_\_20. **Which one of the following motions does not belong with the other three?**
- A. *Division of a Question*
  - B. *Count of a vote on Division*
  - C. *Division of the Assembly*
  - D. *To Limit or Extend Limits of Debate for the duration of a meeting*

# PARLIAMENTARY PROCEDURE TEST

(Division of a Question)

## ANSWER KEY

TEST NUMBER 84

QUESTION NUMBER	ANSWER
1	B
2	C
3	D
4	B
5	C
6	B
7	D
8	D
9	C
10	C
11	B
12	A
13	D
14	D
15	B
16	C
17	C
18	B
19	A
20	D

# PARLIAMENTARY PROCEDURE TEST

(Objection to the Consideration of a Question)

## NUMBER 85

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **If a member does not want a motion to be discussed at a meeting, he or she can**
- A. raise an *Objection to the Consideration of the Question*.
  - B. rise to a *Question of Privilege*.
  - C. move to *Postpone Indefinitely*.
  - D. move to *Refer*.
- \_\_\_ 2. **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*
- \_\_\_ 3. **An *Objection to the Consideration of the Question* can be raised only before**
- A. the vote is taken on the motion to be considered.
  - B. an amendment is made on the pending motion and the amendment has not been seconded.
    - C. there has been any debate or any subsidiary motion has been stated by the chair.
  - D. the vote result is announced.
- \_\_\_ 4. **An *Objection to the Consideration of the Question* can be applied to**
- A. incidental main motions.
  - B. petitions and communications from a superior body.
  - C. original main motions.
  - D. any motion stated, but not yet debated.
- \_\_\_ 5. **An *Objection to the Consideration of a Question***
- A. must be seconded by a member who is going to vote on the prevailing side.
  - B. requires a two-thirds vote to sustain the objection.
  - C. is amendable only by the process of *insertion*.
  - D. may be debated by the maker of the motion.
- \_\_\_ 6. **Which motion below can a chairman make?**
- A. *Previous Question*
  - B. *Postpone Indefinitely*
  - C. *Reconsider*
  - D. *Object to the Consideration*
- \_\_\_ 7. **If an objection to the consideration of a main motion is sustained,**
- A. the main motion can be renewed by a majority vote.
  - B. the main motion is dismissed for that session.
  - C. the vote sustaining the objection cannot be reconsidered.
  - A. All of the above

- \_\_\_ 8. **Assume that an undesirable main motion has been moved and seconded. At this stage, how could you keep this motion from coming before the assembly?**
- A. Obtain the floor and say, "I move that this motion be tabled."
  - B. Obtain the floor and say, "I move that this motion be postponed."
  - C. Obtain the floor and say, "I object to the consideration of the motion."
  - D. Rise, and without obtaining the floor say, "I move that this motion be committed."
- \_\_\_ 9. **When a member raises an objection to the consideration of a question, the chair should ask,**
- A. "Is there a second?"
  - B. "The consideration of the question is objected to. Shall the question be considered?"
  - C. "How many sustain the objection? Those objecting, please rise."
  - D. "An objection has been raised. Is there any discussion?"
- \_\_\_ 10. **If it is desired to prevent any discussion of a subject, one way this can be done is to raise**
- A. a *Point of Order*.
  - B. an *Objection to the Consideration of the Question*.
  - C. a *Question of Privilege*.
  - D. an *Order of the Day*.
- \_\_\_ 11. **The motion for an *Objection to Consideration of a Question* cannot be**
- A. seconded.
  - B. debated.
  - C. amended.
  - D. All of the above
- \_\_\_ 12. **Which one of the following motions is in order when another member has the floor (but has not begun speaking) and does not require a second?**
- A. *Point of Order*
  - B. *Parliamentary Inquiry*
  - C. *Objection to the Consideration of a Question*
  - D. *Call for Division of the Assembly*
- \_\_\_ 13. **Which one of the following motions does not belong with the other three?**
- A. *Objection to Consideration of a Question*
  - B. *Division of a Question*
  - C. *Previous Question*
  - D. *Point of Order*
- \_\_\_ 14. **Which one of the following motions does not belong with the other three?**
- A. *Objection to the Consideration of a Question*
  - B. *Calling a member to a Point of Order*
  - C. *Parliamentary Inquiry*
  - D. *To Call for the Orders of the Day*
- \_\_\_ 15. **Which one of the following motions is in order when another member has the floor but must be seconded?**
- A. *Raise a Question of Privilege*
  - B. *Appeal*
  - C. *Objection to the Consideration of a Question*
  - D. *Withdraw a Motion*

# PARLIAMENTARY PROCEDURE TEST

(Objection to the Consideration of a Question)

## ANSWER KEY

TEST NUMBER 85

QUESTION NUMBER	ANSWER
1	A
2	B
3	C
4	C
5	B
6	D
7	B
8	C
9	B
10	B
11	D
12	C
13	C
14	D
15	B

# PARLIAMENTARY PROCEDURE TEST

(Parliamentary Inquiry)

NUMBER 86

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Which one of the following is not an incidental motion?**  
A. *Point of Order*  
B. *Parliamentary Inquiry*  
C. *Postpone Indefinitely*  
D. *Division of the Assembly*
- \_\_\_ 2. **If a member doubts the accuracy of the chair's announcement of a voice vote or a vote by a show of hands, which motion below can be called to obtain a standing vote?**  
A. *Point of Order*  
B. *Division of the Assembly*  
C. *Parliamentary Inquiry*  
D. *Point of Information*
- \_\_\_ 3. **A *parliamentary inquiry* may be used at a meeting to**  
A. request the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.  
B. inquire about the facts of the pending business.  
C. require that the chairman conduct a counted standing vote.  
D. introduce a new parliamentary authority to be considered.
- \_\_\_ 4. **A *Parliamentary Inquiry* and a *Point of Information* are not**  
A. seconded.  
B. voted on.  
C. subject to reconsideration.  
D. All of the above
- \_\_\_ 5. **Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?**  
A. *Parliamentary Question of Privilege*  
B. *Point of Parliamentary Information*  
C. *Parliamentary Inquiry*  
D. *Parliamentary Authority Opinion*
- \_\_\_ 6. **The chair is obligated to answer all *Parliamentary Inquiry* questions except those that**  
A. explain the effects of a motion.  
B. assist members in making an appropriate motion.  
C. are hypothetical in nature.  
D. help members understand the parliamentary situation.

- \_\_\_ 7. **A motion to call for the *Previous Question* is pending, and you are uncertain if this motion is amendable. How could you find out?**
- A. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a point of information."
  - B. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
  - C. Rise, and without obtaining the floor say, "I rise to a parliamentary inquiry."
  - D. Obtain the floor and say, "I rise to a point of order."
- \_\_\_ 8. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**
- A. the reply is an opinion and not a ruling.
  - B. an appeal is used only when the chair refuses a member's request for a *Division*.
  - C. an appeal must be made by a member who voted with the side that did not prevail.
  - D. the reply is always voted on by the assembly.
- \_\_\_ 9. **One similarity of both a *Point of Order* and a *Parliamentary Inquiry* is that they**
- A. are classified as Privileged Motions.
  - B. must be seconded.
  - C. require a majority vote of the members present to be adopted.
  - D. may be made when another member has the floor.
- \_\_\_ 10. **Both a *Point of Order* and a *Parliamentary Inquiry* are**
- A. decided by the chair.
  - B. amendable.
  - C. required to be seconded to be considered.
  - D. privileged motions.

PARLIAMENTARY PROCEDURE TEST  
(Parliamentary Inquiry)

**ANSWER KEY**

TEST NUMBER 86

QUESTION NUMBER	ANSWER
1	C
2	B
3	A
4	D
5	C
6	C
7	C
8	A
9	D
10	A

# PARLIAMENTARY PROCEDURE TEST

(Point of Order)

NUMBER 87

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately**
- A. yelling out the word "mistake."
  - B. raising a *Point of Order*.
  - C. raising a *Question of Privilege*.
  - D. calling out "Question!"
- \_\_\_ 2. **A member may call the chair's attention to a breach of rules by immediately**
- A. calling out "Question!"
  - B. rising to a *Point of Information*.
  - C. proposing a motion to *Suspend the Rules* that are being violated.
  - D. making a *Point of Order*.
- \_\_\_ 3. **Which motion below could be made so that the chair would be called on to enforce a violated rule?**
- A. *Appeal*
  - B. *Point of Order*
  - C. *Suspend the Rules*
  - D. *Parliamentary Inquiry*
- \_\_\_ 4. **A *Point of Order* yields to all**
- A. privileged motions.
  - B. secondary motions.
  - C. subsidiary motions.
  - D. main motions.
- \_\_\_ 5. **If a *Point of Order* is raised while an amendment is immediately pending, the**
- A. point of order is ignored.
  - B. amendment is disposed of first, and the point of order next.
  - C. point of order is disposed of first.
  - D. chair asks for a second on the point of order and then it is ruled on.
- \_\_\_ 6. **After a member makes a *Point of Order*, the chair should always**
- A. ask for a second.
  - B. determine if the maker wishes to debate it first.
  - C. make certain that amendments that are applied to it are germane.
  - D. try to make a ruling on it.
- \_\_\_ 7. **When a member makes a *Point of Order*, how is it normally decided?**
- A. The chair rules on it.
  - B. It can be adopted by a majority vote of the assembly.
  - C. It can be adopted by a two-thirds vote of the assembly after it is seconded.
  - D. The parliamentarian rises after the breach of order is described by the member and immediately rules on it.

- \_\_\_ 8. **The normal grounds for a member to rise to a *Point of Order* are**
- A. to ask the maker of the motion a question.
  - B. uncomfortable conditions in the meeting room.
  - C. a breach of rules.
  - D. to obtain parliamentary information from the parliamentarian.
- \_\_\_ 9. **Which motion below would be proper to use if the presiding officer at your organization's meeting asked for debate on a main motion before it was seconded?**
- A. *Point of Information*
  - B. *Point of Order*
  - C. *Question of Privilege*
  - D. *Appeal*
- \_\_\_ 10. **Which statement below is true regarding a *Point of Order*?**
- A. Points of order should be called on minor irregularities.
  - B. A parliamentary inquiry has the same purpose as a point of order.
  - C. If a motion is not seconded, and is debated and then adopted, a point of order is too late.
  - D. A member must rise and be recognized by the chair before raising a point of order.
- \_\_\_ 11. **Which motion below may be made if a member wants a speaker to conclude debate and is unsure that this member has breached a rule?**
- A. *Point of Order*
  - B. *Parliamentary Inquiry*
  - C. *Reserve a Point of Order*
  - D. *Point of Information*
- \_\_\_ 12. **Assume that a member at a meeting is debating the main motion while an amendment is the immediately pending question. What could you do to stop the member from speaking on the main motion?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order."
  - B. From your seat, and without obtaining the floor say, "Point of information."
  - C. Obtain the floor and say, "I rise to a question of privilege."
  - D. Rise, and without obtaining the floor say, "I rise to a parliamentary inquiry."
- \_\_\_ 13. **If you were chairman and were unsure on how to rule on a *Point of Order*, what would you do?**
- A. Ignore it and make a ruling after the meeting and include it in the minutes.
  - B. Submit it to a vote of the assembly.
  - C. Notify the assembly that a ruling would be made after they debate the point of order.
  - D. Consult with all the officers immediately and then make a ruling.
- \_\_\_ 14. **Assume you do not agree with the chairman's ruling on your *Point of Order*. What could you do?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
  - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
  - C. From your seat, and without obtaining the floor say, "I move the previous question."
  - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
- \_\_\_ 15. **If the chair rules adversely on a *Point of Order*, it cannot be raised again during the same meeting unless**
- A. the chair independently brings it up.
  - B. the parliamentarian grants special permission.
  - C. an appeal is made and the chair's decision is reversed.
  - D. it is referred to a committee and they give their opinion to the assembly before the meeting adjourns.
- \_\_\_ 16. **If the chairman makes a mistake and assigns the floor to the wrong person, how can the error be corrected?**
- A. A *Point of Order* can be raised.
  - B. A member can yell out the word "Question!" without rising.
  - C. A *Parliamentary Inquiry* can be raised.
  - D. A *Point of Information* can be demanded.

- \_\_\_ 17. **A member who has been assigned the floor and has begun to speak may be interrupted by**
- A. a call for the *Orders of the Day*.
  - B. a *Point of Order*.
  - C. the raising of a *Question of Privilege*.
  - D. Any of the above
- \_\_\_ 18. **What can a member do if a motion is made and seconded and the chair ignores it?**
- A. Move that the motion be reconsidered.
  - B. Ask the chairman to table the motion.
  - C. Raise a *Point of Order*
  - D. None of the above. The chair always decides which motions are placed before the assembly.
- \_\_\_ 19. **If a member is ignored on a *point of order* that was called because the presiding officer refused to put a motion, what action can be taken?**
- A. The assembly can immediately elect a new chairman.
  - B. The vice-president can conduct a vote on the motion.
  - C. The maker of the motion can put the motion from the floor.
  - D. All of the above
- \_\_\_ 20. **Which of the following motions is never a subsidiary motion?**
- A. *Extend Debate*
  - B. *Point of Order*
  - C. *Postpone Indefinitely*
  - D. *Previous Question*
- \_\_\_ 21. **Which form below is not correct when calling a member to a *Point of Order*?**
- A. "Order, order!"
  - B. "Point of order."
  - C. "I rise to a point of order."
  - D. "I call (say name of member) to order."
- \_\_\_ 22. **A *Point of Order* may be raised if the chair**
- A. assigns the floor to the wrong member.
  - B. overlooks the fact that the rules of the assembly are being violated.
  - C. does not rule a main motion out of order that is outside the objectives of the society.
  - D. All of the above
- \_\_\_ 23. **What would you do if a controversial motion was not seconded after it was stated by the chair?**
- A. Raise a point of order.
  - B. Appeal the motion.
  - C. Ask the chair to reconsider the motion.
  - D. Raise a question of personal privilege.
- \_\_\_ 24. **A *Point of Order* takes precedence over any pending question**
- A. provided that debate has begun.
  - B. only if it is seconded by another member in agreement.
  - C. but only at the moment the breach of order occurs.
  - D. if confirmed and approved by the parliamentarian.
- \_\_\_ 25. **A *Point of Order***
- A. is in order when another member has the floor.
  - B. can interrupt a member presenting a special committee report.
  - C. can interrupt a person debating a main motion.
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

(Point of Order)

## ANSWER KEY

TEST NUMBER 87

QUESTION NUMBER	ANSWER
1	B
2	D
3	B
4	A
5	C
6	D
7	A
8	C
9	B
10	C
11	C
12	A
13	B
14	D
15	C
16	A
17	D
18	C
19	C
20	B
21	A
22	D
23	A
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Suspend the Rules)

NUMBER 88

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

\_\_\_ 1. Which motion below could be made so that the chair would be called on to enforce a violated rule?

- A. *Appeal*
- B. *Point of Order*
- C. *Suspend the Rules*
- D. *Parliamentary Inquiry*

\_\_\_ 2. 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.

\_\_\_ 3. The incidental motion to *Suspend the Rules*

- A. must be seconded.
- B. is debatable.
- C. is amendable as to which rule is to be suspended.
- D. may interrupt another member who has the floor.

\_\_\_ 4. The incidental motion to *Suspend the Rules*

- A. can be reconsidered.
- B. usually is adopted by a two-thirds vote.
- C. can be used to permanently delete a rule from the bylaws.
- D. is used to offer a third degree amendment.

\_\_\_ 5. The object of the incidental motion to *Suspend the Rules* is to suspend one or more rules contained in the

- A. parliamentary authority.
- B. special rules of order.
- C. standing rules of the assembly.
- D. All of the above

\_\_\_ 6. In making the motion to *Suspend the Rules*, the motion must

- A. state its specific purpose.
- B. be made by the parliamentarian after conferring with the officers.
- C. be adopted by unanimous consent.
- D. be proposed before the rules of order have been adopted.

\_\_\_ 7. Rules that cannot generally be suspended are those that

- A. protect absentees.
- B. protect the basic rights of individual members.
- C. are in the bylaws (or constitution).
- D. All of the above

- \_\_\_ 8. **Which motion below would be used to dispense with the regular order of business and proceed to a subject that is scheduled later in the meeting?**  
A. *Previous Question*  
B. *Suspend the Rules*  
C. *Reconsider the Order of Business*  
D. *Amend the Order of Business*
- \_\_\_ 9. **The minimum affirmative vote necessary to suspend rules of parliamentary procedure that are in an established parliamentary procedure manual is**  
A. a majority.  
B. two-thirds.  
C. more than one-third.  
D. None of the above
- \_\_\_ 10. **Which of the following cannot be suspended by a majority vote?**  
A. A parliamentary rule adopted by the society as a rule of order.  
B. A rule requiring previous notice for an amendment.  
C. An established order of business previously adopted by the society.  
D. None of the above
- \_\_\_ 11. **The minimum affirmative vote necessary to suspend *Standing Rules* is**  
A. a majority with notice.  
B. a majority without notice.  
C. two-thirds without notice.  
D. two-thirds with notice.
- \_\_\_ 12. **A main motion was tabled by an organization that only meets once a year. This group can consider this motion at the next meeting by proposing a motion to**  
A. take it from the table.  
B. suspend the rules to take up the motion.  
C. reconsider the action taken at the last meeting.  
D. None of the above
- \_\_\_ 13. **How can an item of business be taken out of its proper order?**  
A. The chair simply makes an announcement.  
B. A recess is called, and it is handled during that time.  
C. adopt a motion to suspend the rules.  
D. Postpone the pending motion indefinitely, and then take up the necessary business.
- \_\_\_ 14. **The incidental motion to *Suspend the Rules***  
A. is in order when another member has the floor.  
B. is debatable.  
C. normally requires a two-thirds vote of the members present and voting for adoption.  
D. may be amended.
- \_\_\_ 15. **If you wanted to take up a question out of its proper order, what form would you use?**  
A. "I move to postpone the motion indefinitely to consider..."  
B. "I move to rescind the motion and debate the motion to..."  
C. "I move to suspend the rules and take up..."  
D. "I move the previous question and..."
- \_\_\_ 16. **Which one of the following motions is debatable and amendable?**  
A. *Previous Question*  
B. *Refer to a Committee*  
C. *Suspend the Rules*  
D. *Take From the Table*

- \_\_\_ 17. **Which one of the following motions is amendable but not debatable?**  
A. *Suspend the Rules*  
B. *Take From the Table*  
C. *Limit or Extend Debate*  
D. *Postpone to a Certain Time*
- \_\_\_ 18. **Which one of the following motions may be reconsidered?**  
A. Division of the Question  
B. Recess  
C. Fix the Time to Which to Adjourn  
D. Suspend the Rules
- \_\_\_ 19. **The minimum affirmative vote necessary to adopt the motion to *Suspend Standing Rules* is**  
A. a majority of the entire membership.  
B. a majority of members present and voting.  
C. two-thirds of members present and voting.  
D. None of the above
- \_\_\_ 20. **Unless unanimous consent is given, members cannot try to suspend the same rule that was voted down at the same meeting more than**  
A. once.  
B. twice.  
C. three times.  
D. None of the above. There is not a limit.
- \_\_\_ 21. **The rule that requires previous notice of a proposed amendment to the bylaws**  
A. can be suspended by unanimous consent.  
B. can be suspended by a unanimous vote.  
C. cannot be suspended.  
D. cannot be suspended by members, but officers can meet in executive session and suspend the rule.
- \_\_\_ 22. **Which rule below normally can be suspended by a majority vote?**  
A. The standing rule of a local society which lists the time for beginning meetings  
B. The order of business  
C. Parliamentary procedure rules listed in the parliamentary authority  
D. None of the above
- \_\_\_ 23. **The minimum affirmative vote necessary to suspend rules of order named in an organization's parliamentary authority or adopted as special rules of order is**  
A. a majority of the entire membership and previous notice.  
B. three-fourths of the members present and voting.  
C. a fifth (20%) of the members voting.  
D. two-thirds of the members present and voting.
- \_\_\_ 24. **At a formal meeting, and without notice, a deliberative assembly has the right to temporarily suspend its**  
A. standing rules.  
B. constitution or bylaws.  
C. charter.  
D. bylaw Objectives.
- \_\_\_ 25. **Which one of the following motions is not an incidental motion?**  
A. Suspend the Rules  
B. Division of the Question  
C. Parliamentary Inquiry  
D. Amend Something Previously Adopted

# PARLIAMENTARY PROCEDURE TEST

(Suspend the Rules)

## ANSWER KEY

TEST NUMBER 88

QUESTION NUMBER	ANSWER
1	B
2	C
3	A
4	B
5	D
6	A
7	D
8	B
9	B
10	D
11	B
12	D
13	C
14	C
15	C
16	B
17	C
18	C
19	B
20	A
21	C
22	A
23	D
24	A
25	D

# PARLIAMENTARY PROCEDURE TEST

(Withdraw a Motion)

NUMBER 89

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **The maker of a motion has the right to modify or withdraw it**
- A. at any time.
  - B. up to adjournment of the meeting.
  - C. until the chair states the question.
  - D. during debate on the question.
- \_\_\_ 2. **Which statement below is true regarding the incidental motion to *Withdraw a Motion*?**
- A. A motion may be withdrawn by the maker without the consent of anyone before it is stated by the chairman.
  - B. A motion may be withdrawn anytime, even after voting on the question has begun.
  - C. Members cannot suggest that the maker of a motion ask permission to withdraw it.
  - D. The member who seconded the motion may withdraw the motion without the consent of anyone before it is stated by the chair.
- \_\_\_ 3. **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."
- \_\_\_ 4. **To withdraw a motion that has been stated by the chair requires**
- A. a secondary amendment.
  - B. approval of the member who seconded the motion to be withdrawn.
  - C. permission of the assembly.
  - D. approval of the secretary.
- \_\_\_ 5. **"After a motion has been stated by the chair, it belongs to the meeting as a whole." What does this statement mean?**
- A. The motion may be withdrawn by anyone in the assembly without a vote.
  - B. A member may make a motion to withdraw a motion, and the chair takes an immediate vote without a second.
  - C. The maker of the motion must request the assembly's permission to withdraw the motion.
  - D. The entire assembly must vote in the affirmative in order for the motion to be withdrawn.
- \_\_\_ 6. **A request for permission to withdraw a motion can be made**
- A. at any time before voting on the question has begun.
  - B. after the motion has been amended.
  - C. even though subsidiary or incidental motions may be pending.
  - D. All of the above

- \_\_\_ 7. **If the following motions are all before the assembly at the same time, which is the immediately pending motion?**
- A. *Main Motion*
  - B. *Postpone Indefinitely*
  - C. *Limit Debate*
  - D. *Withdraw the main motion*
- \_\_\_ 8. **After a motion has been withdrawn, the same motion**
- A. can be made again at the same meeting.
  - B. cannot be made again at the same meeting.
  - C. can be made again at the same meeting if the original maker approves by seconding it.
  - D. can be made the immediately pending question by a member proposing the motion to *Take From the Table*.
- \_\_\_ 9. **After a motion has been stated by the chair, the incidental motion to *Withdraw a Motion* must be seconded if**
- A. demanded by the chairman.
  - B. the motion is made by the person requesting permission.
  - C. made by another member.
  - D. it is a secondary amendment.
- \_\_\_ 10. **Which of the following are motions that members may use to obtain information or to have something done that requires permission of the assembly?**
- A. *Parliamentary Inquiry*.
  - B. *Point of Information*.
  - C. *Withdraw a Motion*.
  - D. All of the above.

# PARLIAMENTARY PROCEDURE TEST

(Withdraw a Motion)

## ANSWER KEY

TEST NUMBER 89

QUESTION NUMBER	ANSWER
1	C
2	A
3	D
4	C
5	C
6	D
7	D
8	A
9	B
10	D

# PARLIAMENTARY PROCEDURE TEST

(Reconsider)

NUMBER 90

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **To put a motion aside temporarily, with no definite time for resuming its consideration, a member would move to**  
A. *Postpone Indefinitely.*  
B. *Refer.*  
C. *Lay on the Table.*  
D. *Reconsider.*
- \_\_\_ 2. **If you obtained new information about your motion that has been adopted that might change the way members voted, the proper motion that you could propose is**  
A. *Rescind.* B. *Discharge a Committee.* C. *Reconsider.* D. *Repeal.*
- \_\_\_ 3. **Which motion below enables a majority of the assembly to bring back for further consideration a motion that has already been voted on?**  
A. *Rescind* B. *Take from the Table* C. *Reconsider* D. *Postpone to a Certain Time*
- \_\_\_ 4. **At a regular meeting of a society, the motion to *Reconsider* can be made only by the**  
A. presiding officer at a special meeting.  
B. member who seconded the motion to be reconsidered.  
C. secretary after stating the reason for the reconsideration.  
D. member who voted with the prevailing side.
- \_\_\_ 5. **Which of the following is not a characteristic of the motion to *Reconsider*?**  
A. It must be made only on the same day the vote to be reconsidered was taken.  
B. It must be made only by a member who voted with the prevailing side.  
D. It can only be moved by a member who voted "Aye" if the motion was adopted, or "No" if the motion was lost.  
D. It requires a two-thirds vote or a majority vote with previous notice.
- \_\_\_ 6. **In a session of one day, the motion to *Reconsider***  
A. is not subject to time limits.  
B. can be made at any future regular meeting within the current year.  
C. must be made on the same day the vote to be reconsidered was taken.  
D. cannot be made until two-thirds of the assembly adopts it.
- \_\_\_ 7. **Which statement is false regarding the motion to *Reconsider*?**  
A. It is in order when any other question is pending.  
B. It yields to nothing.  
C. The member who seconds the motion to reconsider must have voted on the prevailing side.  
D. Debate is allowed on the merits of the question whose reconsideration is proposed.
- \_\_\_ 8. **A motion to *Reconsider* may be made**  
A. after another member has been assigned the floor, so long as he or she has not begun to speak.  
B. during the time a member is actually proposing a motion.  
C. immediately after the motion to adjourn has passed so that it does not interfere with the regular agenda.  
D. just before the chairman takes a vote on the motion that is to be reconsidered.

- \_\_\_ 9. **The motion to *Reconsider* is debatable if**
- A. the member who proposed the motion to *Reconsider* voted on the prevailing side.
  - B. the motion that is to be considered is debatable.
  - C. members debate only in favor of the motion to be reconsidered.
  - D. there are amendments applied to the reconsidered motion.
- \_\_\_ 10. **The minimum affirmative vote necessary to adopt a motion to *Reconsider* is**
- A. a majority.
  - B. two-thirds.
  - C. one third.
  - D. Answer not given. It doesn't require a vote since the chair makes the decision.
- \_\_\_ 11. **"The right of each member to debate the motion to *Reconsider* is separate from the original consideration of the motion proposed to be reconsidered." This means that a member may debate and go into the merits of the question to be considered**
- A. two more times.
  - B. three more times.
  - C. only if amendments to the motions to be reconsidered are offered.
  - D. Answer not given
- \_\_\_ 12. **Who is usually entitled to call up the motion to *Reconsider* if it cannot be taken up when it is made?**
- A. The member who seconded the motion to *Reconsider*
  - B. The member who made the motion to *Reconsider*
  - C. The member who made the main motion that is to be *Reconsidered*
  - D. Any member who spoke on the prevailing side
- \_\_\_ 13. **If it is desired to reconsider a vote on a primary amendment after the main motion to which it adhered has been disposed of,**
- A. only the vote on the amendment is reconsidered.
  - B. the amendment may not be reconsidered.
  - C. the vote on the main question must also be reconsidered.
  - D. the vote on the main question need not be reconsidered.
- \_\_\_ 14. **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*.
- \_\_\_ 15. **You voted in favor of a motion that was adopted "to have a picnic next Saturday," and then remembered that you have another engagement on the same day; Therefore, you want the motion to be voted on again. You obtain the floor and say, "I move to reconsider the vote on the motion related to the picnic next Saturday."**
- What additional statement do you need to include?**
- A. Who seconded the motion
  - B. The exact wording of the motion
  - C. How you voted
  - D. Nothing. It is correct as stated.
- \_\_\_ 16. **The peculiar nature of the motion to *Reconsider* and *Enter in the Minutes* is that it**
- A. may be made by any member.
  - B. cannot be called up on the day it is made.
  - C. is not debatable.
  - D. requires special identification in the notes of the secretary.

- \_\_\_ 17. **Reconsider and Enter in the Minutes** is different from the regular form of **Reconsider** because it
- A. can be moved only on the same day that the vote proposed to be reconsidered was taken.
  - B. takes precedence over the motion to *Reconsider*.
  - C. cannot be applied to votes on motions whose object would be defeated by a delay of one day.
  - D. All of the above
- \_\_\_ 18. Which motion below is undebatable if it is applied to an undebatable motion?
- A. *Reconsider*
  - B. *Rescind*
  - C. *Amend Something Previously Adopted*
  - D. *Take From the Table*
- \_\_\_ 19. The motion to **Reconsider**, if used to bring a question before the assembly,
- A. must be seconded.
  - B. can be adopted by a vote of a majority of the members present and voting.
  - C. cannot be reconsidered.
  - D. All of the above
- \_\_\_ 20. Which one of the following motions is out of order when another has the floor but does not require a second?
- A. *Reconsider and Enter in the Minutes*
  - B. *Appeal*
  - C. *Objection to the Consideration of a Question*
  - D. *Call for a Division of the Assembly*
- \_\_\_ 21. Which one of the following motions may not be reconsidered?
- A. *Main Motion*
  - B. *Amend*
  - C. *Postpone Definitely*
  - D. *Lay on the Table*
- \_\_\_ 22. Only the affirmative vote may be reconsidered on the motion to
- A. *Recess*.
  - B. *Postpone Indefinitely*.
  - C. *Adjourn*.
  - D. *end*.
- \_\_\_ 23. The negative vote may be reconsidered on the motion to
- A. *Consider Informally*.
  - B. *Discharge a Committee*.
  - C. *Rescind*.
  - D. All of the above
- \_\_\_ 24. The motion to **Reconsider**
- A. can be made and considered while other motions are pending.
  - B. assumes the characteristics of a secondary motion in certain cases.
  - C. can be applied to other motions in addition to the main question.
  - D. All of the above
- \_\_\_ 25. Assume you are chairman and a main motion, and an amendment are pending. A motion to lay the pending questions on the table is made, seconded, and adopted. A member then moves that the vote on the motion to lay on the table be reconsidered. What would you do?
- A. Ask for a second and take a voice vote on the motion to *Reconsider*.
  - B. Demand that the reasons be given for reconsidering the motion to *Lay on the Table*.
  - C. Require permission from the member who made the motion to *Lay on the Table* before voting on the motion to *Reconsider*.
  - D. Rule that the motion to *Lay on the Table* cannot be reconsidered.

# PARLIAMENTARY PROCEDURE TEST

(Reconsider)

## ANSWER KEY

TEST NUMBER 90

QUESTION NUMBER	ANSWER
1	C
2	C
3	C
4	D
5	D
6	C
7	C
8	A
9	B
10	A
11	A
12	B
13	C
14	D
15	C
16	B
17	D
18	A
19	D
20	A
21	D
22	B
23	D
24	D
25	D

# PARLIAMENTARY PROCEDURE TEST

(Rescind)

NUMBER 91

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. The motion to ***Rescind*** is a (an)
- A. privileged motion.
  - B. original main motion.
  - C. incidental main motion.
  - D. subsidiary motion.
- \_\_\_ 2. Main motions can be brought up even though another motion is pending by proposing a motion to
- A. *Recess.*
  - B. *Move the Previous Question.*
  - C. *Call for the Orders of the Day.*
  - D. *Rescind.*
- \_\_\_ 3. Which motion below can cancel or countermand a previous action?
- A. *Annul*
  - B. *Repeal*
  - C. *Rescind*
  - D. All of the above
- \_\_\_ 4. The motion to ***Rescind***
- A. can only be moved when no other motion is pending.
  - B. can be applied to any main motion that has been adopted.
  - C. is amendable.
  - D. All of the above
- \_\_\_ 5. The motion to ***Rescind*** can be applied to a
- A. main motion which has been adopted.
  - B. contract when the party has been informed.
  - C. resignation which has been acted upon.
  - D. negative result of an appeal.
- \_\_\_ 6. What is the vote needed to pass the motion to ***Rescind***?
- A. Two-thirds of the members in attendance who vote
  - B. A majority when notice of intent to make the motion has been given at the previous meeting
  - C. A majority of the entire membership
  - D. Any of the above
- \_\_\_ 7. In contrast to the motion to ***Reconsider***, the motion to ***Rescind***
- A. does not need to be seconded.
  - B. is never debatable.
  - C. can be made by any member.
  - D. requires a majority vote of all the members of a society to be adopted.

- \_\_\_ 8. **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.
- \_\_\_ 9. **Which one of the following motions below must be seconded and is debatable and amendable?**
- A. *Rescind*
  - B. *Object to Consideration*
  - C. *Call for the Previous Question*
  - D. *Reconsider*
- \_\_\_ 10. **When it is necessary to express strong disapproval, a motion to *Rescind and Expunge from the Minutes* is used. If adopted, the secretary**
- A. draws a single line through the words in the minutes.
  - B. writes "Rescinded and Ordered Expunged" with the date and his or her signature across the words.
  - C. Omits the expunged material from the published minutes.
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

(Rescind)

## ANSWER KEY

TEST NUMBER 91

QUESTION NUMBER	ANSWER
1	C
2	C
3	D
4	D
5	A
6	D
7	C
8	C
9	A
10	D

# PARLIAMENTARY PROCEDURE TEST

(Take from the Table)

## NUMBER 92

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **One of the rules related to the motion to *Take From the Table* is that it**
- A. must be made by the same member who proposed the tabled motion.
  - B. can be proposed during the interrupting business.
  - C. can be proposed during any pending business.
  - D. requires a majority vote for its adoption.
- \_\_\_ 2. **The object of the motion to *Take From the Table* is to make pending again a motion that was**
- A. postponed to a certain time at the last meeting.
  - B. postponed indefinitely.
  - C. rescinded.
  - D. laid on the table.
- \_\_\_ 3. **Which one of the following is a motion that brings a question again before the assembly?**
- A. *Lay on the Table*
  - B. *Reopen Nominations*
  - C. *Postpone Definitely*
  - D. *Take From the Table*
- \_\_\_ 4. **The motion to *Take From the Table* can be moved when**
- A. a motion is pending.
  - B. the chairman decides it is appropriate.
  - C. a member wishes to postpone a motion to the next regular meeting.
  - D. a motion is not pending.
- \_\_\_ 5. **The motion to *Take From the Table* can be made**
- A. under unfinished business.
  - B. under new business.
  - C. during the same session it is laid on the table.
  - D. All of the above
- \_\_\_ 6. **The motion to *Take From the Table* is in order**
- A. when another member has the floor.
  - B. only when the chair calls for unfinished business.
  - C. when some other business has been transacted.
  - D. when an amendment is pending on the motion.
- \_\_\_ 7. **The motion to *Take From the Table* must be**
- A. seconded.
  - B. passed by a two-thirds vote.
  - C. debated by members for and against the motion to table.
  - D. made by the member who laid the original main motion on the table.

- \_\_\_ 8. **The minimum affirmative vote necessary to adopt the motion to *Take From the Table* is**
- A. a majority.
  - B. two-thirds and previous notice.
  - C. three-fourths.
  - D. one third.
- \_\_\_ 9. **A motion that is *Taken From the Table***
- A. cannot be amended.
  - B. requires a two-thirds vote to be adopted.
  - C. can be laid on the table again.
  - D. must be debated by the member who proposed the motion that was tabled.
- \_\_\_ 10. **Assume that you laid a motion “to have a car wash next Saturday” on the table at the beginning of a regular meeting. How could you bring it back for consideration?**
- A. Obtain the floor and say, “I move to take from the table the motion related to having a car wash.”
  - B. From your seat, and without obtaining the floor say, “I move to take the motion to have a car wash off the table.”
  - C. Rise, and without obtaining the floor say, “I rise to take a motion off the table.”
  - D. Obtain the floor and say, “I move we reconsider the motion that was tabled regarding having a car wash next Saturday.”
- \_\_\_ 11. **The motion to *Lay on the Table* and to *Take From the Table* both**
- A. must be seconded.
  - B. are not debatable.
  - C. are not amendable.
  - D. All of the above
- \_\_\_ 12. **The motion to *Take From the Table* is classified as a (an)**
- A. Privileged Motion.
  - B. motion that brings a question again before the assembly.
  - C. Main Motion.
  - D. Incidental Motion.
- \_\_\_ 13. **The motion to *Take From the Table* must always be**
- A. opened for debate by the presiding officer.
  - B. seconded.
  - C. amended.
  - D. adopted by a two-thirds vote of members present and voting.
- \_\_\_ 14. **If a question is taken up on a different day than it was laid on the table, how many more times may members each debate the motion?**
- A. Once
  - B. Twice
  - C. None, if they have already debated twice the first day.
  - D. A total of two times, including the first day.
- \_\_\_ 15. **Which one of the following motions is not debatable and not amendable?**
- A. *Take from the Table*
  - B. *Consider Seriatim*
  - C. *Refer*
  - D. *Discharge a Committee*
- \_\_\_ 16. **The motion to *Take From the Table* generally cannot be moved while any other question is pending because**
- A. it must be made after the vote on the motion to *Adjourn* is announced.
  - B. there is unlimited debate on the motion to *Take From the Table* and it would consume too much time.
  - C. it is a main motion.
  - D. it takes precedence over no pending motion.

- \_\_\_ 17. **A question has been laid on the table and the interrupting, urgent matter has been disposed of. When can the question be taken from the table?**
- A. At the next business session if held before a quarterly time interval has elapsed.
  - B. As soon as the interrupting matter has been disposed of.
  - C. After a new motion is made and before it is stated by the chair.
  - D. Any of the above
- \_\_\_ 18. **What happens to a main motion if the motion to *Take it From the Table* is not proposed within the required time limit?**
- A. It is automatically placed under "Unfinished Business."
  - B. A motion to *Reconsider* may be proposed to bring it back.
  - C. It dies.
  - D. It is adopted.
- \_\_\_ 19. **After *New Business* is announced by the chairman, members can**
- A. introduce new items of business.
  - B. make a motion that failed to be adopted at the last meeting.
  - C. move to take from the table any tabled motions.
  - D. Any of the above
- \_\_\_ 20. **Which of the following motions is an incidental motion?**
- A. *Refer to a Committee*
  - B. *Division of the Question*
  - C. *Reconsider*
  - D. *Take From the Table*

# PARLIAMENTARY PROCEDURE TEST

(Take from the Table)

## ANSWER KEY

TEST NUMBER 92

QUESTION NUMBER	ANSWER
1	D
2	D
3	D
4	D
5	D
6	C
7	A
8	A
9	C
10	A
11	D
12	B
13	B
14	B
15	A
16	D
17	D
18	C
19	D
20	B

# PARLIAMENTARY PROCEDURE TEST

(Rules Governing Debate)

NUMBER 93

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **Every member of the assembly has the right to speak on every debatable motion, and this right cannot be interfered with except**
- A. if the chairman wishes to stop debate.
  - B. when a member makes a motion to limit debate and it is adopted by a majority vote.
  - C. by a two-thirds vote.
  - D. when the maker of the motion decides to limit debate.
- \_\_\_ 2. **Before a motion may be debated upon by the assembly, it must be**
- A. amended.
  - B. explained by the chair regarding its merits.
  - C. debated by the maker of the motion and then seconded.
  - D. made, seconded, and stated by the chair.
- \_\_\_ 3. **If you were chairman and a member concluded debate on a main motion by making an amendment, what would you do?**
- A. Ask for a second and process the amendment.
  - B. Rule the amendment out of order.
  - C. Take a vote on the amendment.
  - D. Take a vote on the main motion and then process the amendment.
- \_\_\_ 4. **When the chairman asks, "Are you ready for the question?" this means that the chair**
- A. wants members to ask the maker of the motion questions.
  - B. has stopped debate on the main motion and is going to take an immediate voice vote on it.
  - C. is trying to determine if debate has concluded.
  - D. is asking permission to ask the maker of the motion a question related to the main motion.
- \_\_\_ 5. **After a member obtains the floor to debate a motion, he/she can speak no longer than**
- A. 10 minutes.
  - B. 20 minutes.
  - C. 30 minutes.
  - D. decided by the chair.
- \_\_\_ 6. **Which one of the following statements is false?**
- A. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.
  - B. If a speaker does not use up the allotted ten minutes, it can be transferred to another member.
  - C. A committee member's report is not considered as debate.
  - D. When a member's debate time is exhausted, the chair may interrupt and stop debate.
- \_\_\_ 7. **A member wishes to transfer seven minutes of unused debating time to another member. What would you do as chairman?**
- A. Grant permission to transfer the time to another member.
  - B. Tell the member that unexpired time cannot be transferred to another member.
  - C. Explain that since the other member proposed the motion, the time cannot be transferred.
  - D. Ask the member to propose a motion, and if it is adopted by a majority vote, allow the transfer.

- \_\_\_ 8. **Except for an *Appeal*, how many times can a member speak on the same motion on the same day?**  
A. Once  
B. Twice  
C. Three times  
D. Answer not given
- \_\_\_ 9. **Who is the only person who can speak twice on a motion to *Appeal*?**  
A. Members in favor of the Appeal  
B. The parliamentarian  
C. The member who made the Appeal  
D. The presiding officer
- \_\_\_ 10. **The assembly can adopt the motion to close debate immediately on a pending question if two-thirds of those vote**  
A. for a *Division of the Question*.  
B. to *Postpone the Question*.  
C. for the *Previous Question*.  
D. to *Postpone the Question Indefinitely*.
- \_\_\_ 11. **In debate, a member's remarks must have bearing on whether the pending motion should be adopted. In other words, debate must**  
A. be always in the affirmative.  
B. be germane.  
C. end with a subsidiary motion.  
D. attack the motives of the member who made the motion.
- \_\_\_ 12. **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.
- \_\_\_ 13. **Which one of the following statements should not be used by a member during debate when referring to another member?**  
A. "The member who spoke last."  
B. "The delegate from King County."  
C. "Our Vice President."  
D. "John."
- \_\_\_ 14. **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.
- \_\_\_ 15. **If a presiding officer rises to make a ruling, a member who is speaking should**  
A. remain standing.  
B. politely notify the chair that the floor is taken.  
C. be seated.  
D. raise a *Point of Order* because of the presiding officer's interruption.
- \_\_\_ 16. **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 above

- \_\_\_ 17. **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.
- \_\_\_ 18. **When the presiding officer relinquishes the chair in order to debate a main motion, the chair is returned when the**
- A. chair has completely debated the question.
  - B. main motion has been amended.
  - C. main motion has been disposed of.
  - D. temporary chairman requests that the regular presiding officer return to the chair.
- \_\_\_ 19. **For a member to speak when no question is pending requires permission of the**
- A. chairman.
  - B. assembly.
  - C. member who will propose the motion.
  - D. parliamentarian.
- \_\_\_ 20. **Which motion below is not always debatable?**
- A. *Postpone Indefinitely*
  - B. *Amend*
  - C. *Commit (or Refer)*
  - D. *Postpone to a Certain Time*
- \_\_\_ 21. **At all times, an "appeal" is fully debatable so long as the debate doesn't relate to**
- A. rules of debate.
  - B. priority of business.
  - C. indecorum.
  - D. All of the above
- \_\_\_ 22. **Which one of the following motions would you propose if you wanted to speak longer on a motion than the maximum time allowed?**
- A. *move the Previous Question*
  - B. *Extend the Limits of Debate*
  - C. *Postpone to a Certain Time*
  - D. *Refer to a Committee*
- \_\_\_ 23. **If it is desired to prevent any discussion of a subject, one way this can be done is to raise**
- A. *a Point of Order.*
  - B. *an Objection to the Consideration of the Question.*
  - C. *a Question of Privilege.*
  - D. *an Order of the Day.*
- \_\_\_ 24. **An order limiting or extending the limits of debate that is not longer in force, is said to be**
- A. "expired."
  - B. "expended."
  - C. "exhausted."
  - D. "excused."
- \_\_\_ 25. **Which of the privileged motions listed below is not debatable?**
- A. Adjourn
  - B. Recess
  - C. Fix the Time to Which to Adjourn
  - D. All of the above

# PARLIAMENTARY PROCEDURE TEST

(Rules Governing Debate)

## ANSWER KEY

TEST NUMBER 93

QUESTION NUMBER	ANSWER
1	C
2	D
3	A
4	C
5	A
6	B
7	B
8	B
9	D
10	C
11	B
12	A
13	D
14	A
15	C
16	D
17	D
18	C
19	B
20	B
21	D
22	B
23	B
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Handling a Motion-1)

NUMBER 94

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **A motion is brought before the assembly by a member**  
A. making a motion and the chairman stating it.  
B. making a motion, another member seconding it, and the chair stating it.  
C. proposing, seconding and debating a motion.  
D. asking the chair to offer a specific topic open for debate and then taking an immediate vote.
- \_\_\_ 2. **After a motion is made, seconded, and restated by the chair, the motion is**  
A. voted on immediately.  
B. "pending."  
C. always amended.  
D. "put" by the chair as the next step.
- \_\_\_ 3. **If an assembly decides to do what a motion proposes, the motion is *carried* or**  
A. *adopted*.  
B. *accepted*.  
C. *passed*.  
D. *endorsed*.
- \_\_\_ 4. **If an assembly decides not to do what a motion proposes, the motion is *rejected* or**  
A. *not carried*.  
B. *failed*.  
C. *lost*.  
D. *not passed*.
- \_\_\_ 5. **Main motions should start out with the words**  
A. "I move that..."  
B. "I so move..."  
C. "I wish to move..."  
D. "I motion that..."
- \_\_\_ 6. **Complex motions are presented in the form of a (an)**  
A. incidental main motion.  
B. charter.  
C. secondary amendment.  
D. resolution.
- \_\_\_ 7. **The member who proposes a main motion has the right to speak in debate**  
A. first.  
B. first and last.  
C. three different times.  
D. last.

- \_\_\_ **8. After members make motions, they should**
- A. remain standing and wait for permission to debate.
  - B. resume their seats.
  - C. debate the motion.
  - D. sit and wait for another member to ask a question so that debate may proceed.
- \_\_\_ **9. Before proposing a main motion, a member may**
- A. not offer an explanation for the motion or debate it.
  - B. Offer an explanation of a few words.
  - C. Explain all the reasons in detail for making the motion.
  - D. Debate the motion up to ten minutes.
- \_\_\_ **10. Members who are unsure of the proper wording of a motion**
- A. may ask another member to assist without permission of the assembly.
  - B. may seek assistance from the chairman.
  - C. must sit, have the business of the assembly stop, and propose the motion when they are ready with the proper wording.
  - D. will be directed by the chairman to confer with the secretary while the meeting continues.
- \_\_\_ **11. The member who wishes to second a motion must**
- A. not vote against the motion.
  - B. second the motion before it may be considered.
  - C. rise and be recognized by the chair before seconding it.
  - D. be acceptable to the member who proposed the motion.
- \_\_\_ **12. The seconder of a motion**
- A. should always raise a hand.
  - B. should always stand and give his/her name.
  - C. must be recognized by the chair.
  - D. does not need to obtain the floor.
- \_\_\_ **13. After a main motion is made, another member—without obtaining the floor and who wished the motion to be considered--says**
- A. "I second the motion."
  - B. "I second it."
  - C. "Second."
  - D. Any of the above
- \_\_\_ **14. Motions proposed in small boards or committees**
- A. must be seconded.
  - B. may be seconded by the maker of the motion.
  - C. need not be seconded.
  - D. must be seconded by the presiding officer.
- \_\_\_ **15. Assume that a main motion is not seconded. What should the chairman say?**
- A. "The chair seconds the motion."
  - B. Repeat the following three times: "Will some member please second the motion?"
  - C. "Since there is no second, the motion is not before this meeting."
  - D. "Since there is not second, will the maker of the motion withdraw it?"
- \_\_\_ **16. A second implies that the seconder agrees that the motion**
- A. must be entered in the minutes.
  - B. should come before the assembly.
  - C. can be adopted without change.
  - D. could be referred to a committee after it is adopted.

- \_\_\_ 17. **May a member who is opposed to a motion second it?**  
A. Yes  
B. No  
C. Yes, if a reason is offered  
D. Only if the chair allows it
- \_\_\_ 18. **The requirement of a second to a motion is for the guidance of the**  
A. maker of the motion to determine who supports the motion.  
B. secretary in recording the name of the seconder in the minutes.  
C. chair so that the question on the motion can be stated.  
D. members to recognize who supports the motion.
- \_\_\_ 19. **The purpose of a second to a motion is to**  
A. establish the fact that at least two members are willing to speak in favor of the motion.  
B. prevent time from being consumed by the assembly having to dispose of a motion that only one member wants introduced.  
C. establish the fact that at least two members are willing to vote in favor of the motion.  
D. indicate to the chairman that members must debate the motion before it is voted on.
- \_\_\_ 20. **If the chair is sure that over a majority of the assembly approves a motion,**  
A. amendments may also be included without a second.  
B. a second is not needed, even if a point of order is made.  
C. the question can be stated without a second.  
D. a second still must be made.
- \_\_\_ 21. **If a motion is considered and adopted without having been seconded, it**  
A. is lost.  
B. must be proposed, seconded and voted on again at a future meeting.  
C. is still adopted.  
D. is automatically laid on the table.
- \_\_\_ 22. **After a motion is made and seconded, the chair *states the question*. This means that the chairman**  
A. asks members if they have questions about the motion.  
B. repeats the exact motion and indicates it is open for debate.  
C. asks if the member who proposed the motion wishes to change it.  
D. directs at least two questions to the member who made the motion.
- \_\_\_ 23. **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.
- \_\_\_ 24. **The statement by the chair, "Are you ready for the question?" means the**  
A. assembly may not debate the pending question.  
B. assembly must decide if it is ready to ask questions.  
C. members may debate the pending question.  
D. members may ask the maker of the motion questions.
- \_\_\_ 25. **A proper statement by the chairman after a motion has been made and seconded is**  
A. "It is moved that . . ."  
B. "It is moved and seconded that . . ."  
C. "The motion has been made and seconded that . . ."  
D. "Is there debate on the motion that . . .?"

# PARLIAMENTARY PROCEDURE TEST

(Handling a Motion-1)

## ANSWER KEY

TEST NUMBER 94

QUESTION NUMBER	ANSWER
1	B
2	B
3	A
4	C
5	A
6	D
7	A
8	B
9	B
10	B
11	B
12	D
13	D
14	C
15	C
16	B
17	A
18	C
19	B
20	C
21	C
22	B
23	B
24	C
25	B

# PARLIAMENTARY PROCEDURE TEST

(Handling a Motion-2)

## NUMBER 95

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **When a member's motion is not in order, the chair says,**  
A. "You are out of order because . . ."  
B. "I rule your motion is out of order because . . ."  
C. "I'm sorry, Mary, you made a mistake and you are out of order because . . ."  
D. "The chair rules that the motion is out of order because . . ."
- \_\_\_ 2. **The seconder of a motion has the right to withdraw his/her second**  
A. anytime during a meeting.  
B. if the maker of the motion modifies the motion that was seconded before it is stated by the chair.  
C. immediately after the motion is stated by the chair.  
D. after the minutes are read for approval by the assembly.
- \_\_\_ 3. **Immediately after stating the question, the chair should turn toward the maker of the motion to see if he or she**  
A. wants to recommend a member to second the motion.  
B. wishes the motion to be repeated.  
C. wishes to be assigned the floor to debate.  
D. wants the assembly to debate the motions immediately without debate.
- \_\_\_ 4. **The maker of a motion**  
A. must always speak first in debate on the motion.  
B. may assign his/her right to debate to another member without permission of the assembly.  
C. has the right to speak first and last on his or her motion.  
D. has the right to speak first in debate on the motion.
- \_\_\_ 5. **Unless there is a rule to the contrary, a member may speak**  
A. once during the same day.  
B. twice during the same day.  
C. three times on the same motion on the same day.  
D. twice on the same motion on the same day.
- \_\_\_ 6. **Debate on a question must be confined to**  
A. affirmative points on the pending question.  
B. the merits of the immediately pending question.  
C. remarks and questions directed to the maker of the motion.  
D. arguments that would promote the question not to be adopted.
- \_\_\_ 7. **Which rule of debate listed below is false?**  
A. Personal comments should not be interjected by the chairman.  
B. The chair should not enter into debate while presiding.  
C. The chairman cannot arbitrarily close debate.  
D. The chair can interrupt the speaker for any reason.

- \_\_\_ 8. **When the presiding officer *puts the question*, this means that the chair**
- A. is asking for a second.
  - B. proceeds to take a vote on the pending motion.
  - C. is going to ask the maker of the motion a question.
  - D. is going to put the pending motion on temporary hold.
- \_\_\_ 9. **Which vote on a motion is always taken first by the presiding officer?**
- A. Affirmative
  - B. Negative
  - C. Abstentions
  - D. Neutral
- \_\_\_ 10. **If the affirmative vote is almost unanimous on a motion that is complimentary and non-controversial, the chairman**
- A. need not call for a negative vote.
  - B. calls for a standing vote to confirm it.
  - C. takes only the negative vote by a division.
  - D. doesn't need to call for a negative vote even if a member objects.
- \_\_\_ 11. **When the chairman takes a vote on a motion, the *abstentions* are**
- A. called for first.
  - B. called for last and used to calculate the majority number.
  - C. not taken.
  - D. usually added to the affirmative votes.
- \_\_\_ 12. **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.
- \_\_\_ 13. **The simple rising vote in which the number of members voting on each side is not counted is usually used**
- A. on motions requiring a two-thirds vote for adoption.
  - B. even when the chairman believes the voice vote is conclusive.
  - C. on all motions requiring a majority vote for adoption.
  - D. only in the election of officers.
- \_\_\_ 14. **If a rising vote is inconclusive, the chair should**
- A. ask for another voice vote and order it to be counted.
  - B. order another rising vote and order it to be counted.
  - C. take another rising vote.
  - D. declare the vote a tie.
- \_\_\_ 15. **Members have the right to change their vote**
- A. anytime.
  - B. up to the time the result is announced.
  - C. if permission is given by the chairman.
  - D. when the minutes are read at the next regular meeting.
- \_\_\_ 16. **The chair's announcement of the result of a voice vote should include which side "has it," whether the motion is adopted or lost, and**
- A. a congratulatory statement to the maker of the motion.
  - B. a summary of the affirmative and negative debate.
  - C. the effect of the vote.
  - D. an estimate of how many voted on the prevailing (winning) side.

- \_\_\_ 17. **When announcing the affirmative results of a voice vote, the chairman should say,**
- A. "The ayes have it, and the motion is adopted."
  - B. "The affirmative wins."
  - C. "The ayes have it, and the motion is affirmed."
  - D. "The motion is firmly adopted."
- \_\_\_ 18. **For a motion requiring a two-thirds vote for adoption, the chair says,**
- A. "There are less than two-thirds in the affirmative, and the motion is lost."
  - B. "We don't have two-thirds in favor, so the motion is lost."
  - C. "The motion is lost since the vote is more than two-thirds in the affirmative."
  - D. "The motion is lost."
- \_\_\_ 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. **In large assemblies, the chair has the same voting rights as any other member. This means that the chairman may vote**
- A. only to make a tie.
  - B. for the negative when there is a tie vote.
  - C. when it would affect the outcome, or he may abstain.
  - D. only when a motion is obviously going to be adopted.
- \_\_\_ 21. **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.
- \_\_\_ 22. **In very small assemblies where everyone is easily seen, an inconclusive voice vote may be verified by**
- A. a show of hands.
  - B. another voice vote.
  - C. a ballot.
  - D. a rising vote.
- \_\_\_ 23. **The terms *unanimous consent* are also called**
- A. *consensus by silence*.
  - B. *assembly consent*.
  - C. *general consent*.
  - D. *quorum consent*.
- \_\_\_ 24. **The correction and approval of the minutes is normally handled by**
- A. a privileged motion.
  - B. unanimous (general) consent.
  - C. the secretary.
  - D. a main motion.
- \_\_\_ 25. **When a motion is adopted without the steps of stating the question and putting the motion to a formal vote, it is called adopting by**
- A. consensus.
  - B. unanimous (general) consent.
  - C. a withdrawal of objections.
  - D. a caucus.

# PARLIAMENTARY PROCEDURE TEST

(Handling a Motion-2)

## ANSWER KEY

TEST NUMBER 95

QUESTION NUMBER	ANSWER
1	D
2	B
3	C
4	D
5	D
6	B
7	D
8	B
9	A
10	A
11	C
12	D
13	A
14	B
15	B
16	C
17	A
18	A
19	D
20	C
21	C
22	A
23	C
24	B
25	B

# PARLIAMENTARY PROCEDURE TEST

(Quorum)

NUMBER 96

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The quorum of an assembly is**
- A. two-thirds of the members present at a meeting.
  - B. the largest number that can be depended on to attend any meeting.
  - C. the number of members who must be present for business to be legally transacted.
  - D. the number of members who always vote on motions brought before the assembly.
- \_\_\_ 2. **In the absence of a provision in the bylaws, the quorum of an organized society is**
- A. two-thirds of the registered members.
  - B. a majority of the entire membership.
  - C. a majority of the members who answer roll call.
  - D. two-thirds of its officers in attendance.
- \_\_\_ 3. **What would you do if you were chairman and noticed that there was not a quorum?**
- A. Allow the meeting to continue normally and transact business.
  - B. Rule on the adoption of all motions that are considered by unanimous consent only.
  - C. Declare that there is not a quorum.
  - D. Allow all motions to be considered except amendments.
- \_\_\_ 4. **In order that business can be legally transacted in an assembly, a quorum is necessary. A quorum in**
- an assembly is the number of members entitled to vote who**
- A. are present.
  - B. must vote.
  - C. must be present.
  - D. may be present.
- \_\_\_ 5. **In a mass meeting, the quorum is**
- A. the number of persons present at the time.
  - B. a majority of those members who indicated they would attend.
  - C. the officers elected prior to beginning the official meeting.
  - D. always stated in the bylaws.
- \_\_\_ 6. **In a body of members such as a convention, and in the absence of any bylaw provision, a quorum is a majority of the**
- A. delegates who were elected which are attending.
  - B. registered delegates who are in attendance.
  - C. members in actual attendance.
  - D. delegates and alternates who have been registered as attending.
- \_\_\_ 7. **In a deliberative assembly where the bylaws do not specify a quorum, the quorum is**
- A. two-thirds of the members present.
  - B. a majority of those voting.
  - C. a majority of all the members.
  - D. the largest number of members who can be present at any time.

- \_\_\_ 8. **In order to complete their work, volunteer organizations that have an enrolled membership should establish a quorum**
- A. of more than a majority.
  - B. that is relatively small and less than a majority.
  - C. of the number of members who attend meetings.
  - D. based on the number of members who respond to the meeting notice.
- \_\_\_ 9. **If the quorum provision is struck out in a society's bylaws, what number of members of the membership would automatically become a quorum?**
- A. Half
  - B. A majority
  - C. Two-thirds
  - D. Three-fourths
- \_\_\_ 10. **If a quorum is not fixed for boards and committees, how many of the members must be present to make a quorum?**
- A. Half
  - B. A majority
  - C. Two-thirds
  - D. Three-fourths
- \_\_\_ 11. **In the absence of a quorum at an official meeting of a society, the business that may be transacted is**
- A. tabled.
  - B. referred to a committee.
  - C. always adopted by a two-thirds vote.
  - D. null and void.
- \_\_\_ 12. **What business may be transacted in the absence of a quorum?**
- A. Approval of the minutes.
  - B. Going into a *Committee of the Whole*.
  - C. Going into a *Quasi Committee of the Whole*.
  - D. Setting a time for an adjourned meeting.
- \_\_\_ 13. **Motions to obtain a quorum are treated as privileged motions and are**
- A. not seconded.
  - B. debatable.
  - C. not amendable.
  - D. adopted by a majority vote.
- \_\_\_ 14. **Who has the duty to determine if a quorum is present before a meeting is called to order?**
- A. Secretary
  - B. Parliamentarian
  - C. Vice-president
  - D. Presiding Officer
- \_\_\_ 15. **A quorum of a board, if not provided in the bylaws, is**
- A. two-thirds of the members elected.
  - B. a majority of the standing committee chairmen.
  - C. more than half the members.
  - D. all of the officers.
- \_\_\_ 16. **A quorum in a committee is**
- A. a majority of its membership unless the assembly has prescribed something different.
  - B. two-thirds of the entire membership of the committee.
  - C. three-fourths of the officers appointed by the chairman.
  - D. None of the above. There is no set quorum if not prescribed in the bylaws.

- \_\_\_17. **If an assembly has no bylaw provision or rule about the quorum of a committee, what is the quorum of a standing committee?**
- A. All the members of the committee
  - B. The chairman and one other member
  - C. A majority of the committee members
  - D. Any number present at a properly called committee meeting
- \_\_\_18. **Unless prescribed in the bylaws, the quorum for a committee of the whole is**
- A. established by the committee as the first new business.
  - B. the same as that of the assembly.
  - C. always a majority of the committee members.
  - D. prescribed in the special bylaws drawn up by the committee.
- \_\_\_19. **If a committee of the whole lacks a quorum at any time, it must first**
- A. adjourn.
  - B. take measures to obtain a quorum.
  - C. rise and report the fact to the assembly.
  - D. recess.
- \_\_\_20. **If the bylaws of the convention's standing rules do not prescribe a quorum, the quorum is a majority of the**
- A. total membership of the organization.
  - B. delegates and alternates in actual attendance.
  - C. registered delegates irrespective of any who have departed.
  - D. delegates and alternates who have registered.
- \_\_\_21. **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.
- \_\_\_22. **In different organizations, the number of members constituting a quorum**
- A. is always 51% of the membership.
  - B. may vary.
  - C. is dependent on a decision by the presiding officer prior to opening the meeting.
  - D. can be determined immediately before roll call by a majority vote of those members present.
- \_\_\_23. **A quorum for a regular meeting of an organization that does not have dues or a listing of actual members, consists of the**
- A. officers (except the parliamentarian).
  - B. charter members only.
  - C. people who attend.
  - D. people who were contacted about the meeting regardless of whether they attend.
- \_\_\_24. **In a committee of the whole, unless the bylaws stipulate differently, the quorum is**
- A. identical as in the assembly.
  - B. 51% of the total membership.
  - C. a majority of the members present at the regular meeting.
  - D. decided by the secretary and it can be different at each meeting.
- \_\_\_25. **Which statement below is false regarding a quorum?**
- A. At a meeting without a quorum, matters can be acted on and ratified at a later meeting.
  - B. In the absence of a quorum, business can be transacted if agreed to by unanimous consent.
  - C. If a committee of the whole does not have a quorum, it can only rise and report to the assembly.
  - D. In the absence of a quorum, a motion can be made "to contact absent members during a recess."

# PARLIAMENTARY PROCEDURE TEST

(Quorum)

## ANSWER KEY

TEST NUMBER 96

QUESTION NUMBER	ANSWER
1	C
2	B
3	C
4	C
5	A
6	B
7	C
8	B
9	B
10	B
11	D
12	D
13	D
14	D
15	C
16	A
17	C
18	B
19	C
20	C
21	C
22	B
23	C
24	A
25	B

# PARLIAMENTARY PROCEDURE TEST

(Majority and Two-Thirds Vote)

NUMBER 97

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. The word *majority* means
- A. "exactly half."
  - B. "less than half."
  - C. "more than half."
  - D. 51%.
- \_\_\_ 2. If 40 votes are cast, a majority is
- A. 21.
  - B. 20.
  - C. 19.
  - D. 18.
- \_\_\_ 3. In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least
- A. 26.
  - B. 25.
  - C. 27.
  - D. 34.
- \_\_\_ 4. A society has a total membership of 200 members. A minimum majority vote of the entire membership is
- A. 100.
  - B. 101.
  - C. 150.
  - D. 167.
- \_\_\_ 5. Select the example below which would adopt a motion requiring a majority vote.
- A. 26 in favor and 27 opposed
  - B. 25 in favor and 28 opposed
  - C. 26 in favor and 26 opposed
  - D. 25 in favor and 24 opposed
- \_\_\_ 6. 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.
- \_\_\_ 7. If two members of a twelve-member board resign, a majority of the entire membership is
- A. 6.
  - B. 7.
  - C. 9.
  - D. None of the above

- \_\_\_ 8. A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the minimum vote required to adopt a main motion is
- A. 60.
  - B. 61.
  - C. 90.
  - D. 91.
- \_\_\_ 9. A society has a total membership of 60, and 31 members are needed for a quorum. There are 40 members present at a regular meeting. If 10 members abstain on a vote to "have a picnic next Saturday from 9 a.m. to 9 p.m.," how many would have to vote in favor to adopt this main motion?
- A. 31
  - B. 40
  - C. 15
  - D. 16
- \_\_\_ 10. 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
- \_\_\_ 11. Which one of the following results could be affected by a vote of the presiding officer?
- A. 40 in favor and 21 opposed (2/3 required to adopt)
  - B. 14 in favor and 30 opposed (2/3 required to reject)
  - C. 15 in favor and 17 opposed (majority required to adopt)
  - D. 25 in favor and 24 opposed (majority required to adopt)
- \_\_\_ 12. The vote on a main motion is 30 for the affirmative and 29 for the negative. The chair votes in the negative and therefore the motion is
- A. adopted.
  - B. lost.
  - C. a tie and is adopted.
  - D. None of the above
- \_\_\_ 13. If 33 votes are cast at a meeting and there are no fractional votes, a minimum two-thirds vote is
- A. 22.
  - B. 23.
  - C. 24.
  - D. 25.
- \_\_\_ 14. A society has a membership of 200 and a quorum is 50. There are 60 members present at a meeting, of whom 40 participate in a counted vote. Which statement below is false?
- A. A majority of the members who participated in the counted vote is 21.
  - B. A majority of the entire membership is 101.
  - C. Two-thirds of the members who participated in the counted vote is 27.
  - D. A vote of two-thirds of the members present is 41.
- \_\_\_ 15. If sixty votes are cast, a minimum two-thirds vote is
- A. 30.
  - B. 31.
  - C. 40.
  - D. 41.

- \_\_\_ 16. Your organization has 60 regular members in attendance at a regular meeting and the president, who is the presiding officer. If all 60 regular members voted, how many would have to vote in favor of the motion to *Move the Previous Question* for it to be adopted? Assume the president does not vote.
- A. 20
  - B. 40
  - C. 30
  - D. 31
- \_\_\_ 17. An assembly has 30 regular members in attendance at a meeting and the president, who is the presiding officer. If all 30 of the regular members voted, what is the minimum number of affirmative votes that would have to be cast for a main motion "to have a dance next Saturday" in order for it to be adopted? Assume the presiding officer does not vote.
- A. 20
  - B. 21
  - C. 15
  - D. 16
- \_\_\_ 18. Select the example below which would adopt a motion requiring a two-thirds vote.
- A. 24 in favor and 18 opposed
  - B. 24 in favor and 16 opposed
  - C. 24 in favor and 14 opposed
  - D. 24 in favor and 12 opposed
- \_\_\_ 19. A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present. If all the members present vote, the minimum vote required to adopt the *Previous Question* is
- A. 60.
  - B. 61.
  - C. 80.
  - D. 81.
- \_\_\_ 20. When the term *majority vote* is used without qualifications, it means
- A. one more than half the votes cast, including blanks and abstentions.
  - B. one more than half the entire membership.
  - C. more than half the votes cast, excluding blanks and abstentions.
  - D. more than half of the persons present who are legally entitled to vote.

# PARLIAMENTARY PROCEDURE TEST

(Majority and Two-Thirds Vote)

## ANSWER KEY

TEST NUMBER 97

QUESTION NUMBER	ANSWER
1	C
2	A
3	A
4	B
5	D
6	B
7	A
8	B
9	D
10	C
11	D
12	B
13	A
14	D
15	C
16	B
17	D
18	D
19	C
20	C

# PARLIAMENTARY PROCEDURE TEST

(Committees-1)

NUMBER 98

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM ***DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.***

- \_\_\_ 1. **Large boards and large committees follow parliamentary procedure**
- A. in the same way as any assembly.
  - B. to a lesser degree than other deliberative assemblies.
  - C. only for items that are brought from the previous meeting.
  - D. when the presiding officer feels it will benefit the organization.
- \_\_\_ 2. **The motion to *Discharge a Committee* is made to**
- A. take the matter out of the hands of a committee.
  - B. allow another committee to take over the task.
  - C. dissolve a committee.
  - D. charge the committee with negligence of duty.
- \_\_\_ 3. **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.
- \_\_\_ 4. **Special committees are called on to report**
- A. before the minutes are read.
  - B. in the order in which they were appointed.
  - C. in random order.
  - D. based on the order in which they address the presiding officer and are recognized.
- \_\_\_ 5. **A president who is an ex-officio member of a committee**
- A. may not vote on issues at meetings.
  - B. must attend all meetings.
  - C. is counted when determining if a quorum is present.
  - D. has the same rights as other members.
- \_\_\_ 6. **In the proceedings of a small board or committee which has no more than twelve members present, which one of the following statements is true?**
- A. A motion must be pending before informal discussion on a subject is allowed.
  - B. The only time a presiding officer is allowed to vote is when there is a ballot.
  - C. There is no time limit to the number of times a member can speak on a question.
  - D. Motions must be seconded.
- \_\_\_ 7. **Which of the following is the primary difference between a board and a committee?**
- A. The committee is larger.
  - B. The board has more authority to act independently for the assembly.
  - C. The board meets more frequently.
  - D. The quorum for a board is always larger.

- \_\_\_ 8. **When a committee is appointed "with power," this means that the committee has permission from the assembly to**
- A. conduct a regular meeting with the entire assembly and propose motions.
  - B. take action for all pending special committees.
  - C. take all the necessary steps to carry out its instructions.
  - D. require that the president of the society be the chairman of the committee.
- \_\_\_ 9. **A committee that has a continuing existence and is in the society's bylaws is called a (an)**
- A. *special committee.*
  - B. *standing committee.*
  - C. *ordinary committee.*
  - D. *whole committee.*
- \_\_\_ 10. **If certain standing committees are listed in the bylaws, no other standing committees can be established unless the**
- A. president grants permission.
  - B. bylaws are amended.
  - C. assembly allows it through the recommendation of an ad hoc committee.
  - D. entire organization is notified to ask for volunteers to serve on the new committee.
- \_\_\_ 11. **A standing committee of an organization reports to the**
- A. executive board.
  - B. president.
  - C. assembly.
  - D. board of directors.
- \_\_\_ 12. **A committee that is appointed to carry out a specific task and ceases to exist when it has made a final report to the assembly is called a (an)**
- A. *special committee.*
  - B. *select committee.*
  - C. *ad hoc committee.*
  - D. All of the above
- \_\_\_ 13. **The usual method of appointing assembly members to a special committee is**
- A. to conduct a ballot vote.
  - B. to select a committee chairman who then chooses the committee members.
  - C. by open nominations from the floor.
  - D. usually specified in the motion that establishes the committee.
- \_\_\_ 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. **If a standing committee has extensive powers, it is usually chosen in an election by**
- A. viva voce.
  - B. ballot.
  - C. rising.
  - D. roll call.
- \_\_\_ 16. **Which of the following is a method of appointing committee members?**
- A. Appointment by the chairman
  - B. Nominations from the floor with a viva voce election
  - C. Nominations by the chairman
  - D. All of the above

- \_\_\_17. **In large assemblies, special committees are generally appointed by the**  
A. parliamentarian.  
B. secretary.  
C. vice-president.  
D. chairman.
- \_\_\_18. **Some society's bylaws state that the president "shall appoint all committees." Which statement is false regarding this statement?**  
A. The president selects persons to serve on committees.  
B. A committee cannot be created by the president.  
C. No vote is generally taken on members who are appointed to a committee by the president.  
D. None of the above. They are all true.
- \_\_\_19. **In general practice, when a committee is nominated by the chair, the committee chairman is the**  
A. first member the chair names to the committee.  
B. second member that the chair names to the committee.  
C. last member named by the chair to the committee.  
D. None of the above. The chair usually does not have the authority to name committee chairman.
- \_\_\_20. **A standing committee can appoint subcommittees who are then responsible to and report to the**  
A. assembly.  
B. standing committee.  
C. chairman of the standing committee.  
D. president of the organization.
- \_\_\_21. **Which of the following is the duty of the secretary of a society when a committee is appointed?**  
A. Notify all persons who are appointed  
B. Furnish a list of all members to the committee chairman  
C. Provide copies of all papers, motions, or matters referred to it  
D. All of the above
- \_\_\_22. **What is the minimum number of committee members that can call a meeting if the chairman does not?**  
A. Two  
B. Three  
C. Four  
D. None of the above. Only the committee chairman can call a meeting.
- \_\_\_23. **In relatively small standing and special committees, the chairman**  
A. may not make motions.  
B. may debate motions.  
C. must rise when putting questions to a vote.  
D. must enforce the rule that members may only debate twice on motions.
- \_\_\_24. **Committees of organized societies normally operate**  
A. with no rules of parliamentary procedure.  
B. under the rules adopted by the chairman of the committee.  
C. under the parliamentary authority adopted by the society.  
D. with strict, formal parliamentary procedure rules, especially if the committee is under six members.
- \_\_\_25. **When members of a society appear before a committee to present their views on a subject studied by the committee, the meeting is called a**  
A. *debate*.  
B. *special committee report*.  
C. *hearing*.  
D. *mass meeting*.

# PARLIAMENTARY PROCEDURE TEST

(Committees-1)

## ANSWER KEY

TEST NUMBER 98

QUESTION NUMBER	ANSWER
1	A
2	A
3	B
4	B
5	D
6	C
7	B
8	C
9	B
10	B
11	C
12	D
13	D
14	B
15	B
16	D
17	D
18	D
19	A
20	B
21	D
22	A
23	B
24	C
25	C

# PARLIAMENTARY PROCEDURE TEST

(Committees-2)

NUMBER 99

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS.**

- \_\_\_ 1. **After a "special committee" has made its final report to the assembly, it**
- A. is listed in the bylaws as a standing committee.
  - B. automatically expires.
  - C. is assigned new members and handles all related topics in the future.
  - D. cannot be discharged by the assembly.
- \_\_\_ 2. **Members of standing committees generally continue their duties until**
- A. they make a report.
  - B. the committee chairman excuses the committee permanently.
  - C. new officers of the society replace them.
  - D. their recommendations are put into effect.
- \_\_\_ 3. **The form for a detailed report by a committee should consist of four parts. Which part is covered last?**
- A. The facts uncovered or information obtained
  - B. Recommendations
  - C. A description of the way the committee undertook its charge
  - D. The findings or conclusions derived from the facts or information
- \_\_\_ 4. **When an assembly receives a committee report, the assembly**
- A. has ratified the report subject to approval of the committee.
  - B. reviews the written report after hearing it.
  - C. hears the report that is read.
  - D. automatically reconsiders the report if it is adopted.
- \_\_\_ 5. **A motion made to the assembly after a committee report**
- A. may not be debated.
  - B. has a higher precedence than the motion to *amend*.
  - C. requires no second.
  - D. can be proposed when another member is speaking.
- \_\_\_ 6. **A motion arising out of a report of an officer, board, or committee is taken up**
- A. under new business.
  - B. immediately after the report is read.
  - C. and decided by the Standing Committee that deals with the topic.
  - D. after the chair asks for additions to the minutes.
- \_\_\_ 7. **Which of the following is false regarding committee reports?**
- A. A written report is usually not addressed or dated.
  - B. The report should begin with the identification of the committee that submitted it.
  - C. The report generally should always be written in the first person.
  - D. The report should be submitted in writing.

- \_\_\_ 8. **If the order of business does not make a provision for a committee report that one member does not want to be received, and a member still wishes to make the report, what would you do as chairman?**
- A. Direct the member to proceed, even though some members object.
  - B. Deny the request.
  - C. Call the member out of order and order it placed on the agenda of the next regular meeting.
  - D. Put the question to the assembly.
- \_\_\_ 9. **After a report from a standing committee concludes by making a recommendation to adopt a resolution, how is the resolution adopted by the assembly?**
- A. The chairman takes an immediate vote on the resolution without a formal motion.
  - B. The resolution is adopted without a vote.
  - C. The reporting member proposes a motion.
  - D. It can't be adopted until the assembly discharges the committee.
- \_\_\_ 10. **The formal presentation of the views of committee members who do not agree with the committee report is called a**
- A. "quasi committee account."
  - B. "privileged report."
  - C. "majority report."
  - D. "minority report."
- \_\_\_ 11. **All of the following are typical examples of standing committees listed in bylaws except a**
- A. program committee.
  - B. finance committee.
  - C. membership committee.
  - D. committee that was formed at a regular meeting to recommend a location for a picnic.
- \_\_\_ 12. **Committee motions require a second if the committee consists of over**
- A. one person.
  - B. two persons.
  - C. three persons.
  - D. over three persons.
- \_\_\_ 13. **A motion "to adopt the report" of a committee**
- A. has the effect of endorsing every word of the report.
  - B. does not require a second.
  - C. should be made by the reporting member.
  - D. is never appropriate.
- \_\_\_ 14. **A committee report is read which contains certain recommendations. The appropriate motion at the end of the report made by the reporting committee member would be to**
- A. accept the report.
  - B. adopt the report.
  - C. implement the recommendations.
  - D. receive the report.
- \_\_\_ 15. **How should the chair take a vote on a committee's recommendation of several amendments that will be debated?**
- A. Take a vote on each recommendation after it is read and opened for debate.
  - B. Vote on the recommendations all at once after they are all read.
  - C. Have the committee excused and vote for the entire assembly.
  - D. A vote is not required, since the committee recommended them for adoption.
- \_\_\_ 16. **When a special committee has completed the business it was assigned, a motion can be made for the committee to "rise," which means that the committee is**
- A. adjourned sine die.
  - B. taking a rising vote on their recommendation.
  - C. being recognized for the work that they have accomplished.
  - D. finished with its assignments.

- \_\_\_ 17. **If a motion "to accept" a committee report is adopted, it implies that the assembly has**
- A. heard the report.
  - B. endorsed the entire report.
  - C. heard the report and agrees to part of it after an appropriate amendment.
  - D. agreed to hear the report and vote on it.
- \_\_\_ 18. **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.
- \_\_\_ 19. **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
- \_\_\_ 20. **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.
- \_\_\_ 21. **Which two motions below are not allowed in committees?**
- A. *Main Motions* and the subsidiary motion to *Amend*
  - B. The subsidiary motions to *Limit or Extend Limits of Debate* and *Previous Question*
  - C. The incidental motions to call a *Point of Order* and a *Division of the Assembly*
  - D. None of the above
- \_\_\_ 22. **Which statement below is false regarding a committee?**
- A. A committee may be elected or appointed by an assembly.
  - B. A committee can be directed to take action on specific matters.
  - C. A committee is considered as a form of assembly.
  - D. A committee may consist of one person.
- \_\_\_ 23. **Unless the bylaws state otherwise, members of standing committees usually serve**
- A. until the president of the organization changes them.
  - B. the same length of term as the officers of the organization.
  - C. until the bylaws are revised.
  - D. as long as they desire.
- \_\_\_ 24. **In what order are *Standing Committees* called upon to report at a meeting?**
- A. Alphabetically by the title of the committee
  - B. By the date each report was submitted to the secretary for filing
  - C. In the order they are listed in the bylaws
  - D. Randomly, as determined by the secretary
- \_\_\_ 25. **If a motion to refer a subject to a committee has been adopted and the number of members are omitted in the original motion, the member who made the motion to refer**
- A. may decide who has preference in recognition.
  - B. may rise and address the assembly without recognition to add to the motion.
  - C. has preference in recognition.
  - D. has no preference in recognition.

# PARLIAMENTARY PROCEDURE TEST

(Committees-2)

## ANSWER KEY

TEST NUMBER 99

QUESTION NUMBER	ANSWER
1	B
2	C
3	B
4	C
5	C
6	B
7	C
8	D
9	C
10	D
11	D
12	B
13	A
14	C
15	A
16	A
17	B
18	A
19	D
20	A
21	B
22	C
23	B
24	C
25	D

# PARLIAMENTARY PROCEDURE TEST

(Committees-3)

NUMBER 100

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. **The principal committees that perform parliamentary functions in the organization of a convention are the**
- A. Registration Committee and the Credential Committee.
  - B. Credentials Committee, the Bylaws Committee, and the Committee on Standing Rules.
  - C. Bylaws Committee and the Committee on Standing Rules.
  - D. Credentials Committee, the Committee on Standing Rules, and the Program Committee.
- \_\_\_ 2. **A committee to draw up proposed bylaws should generally**
- A. be small.
  - B. include the president.
  - C. be large.
  - D. include the chairmen from all standing committees.
- \_\_\_ 3. **If Article VII provides that the president "shall be an ex-officio member of all committees except the Nominating Committee," this still means that the president**
- A. may not vote at committee meetings.
  - B. must attend committee meetings.
  - C. may debate at committee meetings.
  - D. cannot propose motions unless approved by the chairman at committee meetings.
- \_\_\_ 4. **Which of the following committees should be most directly involved with the formal organization of a convention?**
- A. The Membership and Officer Committees
  - B. The Special, Recreation, and Constitution Committees.
  - C. The Finance and Auditing Committees.
  - D. The Credentials, Standing Rules, and Program Committees.
- \_\_\_ 5. **The Credentials Committee of a convention prepares and certifies to the convention the list of**
- A. alternates.
  - B. delegates.
  - C. officers.
  - D. All of the above
- \_\_\_ 6. **What should be written after the signature of the chairman if a committee authorizes its chairman to sign a report?**
- A. "Approved"
  - B. "Approved by all the committee members"
  - C. "Chairman"
  - D. "Adopted"
- \_\_\_ 7. **If a motion is adopted to send the main question to a standing committee, the motion should indicate the**
- A. names of former committee members.
  - B. the Article and Section number in the bylaws that names the committee.
  - C. name of the committee.
  - D. date the committee will be dissolved.

- \_\_\_ 8. Assume a main motion is pending. A member moves "to refer the main question to a committee." If suggestions are made by the assembly for different types of committees, which one does the chair take the vote on first?
- Special committee
  - Standing committee
  - Committee of the whole
  - Quasi committee of the whole
- \_\_\_ 9. All the names of nonmembers appointed to special or standing committees by the chairman must be submitted for approval to the
- assembly.
  - vice-president of the society.
  - officers of the society.
  - chairman of each special committee and standing committee.
- \_\_\_ 10. Assume that you are chairman and a member wanted to postpone the officer reports and the committee reports. What would you do?
- Tell the member to immediately make one motion to postpone both of them.
  - Suggest that a motion be made to postpone each one as it is called for.
  - Advise that they both cannot be postponed until later in the meeting.
  - Notify the secretary at once that they will be postponed.
- \_\_\_ 11. After a committee of the whole has accomplished the business that was referred to it, the committee "rises" and reports, which is the same as the
- subsidiary motion to refer.
  - incidental motion to reconsider.
  - main motion to adjourn.
  - None of the above
- \_\_\_ 12. The motion to *Discharge a Committee*
- must be seconded.
  - takes precedence of nothing.
  - can be moved only when no other question is pending.
  - All of the above
- \_\_\_ 13. When a special committee is discharged from considering a matter, it
- continues to meet with committees that were referred similar business.
  - ceases to exist.
  - is always dissolved after presenting its report.
  - is required that all members of the committee be immediately assigned to a comparable standing committee
- \_\_\_ 14. The form to use in making the motion to *Discharge a Special Committee* is
- MEMBER:**-(After obtaining the floor) "I move that the committee to which was referred the motion related to . . . be discharged."
  - MEMBER:**-(Rising, and without obtaining the floor) "I move that we discharge the special committee studying . . ."
  - MEMBER:**-(From his/her seat and without obtaining the floor) "Discharge, discharge the committee!"
  - MEMBER:**-(Rising, and without obtaining the floor) "I move that the special committee be discharged."
- \_\_\_ 15. When can a motion to *Reconsider* a vote be made and taken up during a committee meeting?
- At any time after the vote is taken
  - Only on the same day the vote to be reconsidered was taken
  - Only on the day after the vote to be reconsidered was taken.
  - None of the above
- \_\_\_ 16. A committee member who is presenting a report and gives it to the secretary to read
- has the floor after the reading is completed.
  - does not have the floor after the secretary is finished reading it.
  - may have the floor after the reading is finished only to amend the report.
  - has the floor immediately if granted by the secretary.

- \_\_\_ 17. In an organized society, a nominating committee should be elected by
- A. the current president, vice-president, and secretary.
  - B. the organization or executive board.
  - C. the members who wish to be nominated.
  - D. nonmembers
- \_\_\_ 18. The time which the nominating committee of an organization reports is determined by the
- A. particular organization.
  - B. president of the organization.
  - C. officers in executive session.
  - D. parliamentarian of the organization.
- \_\_\_ 19. When the assembly orders a committee report "to be entered in the minutes," this means the secretary must
- A. enter an outline of the report in the minutes.
  - B. copy the entire report into the minutes.
  - C. write his/her interpretation of the report in the minutes.
  - D. immediately begin copying it into the minutes as it is read.
- \_\_\_ 20. If a motion is referred to a committee, what must be included in the minutes?
- A. Only the name of the committee chairman
  - B. The committee members' names that are appointed by the chair
  - C. The names of the members of the organization who voted in favor of the motion to refer
  - D. The reasons for referring the motion to a committee
- \_\_\_ 21. Which one of the following committees does not belong with the other three?
- A. Special
  - B. Standing
  - C. Select
  - D. Ad hoc
- \_\_\_ 22. When a special committee is designated to execute an order of the assembly, it should include only members who
- A. equally approve and are not in favor of the action to be carried out.
  - B. approve that the motion be carried out.
  - C. are neither in favor or approve of the action.
  - D. None of the above
- \_\_\_ 23. Which statement below is true regarding the minutes of a large committee meeting?
- A. Minutes must be as detailed as the minutes of a regular meeting.
  - B. A record of the committee proceedings do not need to be taken.
  - C. A brief memorandum for committee use is desired.
  - D. Detailed minutes are taken and approved at the same meeting before the committee adjourns.
- \_\_\_ 24. Who has the right to be present during deliberation of a committee when it is a *hearing*?
- A. Only members of the committee
  - B. Any member of the organization
  - C. Only the committee members and the officers of the organization
  - D. Nonmembers and members of the organization
- \_\_\_ 25. Standing committees are generally required to report at
- A. each regular meeting.
  - B. the immediate demand of the assembly.
  - C. least once a year at the annual meeting.
  - D. the call of the secretary of the society only at ad hoc committee meetings.

# PARLIAMENTARY PROCEDURE TEST

(Committees-3)

## ANSWER KEY

TEST NUMBER 100

QUESTION NUMBER	ANSWER
1	D
2	C
3	C
4	D
5	D
6	C
7	D
8	C
9	A
10	B
11	C
12	D
13	B
14	A
15	A
16	A
17	B
18	A
19	B
20	B
21	B
22	B
23	C
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

(Assembly and Deliberative Assembly)

NUMBER 101

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS**.

- \_\_\_ 1. **Which of the following is not a characteristic of a *deliberative assembly*?**
- A. The size of the group is less than six.
  - B. Members can participate and act on their own judgment.
  - C. The group meets and after full and free discussion decides action to be taken.
  - D. Each member's vote has equal weight.
- \_\_\_ 2. **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
- \_\_\_ 3. **The questions acted upon in a deliberative assembly are normally decided by the**
- A. officers of the organization.
  - B. members who are present at a regular meeting.
  - C. members who vote by mail.
  - D. entire membership of the organization.
- \_\_\_ 4. **An *assembly* is a**
- A. body of people who come together as a group.
  - B. special meeting of the members of an organization
  - C. session of an executive board of a larger organization.
  - D. series of meetings.
- \_\_\_ 5. **A *member of an assembly, in a parliamentary sense, is a person having the right to***
- A. participate fully in its proceedings.
  - B. attend the executive sessions.
  - C. examine all the records of the organization.
  - D. debate a motion in detail before it is proposed.
- \_\_\_ 6. **Members of a deliberative assembly**
- A. have the right to make motions, participate in debate, and vote.
  - B. may vote only if their dues are paid.
  - C. must debate all motions.
  - D. can stop debate on any motion by yelling out "Question!"
- \_\_\_ 7. **A deliberative assembly that has not adopted rules to govern its organization is bound by the rules and customs**
- A. of common parliamentary law.
  - B. that were drafted by the officers prior to the first meeting.
  - C. of the constitution of its State Legislature.
  - D. as prescribed by the chairman.

- \_\_\_ 8. **The actions of any deliberative assembly are subject to**
- A. only the rules of the parent organization.
  - B. change by a majority vote of the members without notice.
  - C. the bylaws and other rules of its organization and all applicable local, state, and national laws.
  - D. change by the president and secretary of the organization.
- \_\_\_ 9. **The basic principle of decision in a deliberative assembly is that**
- A. propositions must be adopted by a majority vote.
  - B. it takes two members to demand a rising vote.
  - C. a two-thirds vote is required for all amendments.
  - D. all the decisions of the presiding officer may be reversed by a two-thirds vote.
- \_\_\_ 10. **Membership in a local assembly of an organized society is limited to persons who are**
- A. listed in the rolls of the society as voting members in good standing.
  - B. in attendance at meetings.
  - C. always chosen by its president.
  - D. charter members.
- \_\_\_ 11. **Which type of deliberative assembly below is characterized by having each meeting normally serve as a separate session?**
- A. Convention
  - B. Legislative body
  - C. Organized local societies
  - D. Mass meetings
- \_\_\_ 12. **An assembly of *delegates* normally chosen for one session is called a**
- A. mass meeting.
  - B. board.
  - C. convention.
  - D. standing committee.
- \_\_\_ 13. **The minimum essential officers that must be present to conduct business in a deliberative assembly are a**
- A. presiding officer and the vice-president.
  - B. presiding officer and a treasurer.
  - C. presiding officer and a secretary or clerk.
  - D. secretary and a clerk.
- \_\_\_ 14. **Business is brought before an assembly by a member making a formal proposal called a (an)**
- A. *agenda*.
  - B. *motion*.
  - C. *order*.
  - D. *memorandum*.
- \_\_\_ 15. **Before a member of an assembly is allowed to speak or propose a motion, he or she must "obtain the floor." This means that the member must**
- A. rise and come before the assembly before speaking.
  - B. obtain permission from the assembly before addressing the chairman and speaking.
  - C. rise, address the chair, and wait to be recognized before speaking.
  - D. address the chair and then speak.
- \_\_\_ 16. **A session of an assembly is a**
- A. meeting or series of connected meetings.
  - B. regular meeting of the organization held twice a year.
  - C. group of conventions held in one calendar year.
  - D. caucus of members outside a meeting room.

- \_\_\_ 17. **A meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret is called a (an)**
- A. *executive session.*
  - B. *private meeting.*
  - C. *special meeting.*
  - D. *confidential session.*
- \_\_\_ 18. **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.*
- \_\_\_ 19. **The presiding officer, if a member of the assembly,**
- A. should only vote by ballot upon the permission of the assembly.
  - B. may vote by ballot to break a tie.
  - C. can always vote by ballot with other members.
  - D. can vote by ballot after the polls are closed without permission of the assembly.
- \_\_\_ 20. **How would a member proceed to have the assembly go into a committee of the whole?**
- A. Ask the chairman to tell the assembly that they are now in a committee of the whole.
  - B. Propose a motion to go into a committee of the whole.
  - C. Obtain the floor and tell the assembly that they are now in a committee of the whole.
  - D. Request that the parliamentarian assume the chair for a committee of the whole.
- \_\_\_ 21. **If an assembly considers a question informally, this means that**
- A. members can ask each other questions without going through the chairman.
  - B. debate is not allowed on all motions and their amendments.
  - C. there is no limit on the number of times members can speak in debate on main questions and their amendments.
  - D. members may debate longer than ten minutes each time they speak.
- \_\_\_ 22. **A member who does not agree with a decision made by a deliberative assembly**
- A. is asked by the president to withdraw from the society before the next regular meeting.
  - B. must state in writing the reasons why he/she should not be withdrawn from the society and submit a copy to the president.
  - C. is not withdrawn from the society.
  - D. must appear before an ad hoc committee for a hearing regarding being withdrawn from the society.
- \_\_\_ 23. **After a motion is made and seconded, it is placed before the assembly by the**
- A. chairman stating the question.
  - B. member debating who made the motion.
  - C. secretary reading the motion aloud.
  - D. member who made the motion to *put the question.*
- \_\_\_ 24. **A session of an assembly**
- A. is usually devoted to a single order of business.
  - B. consists of at least three meetings.
  - C. always has a specific number of minutes allotted each meeting.
  - D. can be ended by a motion to *recess.*
- \_\_\_ 25. **The use of the word *recess* to describe the period between regular sessions of an assembly has**
- A. the same meaning as an *adjournment sine die.*
  - B. a purpose similar to the motion to *Fix the Time to Which to Adjourn.*
  - C. no correlation to the parliamentary meaning of the term.
  - D. the same purpose as an *adjourned meeting.*

# PARLIAMENTARY PROCEDURE TEST

(Assembly and Deliberative Assembly)

## ANSWER KEY

TEST NUMBER 101

QUESTION NUMBER	ANSWER
1	A
2	B
3	B
4	A
5	A
6	A
7	A
8	C
9	A
10	A
11	C
12	C
13	C
14	B
15	C
16	A
17	A
18	C
19	C
20	B
21	C
22	C
23	A
24	A
25	C

# PARLIAMENTARY PROCEDURE TEST

(Meetings)

NUMBER 102

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 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. verbal notice of the time and place of the meeting at least one year prior to the date of the meeting.
  - D. written notice of the time and place of the meeting which is mailed or distributed to members.
- \_\_\_ 2. **Admittance to a mass meeting**
- A. is always limited.
  - B. may not be limited.
  - C. is determined by membership to the society that is conducting the meeting.
  - D. may be limited.
- \_\_\_ 3. **In a mass meeting or a meeting of a body not yet organized, adopting a parliamentary authority**
- A. may take place at the beginning of the meeting.
  - B. must be included by the second meeting.
  - C. is not usually required by a society with less than one hundred members.
  - D. may take place at the close of the meeting.
- \_\_\_ 4. **What specifies the sequence in which certain general types or classes of business are brought up or permitted to be introduced at a meeting?**
- A. Order of business
  - B. Bylaws
  - C. Standing rules
  - D. Charter
- \_\_\_ 5. **A mass meeting usually does not need an order of business because**
- A. unfinished business is taken up first.
  - B. the chair determines the agenda by asking the officers to draft one after the meeting begins.
  - C. only new business can be brought up.
  - D. the committee that was assigned the problem for the meeting conducts a panel discussion.
- \_\_\_ 6. **The reading of a communication at a meeting means that**
- A. a motion is not formally before the assembly.
  - B. the communication must be debated and voted on.
  - C. a committee should be appointed to investigate the communication.
  - D. the member who originally read the communication is the only one who may amend it.
- \_\_\_ 7. **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.

- \_\_\_ 8. **The last meeting of a series of mass meetings has adjourned *sine die*. This adjournment**
- A. allows the convention to meet at the call of any two members.
  - B. does not allow the convention to meet again even if the bylaws provide for it to hold a special session.
  - C. dissolves the assembly.
  - D. allows the convention to meet at the call of the chair.
- \_\_\_ 9. **A meeting that is called to be held at a time different from the regular meeting to consider one or more items, is called a (an)**
- A. adjourned meeting.
  - B. executive meeting.
  - C. special meeting.
  - D. sine die meeting.
- \_\_\_ 10. **Which of the following is false with regard to a special meeting?**
- A. It can take action in an emergency beyond the notice given but is subject to ratification.
  - B. It is set by a motion at the previous regular meeting.
  - C. It is convened only to consider the business mentioned in the call to the special meeting.
  - D. It is a procedure requiring authorization in the bylaws.
- \_\_\_ 11. **Special meetings can only be called if they are authorized**
- A. in the bylaws.
  - B. by the president.
  - C. by all of the officers of an organization.
  - D. by a two-thirds vote.
- \_\_\_ 12. **One feature of a *special meeting* is that**
- A. it can be held at the same time as a regular meeting.
  - B. as many different items as desired can be discussed during the meeting.
  - C. notice of the time, place, and purpose must be mailed to members several days in advance.
  - D. the president can call one at any time without notice.
- \_\_\_ 13. **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.
- \_\_\_ 14. **To become legal, business transacted at a special meeting which was not mentioned in the call of the meeting must be ratified**
- A. by the officers in executive session immediately after the special meeting.
  - B. by the organization at a regular meeting.
  - C. when the organization meets again at the annual meeting.
  - D. by the special committee that was assigned to draw up the agenda for the special meeting.
- \_\_\_ 15. **A meeting that is in continuation of the immediately preceding regular or special meeting is a (an)**
- A. *regular meeting*.
  - B. *special meeting*.
  - C. *adjourned meeting*.
  - D. *annual meeting*.
- \_\_\_ 16. **Another name for a "special meeting" is a**
- A. "regular meeting."
  - B. "stated meeting."
  - C. "session."
  - D. "called meeting."

- \_\_\_ 17. **Which statement below is true regarding an *adjourned meeting*?**
- A. It is the same as a "called meeting."
  - B. The minutes of the preceding meeting are read.
  - C. It is the same as the act of adjourning a regular meeting.
  - D. An adjourned meeting always starts with new business.
- \_\_\_ 18. **Some societies may hold only one business meeting of the general membership each year. This is called the society's**
- A. fiscal meeting.
  - B. calendar meeting.
  - C. special meeting.
  - D. annual meeting.
- \_\_\_ 19. **In organizations that hold regular business meetings throughout the year, the minutes of the annual meeting should be read and approved at the next**
- A. standing committee meeting.
  - B. special meeting.
  - C. annual meeting.
  - D. regular meeting.
- \_\_\_ 20. **At a regular meeting, a controversial matter that demands immediate action is introduced as a main motion. During debate, a member interrupts, rises to a question of privilege, and moves "that the meeting be closed and that nonmembers be asked to leave." What would you do as chairman?**
- A. Declare the motion out of order.
  - B. Put the motion to an immediate vote.
  - C. Ask for a second and debate on the new motion.
  - D. None of the above
- \_\_\_ 21. **The agenda for a regular business meeting calls for unfinished business to be taken up**
- A. before committee reports.
  - B. before new business.
  - C. immediately after the call to order.
  - D. immediately after the reading of the minutes.
- \_\_\_ 22. **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.
- \_\_\_ 23. **At an adjourned meeting, everything is taken up from the point at which the previous meeting adjourned except**
- A. unfinished business is called first.
  - B. special committee reports are presented after roll call.
  - C. the minutes are read first.
  - D. primary amendments must be made immediately after the minutes are read.
- \_\_\_ 24. **If a meeting is restricted to members only, which officer checks credentials as people arrive at a meeting?**
- A. Doorkeeper
  - B. Curator
  - C. Sergeant-at-arms
  - D. Vice-president
- \_\_\_ 25. **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.

# PARLIAMENTARY PROCEDURE TEST

(Meetings)

## ANSWER KEY

TEST NUMBER 102

QUESTION NUMBER	ANSWER
1	D
2	D
3	A
4	A
5	C
6	A
7	A
8	C
9	C
10	B
11	A
12	C
13	A
14	B
15	C
16	D
17	B
18	D
19	D
20	C
21	B
22	A
23	C
24	A
25	B