

# Parliamentary Procedure Test Minutes and Other Records Practicum Ag Bowl SMSU 2023



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

D, page 23

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

C, page 40

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.

B, page 50

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 session.

C, page 88

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 corrected as read" immediately after they are read.
- D. Unanimous consent.

D, page 336

**AG BOWL**  
**SCHOLARSHIP**  
**INVITATIONAL**

- 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 members object to not reading them.
  - D. The secretary does not have the time.

C, page 336

- 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.

C, page 337

- 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

C, page 438

- 9) **In some organizations, in addition to the treasurer, a financial secretary performs the duty of**
- A. billing members for their dues.
  - B. receiving members' dues
  - C. maintaining a ledger of each member's account
  - D. All of the above

D, pages 439 and 440

- 10) **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 not 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."

Answer A

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**INVITATIONAL**

**11) 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.

C, pages 446, 447 and 448

**12) In an organization that holds 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

Answer D

**13) What information should the first paragraph of minutes contain?**

- A) The kind of meeting (regular, special or adjourned), and the name of the society or assembly.
- B) The date and time of the meeting (the place if it is not always the same), and whether the regular chairman and secretary were present (if absent, include the names of their substitutes).
- C) If the minutes of the previous meeting were read and approved (the date, if it was not a regularly scheduled meeting).
- D) All of the above.

Answer D

**14) Name the motions that should be included in the minutes.**

- A) Main motions and motions that bring a main question again before the assembly.
- B) Secondary motions that were not lost or withdrawn.
- C) Points of Order, and Appeals.
- D) All of the above

Answer D

**15) What is included in the last paragraph of the minutes?**

- A) The hour of adjournment.
- B) The last motion action was completed on.
- C) The date and time for the next meeting.
- D) All of the above.

Answer D

**16) What officer (s) should always sign the minutes?**

- A) The Secretary.
- B) The President and the Secretary.
- C) The President, Secretary, and the Treasurer.
- D) Any officer of the organization.

Answer B

**AG BOWL**  
**SCHOLARSHIP**  
**INVITATIONAL**

**17) What vote does it take to dispense with the reading of the minutes?**

- A) Majority.
- B) Two-thirds.
- C) Unanimous consent.
- D) The chair can declare.

Answer C

**18) What information should be included in the minutes for an amendment that was lost?**

- A) No information should be included on the amendment.
- B) The mover, if debate occurred, and the result of the vote.
- C) Only the fact that an amendment was proposed and lost.
- D) The assembly may determine if the information should be included.

Answer A

**19) Assume you are the chairman at a meeting and you do not ask the secretary to read the minutes because they were sent to all members in advance. What ruling would you make if a member objects?**

- A) The chair should ask the secretary to read the minutes.
- B) The Chair can rule the member out of order.
- C) The Chair can ask the assembly if they want the minutes read.
- D) The Chair can redistribute a written copy to all members.

Answer A

**20) If the reading of the minutes are dispensed with, when are they taken up?**

- A) Before adjournment of the present meeting or at the next meeting.
- B) They do not need to be taken up.
- C) They are only taken up if a single member requests.
- D) They are only taken up by a majority vote of the assembly.

Answer B

**21) At an adjourned meeting, when are the minutes of the preceding meeting read?**

- A) They are read first.
- B) They are read at the next regular scheduled meeting.
- C) They are read when the present meeting is finally adjourned.
- D) They are combined with the current meeting and read at the next regular meeting.

Answer B

**22) When should the number of votes on each side be entered in the minutes?**

- A) When a count has been ordered or the vote is by ballot.
- B) On all rising votes.
- C) Only when a Division of the Assembly was called for.
- D) The Chair can decide.

Answer A

**AG BOWL**  
**SCHOLARSHIP**  
**INVITATIONAL**

**23) When should the names of those voting on each side be entered in the minutes?**

- A) When the voting is by roll call.
- B) When requested by a majority vote of the assembly
- C) The names can never be entered in the minutes
- D) Only if the Secretary can accurately determine who voted on each side.

Answer C

**24) The name of the seconder of a motion**

- A) is never included in the minutes.
- B) is included if the secretary can determine who seconded it.
- C) is included by a majority vote of the assembly
- D) is included only with the permission of the motion maker and seconder.

Answer A

**25) When the minutes are approved**

- A) The word "Approved" should be written on the bottom.
- B) The secretary initials should be written on the bottom.
- C) The date should be written on the bottom.
- D) All of the above.

Answer D

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# PARLIMENTARY PROCEDURE PRATICUM

## SMSU AG BOWL 2024

1. 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.

B, page 92

2. 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

C, page 108

3. 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.

A, page 122

4. 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.

B, page 207

**AG BOWL**  
**SCHOLARSHIP**  
**INVITATIONAL**

5. 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.

D, page 235

6. 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.

D, page 243

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."

C, page 276

8. 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.

D, page 283

9. 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

D, pages 288 and 289

10. 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.

B, page 327

11. A club which meets monthly adjourned in January while a motion was still pending. At the February meeting, the motion that was left pending at the end of the January meeting became

- A. an item of new business.
- B. an item of unfinished business.
- C. the first item of business to be open for debate.
- D. a special order.

B, page 340

12. A special order automatically interrupts any business that is pending except a

- A. motion to adjourn.
- B. motion to recess.
- C. question of privilege.
- D. All of the above

D, page 351



13. 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.

A, page 367

14. 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.

A, page 372

15. The word majority means

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

C, page 379

16. 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.

B, page 387

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.

C, page 414

18. 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.

D, page 428

19. 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.

B, page 444

20. Assume that your organization holds business meetings less often than quarterly. How can a main motion go over to the next session?

- A. Make the motion a special order.
- B. Refer the motion to a committee to report at the next meeting.
- C. Table the motion and take it from the table at the next meeting.
- D. Make a motion to reconsider the motion and it will be taken up at the next meeting.

B, page 81

21. 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.

D, page 74

22. 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

A, page 72

23. 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

C, page 60

24. Motions that do not relate to the pending business, but are so important that they may interrupt anything else are called

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

B, page 60

25. A request to be Excused from a Duty is a (an)

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

A, page 64