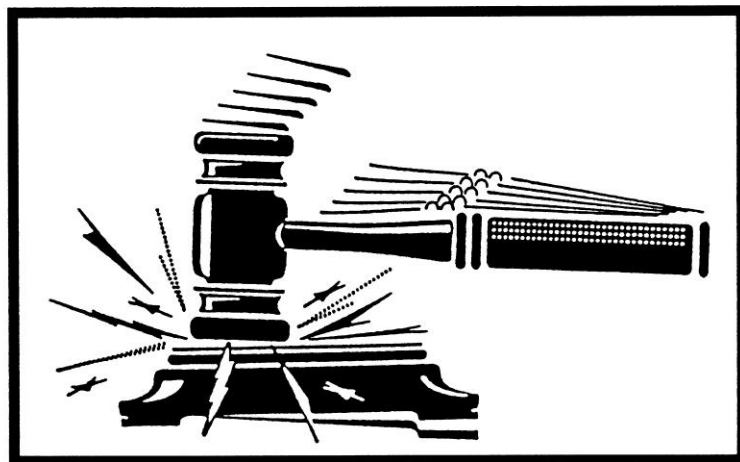


**DUNBAR'S MANUAL  
OF  
PARLIAMENTARY PROCEDURE  
TEST QUESTIONS I  
(PARL 2)**



**1600 MULTIPLE-CHOICE QUESTIONS  
WITH ANSWERS AND PAGE SOURCES  
BASED ON THE CURRENT EDITION OF  
*ROBERT'S RULES OF ORDER*  
NEWLY REVISED**

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**BY**

**SHANE D. DUNBAR, MEd, PRP-R, PAP**

*Professional Registered Parliamentarian, Ret*

*Professional Accredited Parliamentarian*

**Seventh Edition  
Nineteenth Printing (Includes all editions)**

## **TO MY MOTHER, FAYTHE CAMILLE WHITFORD**

### **ACKNOWLEDGEMENTS**

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# INTRODUCTION

If you are planning to take a parliamentary procedure test, this manual is indispensable. This manual is not intended to provide the reader with a complete knowledge or understanding of parliamentary law. It is designed to encourage and motivate the student toward continued study and research of the **twelfth** edition of *Robert's Rules of Order Newly Revised* (**abbreviated RONR**). The author has attempted to include test questions that are challenging and offered in a variety of formats. You will find problem solving questions, in addition to those requiring the memorizing of specific facts.

The format of this manual is simple. Every basic and challenge multiple-choice question has four choices with the answer and page source listed under each question. In addition, the questions are arranged in the same order as the chapters in *RONR*. This will make it easier to use the questions as self-tests after reading the chapters or sections in *RONR*. The author recommends that the student cover the answer and the page source, and then reveal them after answering the question. Then, if needed, details about the answer can be located very rapidly in *RONR*.

**The multiple-choice questions are also included in a computer program** (*Parliamentary Procedure Test Questions*) which is designed to be used as a diagnostic tool. Students view a question on the screen, answer it, and received immediate feedback. The teacher can monitor and print progress reports for individual students.

IN SUMMARY, THIS MANUAL IS DESIGNED TO SERVE AS A SELF-STUDY GUIDE SO THAT YOU WILL:

- **know where your weaknesses lie** and will be able to correct them.
- **increase your knowledge** of parliamentary procedure.
- **gain confidence** in your knowledge of parliamentary procedure.
- **become proficient** in taking parliamentary procedure tests.
- **score high** in parliamentary procedure tests.

Change following:

SDD  
Everett, Washington  
January, 2001  
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Revised, September, 2020

**CHAPTER ONE**  
**THE DELIBERATIVE ASSEMBLY:**  
**ITS TYPES AND THEIR RULES**

**§1. THE DELIBERATIVE ASSEMBLY**

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.

**A, pages 1 and 2**
2. 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.

**B, page 2**
3. 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.

**C, page 2**
4. 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. debate a motion in detail before it is proposed.

**C, page 3**
5. *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!"

**C, page 3**
6. A *deliberative assembly that has not adopted rules to govern its organization is bound by the rules and customs*
  - A. of the constitution of its State Legislature.
  - B. that were drafted by the officers prior to the first meeting.
  - C. of common parliamentary law.
  - D. as prescribed by the chairman.

**C, page 3**
7. 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.

**C, pages 3 and 4**
8. 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.

**A, page 4**
9. 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.

**C, page 4**
10. 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.

**C, page 4**
11. 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 sent to all members in advance.
  - D. verbal notice of the time and place of the meeting at least one year prior to the date of the meeting.

**C, page 4**
12. Which of the following would not be classified as a principal type of *deliberative assembly*?
  - A. Legislative body
  - B. Convention
  - C. Board
  - D. Committee

**D, page 5**
13. 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.

**B, page 5**
14. Admittance to a mass meeting
  - A. is always limited.
  - B. may not be limited.
  - C. may be limited.
  - D. is determined by membership to the society that is conducting the meeting.

**C, page 5**
15. 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.

**A, page 6**



16. **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.

**B, page 6**

17. **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

**C, pages 6 and 7**

18. **An assembly of delegates normally chosen for one session is called a**
- A. mass meeting.
  - B. board.
  - C. convention.
  - D. standing committee.

**C, page 7**

19. **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*.

**B, page 7**

20. **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.

**B, page 7**

21. **Law-making groups such as Congress are called**
- A. mass meetings.
  - B. legislative bodies.
  - C. congressional boards.
  - D. conventions.

**B, page 8**

22. **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.

**C, page 8**

23. **A board generally has the same character of a**
- A. special committee.
  - B. deliberative assembly.
  - C. large committee.
  - D. legislative body.

**B, page 8**

24. **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.

**D, page 8**

25. **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

**D, pages 8**

26. **Large boards 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.

**A, page 9**

## **§2. RULES OF AN ASSEMBLY OR ORGANIZATION**

1. **An organized society requires certain rules to**
- A. establish its basic structure and manner of operation.
  - B. make certain it is different from other societies.
  - C. allow its officers to rule against its bylaws.
  - D. ensure that its officers are not liable for their actions.

**A, page 9**

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

**D, page 10**

3. **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

**D, page 10**

4. **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.

**C, page 10**

5. **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.

**C, page 10**

6. **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.

**C, page 10**

7. **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.

**A, page 11**

8. **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.*

**C, page 12**

9. **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

**D, page 12**

10. **An incorporated society**
- A. should have the charter, bylaws, and constitution combined.
  - B. is not different from an unincorporated society.
  - C. should have a separate constitution and bylaws.
  - D. should not have the constitution separated from the bylaws.

**D, page 12**

11. **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.

**A, page 13**

12. **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.

**A, page 13**

13. **The term *rules of order* refers to the**
- A. rules of parliamentary procedure.
  - B. agenda.
  - C. adopted bylaws.
  - D. general order of business.

**A, page 13**

14. **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.*

**C, page 14**

15. **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.*

**B, page 14**

16. **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.

**A, page 14**

17. **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.

**B, page 14**

18. **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.

**C, page 15**

19. **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.

**C, page 15**

20. **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.

**D, page 16**

21. **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.

**D, page 16**

**22. 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.

**C, page 16**

**23. 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.

**C, page 16**

**24. 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

**C, page 16**

**25. 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.

**C, page 16**

**26. 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.

**A, page 16**

**27. 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.

**A, page 17**

**CHAPTER TWO**  
**THE CONDUCT OF BUSINESS IN A**  
**DELIBERATIVE ASSEMBLY**

**§3. BASIC PROVISIONS AND PROCEDURES**

**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 minimum 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.

**C, page 18**

**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.

**B, page 19**

**3. 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.

**C, page 19**

**4. 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"

**D, page 20**

**5. 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 President pro tem" or "Mr. or Madam Chairmember."

**B, page 20**

**6. How should a vice-president be addressed while actually presiding if the president is not on the platform?**

- A. "Mr. or Madam Vice President"
- B. "Mr. or Madam President"
- C. "Mr. or Madam Acting President"
- D. "Mr. or Madam Presiding Officer"

**B, page 20**

**7. 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.

**A, page 21**

**8. During a regular meeting, the presiding officer refers to himself/herself as**

- A. "I."
- B. "your presiding officer."
- C. "the chair."
- D. "the president."

**C, page 21**

**9. 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."

**D, page 22**

10. 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

A, page 22

11. 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.

C, page 23

12. 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

13. 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.

C, page 23

14. 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

C, page 23

15. 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.

A, page 23

16. 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.

C, page 24

17. 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.

C, page 23, footnote

18. A convention commonly

- A. uses the same order of business prescribed for regular quarterly meetings.
- B. accepts and uses the order of business recommended by the officers.
- C. adopts its own order of business.
- D. does not follow an order of business.

C, page 24

19. Business is brought before an assembly by a member making a formal proposal called a (an)

- A. *agenda*.
- B. *motion*.
- C. *order*.
- D. *memorandum*.

B, page 24

20. 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.

D, page 25

21. 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.

A, page 25

22. 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*.

C, page 26

23. 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.

B, page 26

24. 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.

A, page 26

25. 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.

C, page 26

26. When a member "has the floor," this means that
- anyone else in the assembly may speak from their seat.
  - a main motion need not be seconded.
  - another member may also stand and make a motion.
  - recognition has been received from the chair.

D, page 26

27. The expression "privileges of the floor" means that
- a person is permitted to enter the room in which a meeting is being held that is usually restricted by members or staff.
  - a member may debate motions as many times as desired.
  - certain members must be recognized and given the floor at any time.
  - anyone present at a meeting may have the floor.

A, page 26, footnote

28. A member addressing the chair to claim the floor when the names of the members are not known should
- raise his/her hand.
  - state his/her name and appropriate identifying information.
  - wait until the presiding officer asks his/her name.
  - wait until the secretary notifies the presiding officer of his/her name before speaking.

B, page 27

29. When a member yields the floor by sitting, this means that
- any other member is allowed to speak immediately.
  - there is an immediate vote on the pending motion.
  - the member is finished speaking.
  - the member may name another member to debate.

C, page 27

30. Generally, if two members rise at about the same time, the chairman should recognize the member who
- is an officer of the organization.
  - raised a hand and stood up.
  - has the most seniority.
  - rose and addressed the chair first after the floor was yielded.

D, page 27

31. 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
- has already debated twice.
  - has the same opinions as all the other previous speakers.
  - has debated once.
  - made the motion and has not debated.

D, page 27

32. If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately
- yelling out the word "mistake."
  - raising a *Point of Order*.
  - raising a *Question of Privilege*.
  - calling out "Question!"

B, page 28

#### §4. THE HANDLING OF A MOTION

1. A motion is brought before the assembly by a member
- making a motion and the chairman stating it.
  - making a motion, another member seconding it, and the chair stating it.
  - proposing, seconding and debating a motion.
  - asking the chair to offer a specific topic open for debate and then taking an immediate vote.

B, pages 28 and 29

2. After a motion is made, seconded, and restated by the chair, the motion is
- voted on immediately.
  - "pending."
  - always amended.
  - "put" by the chair as the next step.

B, page 29

3. If an assembly decides to do what a motion proposes, the motion is *carried* or
- adopted*.
  - accepted*.
  - passed*.
  - endorsed*.

A, page 29

4. If an assembly decides not to do what a motion proposes, the motion is *rejected* or
- not carried*.
  - failed*.
  - lost*.
  - not passed*.

C, page 29

5. Main motions should start with the words
- "I move that . . ."
  - "I so move . . ."
  - "I wish to move . . ."
  - "I motion that . . ."

A, page 29

6. Complex motions are presented in the form of a (an)
- incidental main motion.
  - charter.
  - secondary amendment.
  - resolution.

D, page 29

7. The member who proposes a main motion has the right to speak in debate
- first.
  - first and last.
  - three different times.
  - last.

A, page 30

8. After members make motions, they should
- remain standing and wait for permission to debate.
  - resume their seats.
  - debate the motion.
  - sit and wait for another member to ask a question so that debate may proceed.

B, page 30

9. Before proposing a main motion, a member may
- not offer an explanation for the motion or debate it.
  - offer an explanation of a few words.
  - explain all the reasons in detail for making the motion.
  - debate the motion up to ten minutes.

B, page 30

10. Members who are unsure of the proper wording of a motion
- may ask another member to assist without permission of the assembly.
  - may seek assistance from the chairman.
  - must sit, have the business of the assembly stop, and propose the motion when they are ready with the proper wording.
  - will be directed by the chairman to confer with the secretary while the meeting continues.

B, page 30

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.

**B, page 31**

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.

**D, page 31**

13. **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

**D, page 31**

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.

**C, page 31, footnote**

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 no second, will the maker of the motion withdraw it?"

**C, page 32**

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.

**B, page 32**

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

**A, page 32**

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.

**C, page 32**

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.

**B, page 32**

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.

**C, page 33**

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.

**C, page 33**

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.

**B, page 33**

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.

**B, page 33**

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.

**C, page 33**

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 . . .?"

**B, page 34**

**26. 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."

**C, page 34 footnote**

**27. 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 . . ."

**D, page 35**

**28. 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.

**C, pages 35 and 36**

**29. 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.

**C, page 36**

**30. 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.

**B, page 36**

**31. 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.

**A, page 38**

**32. 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.

**C, page 38**

**33. 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.

**D, page 38**

**34. 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.

**D, page 38**

**35. 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

**A, page 39**

**36. 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.

**B, page 39**

**37. 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.

**D, page 39**

**38. 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**

**39. 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.

**B, page 40**

**40. 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.

**C, page 40**

41. Which vote on a motion is always taken first by the presiding officer?
- A. Affirmative
  - B. Negative
  - C. Abstentions
  - D. Neutral

A, page 40

42. 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.

A, page 40

43. 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.

C, page 40

44. 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.

D, page 41

45. 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.

A, page 42

46. 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.

C, page 42

47. 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.

B, page 42

48. 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.

D, page 42

49. 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.

B, page 43

50. 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.

C, page 43

51. 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."

A, page 45

52. 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."

A, page 45

53. 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.

B, page 45

54. 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.

B, page 46

55. 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.

D, page 47

56. 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. until the results of the vote has been announced or immediately thereafter.

D, page 47



57. If a member wishes a voice vote to be retaken as a rising vote, he/she may call out, without obtaining the floor,
- "I doubt the result of the vote."
  - "Division!"
  - "I call for a division."
  - Any of the above.

D, page 47

58. 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
- unanimous vote.
  - two-thirds vote.
  - majority vote.
  - None of the above. A vote is not necessary.

C, page 47

59. 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
- call out "Division" without rising or being recognized by the chair.
  - rise, address the chair, be recognized and say, "I move that the vote be counted."
  - demand, without rising, that "the chair take a counted vote."
  - rise, and without being recognized by the chair state, "I rise to a point of order and wish a standing, counted vote."

B, page 47

60. In very small assemblies where everyone is easily seen, an inconclusive voice vote may be verified by
- a show of hands.
  - another voice vote.
  - a ballot.
  - a rising vote.

A, page 47

61. In very small assemblies, an inconclusive voice vote can be verified by a show of hands
- even if a member objects.
  - because it is the same as a division.
  - at the initiative of the chair.
  - even though some members cannot be clearly seen.

C, page 48

62. In large assemblies, the chair has the same voting rights as any other member. This means that the chairman may vote
- only to make a tie.
  - for the negative when there is a tie vote.
  - when it would affect the outcome, or he may abstain.
  - only when a motion is obviously going to be adopted.

C, page 48

63. If there is a tie vote on a motion and the chair does not vote, the chair
- must take another vote.
  - must vote to break the tie.
  - declares that the motion is lost.
  - declares the motion is adopted.

C, page 48

64. The terms *unanimous consent* are also called
- consensus by silence*.
  - assembly consent*.
  - formerly general consent*.
  - quorum consent*.

C, page 49

65. Rules are designed for the protection of
- nonmembers.
  - the minority.
  - the majority.
  - all the members.

B, page 49

66. 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
- consensus.
  - unanimous (general) consent.
  - a withdrawal of objections.
  - a caucus.

B, page 49

67. The correction and approval of the minutes is normally handled by
- a privileged motion.
  - unanimous (general) consent.
  - the secretary.
  - a main motion.

B, page 50

### **CHAPTER THREE** **DESCRIPTION OF MOTIONS IN ALL** **CLASSIFICATIONS**

#### **§5. BASIC CLASSIFICATION; ORDER OF PRECEDENCE OF MOTIONS**

1. The basic form of motion by which business is introduced is a (an)
- main motion.
  - incidental main motion.
  - privileged motion.
  - subsidiary motion.

A, page 52

2. Which of the following is not classified as a secondary motion?
- Original main motions
  - Incidental main motions
  - Motions that bring a question again before the assembly
  - All of the above

D, page 52

3. When a secondary motion has been made and has been admitted by the chair as *in order*,
- it must be acted upon and disposed of before the main motion can be considered.
  - it should be voted on immediately without debate.
  - the main motion is then the *immediately pending question*.
  - only secondary amendments may be applied to it.

A, page 53

4. If two secondary motions and a main motion are pending at a time, which motion is the immediately pending question?
- The main motion
  - The first secondary motion stated by the chair
  - The motion most recently stated by the chair
  - They are all immediately pending questions.

C, page 54

5. Which motion listed below has the lowest *precedence* or *rank*?
- A. *Amend*
  - B. *Main*
  - C. *Adjourn*
  - D. *Commit (or Refer)*

**B, page 55**

## **§6. DESCRIPTION OF CLASSES AND INDIVIDUAL MOTIONS**

1. 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.

**D, page 56**

2. 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.

**B, page 56**

3. 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.

**A, page 6357**

4. 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*

**C, page 57**

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*

**C, page 57**

6. 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.

**A, page 57**

7. 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.

**A, page 57**

8. 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*

**C, page 57**

9. Which one of the following motions is not an incidental motion?
- A. *Objection to the Consideration of a Question*
  - B. *Appeal from the Decision of the Chair*
  - C. *Postpone to a Certain Time*
  - D. *Point of Order*

**C, page 57**

10. 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."

**A, page 57**

11. 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.

**D, page 57**

12. 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*

**B, page 58**

13. 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*.

**C, page 58**

14. 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.

**C, page 58**

15. 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)*.

**A, page 58**

16. 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*

C, page 59

17. 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

18. One of the characteristics of *Privileged Motions* is that they
- A. are related to the pending business.
  - B. do not fit into an order of precedence.
  - C. all must be debated.
  - D. are also known as "privileged questions."

D, page 60

19. 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

20. 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.

C, page 60

21. 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.

B, page 60

22. 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*

C, page 60

23. 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.

B, page 61

24. 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*

D, page 61

25. 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*

B, page 61

26. 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*.

C, page 62

27. *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.

C, page 62

28. *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.

D, page 62

29. *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.

A, page 62

30. 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*.

D, page 63

31. 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*

B, page 63

32. Which one of the following motions is an incidental motion?

- A. Recess
- B. Extend Debate
- C. Appeal
- D. Postpone an event.

C, page 63

33. 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*.

A, page 63

34. 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.

B, page 63

35. 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*

B, page 64

36. A single member has the power to require a

- A. roll call vote.
- B. ballot vote.
- C. counted vote.
- D. standing vote.

D, page 64

37. 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

38. 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.

A, page 65

39. A request for information (*point of information*) may be directed to

- A. the parliamentarian to obtain information relevant to parliamentary procedure.
- B. any member.
- C. the chairman to ask a question about which members may debate a particular motion.
- D. a member through the chair, or to the chair.

D, page 65

40. 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

A, page 65

41. 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

D, page 68

42. 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.

A, page 69

43. 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*.

C, page 69

44. The motion to *Rescind* is a (an)

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

C, page 69

45. 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*

D, page 69

46. The motions to *Discharge a Committee* and *Take from the Table* have the common feature of

- A. requiring a two-thirds vote for adoption.
- B. allowing members to each debate twice.
- C. proposing that the assembly take up a matter still "within its control."
- D. correcting an action taken previously.

C, page 70

## §7. STANDARD DESCRIPTIVE CHARACTERISTICS OF MOTIONS

1. How many standard characteristics are used to describe motions?

- A. 4
- B. 8
- C. 12
- D. 16

B, page 71

2. **One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it**
- takes precedence over all other motions.
  - can be debated in detail before being proposed.
  - takes precedence over no other motions.
  - has a higher precedence than subsidiary motions.

**C, page 72**

3. **Which one of the following is a standard descriptive characteristic of a motion?**
- Other motions which are applicable to the motion
  - The number of times members may debate on the motion
  - The duties of the secretary regarding the motion
  - When the minority may speak

**A, page 72**

4. **Which standard descriptive characteristic below is true?**
- The main motion ranks the highest in precedence of all motions.
  - A main motion may be proposed when another member has the floor.
  - A main motion may not be debated.
  - A main motion is amendable.

**D, page 72**

5. **Which one of the following is not a standard descriptive characteristic of a motion?**
- Whether the motion requires a second
  - The vote required for the adoption of the motion
  - Which members can debate the motion
  - Whether the motion is amendable

**C, page 72**

6. **The standard descriptive characteristic dealing with the vote on a motion indicates**
- what vote is required for adoption.
  - when the president may vote.
  - when debate is allowed before the voting takes place.
  - the method of voting that must be taken.

**A, page 72**

## **CHAPTER FOUR** **MEETING AND SESSION**

### **§8. MEETING, SESSION, RECESS, ADJOURNMENT**

1. **The term "meeting" means**
- a single official gathering of the members of an organization.
  - all of the sessions of a convention.
  - a quarterly gathering of members of an organization.
  - an official assembly of only the officers of an organization.

**A, page 73**

2. **A session of an assembly is a**
- meeting or series of connected meetings.
  - regular meeting of the organization held twice a year.
  - group of conventions held in one calendar year.
  - caucus of members outside a meeting room.

**A, pages 73 and 74**

3. **A short intermission that does not end the meeting is called a (an)**
- recess.*
  - temporary adjournment.*
  - adjournment sine die.*
  - motion to Fix the Time to Which to Recess.*

**A, page 74**

4. **The Latin term *sine die* means *without***
- a division.*
  - an official signature* for a document such as the minutes of a meeting.
  - a voice vote.*
  - day.*

**D, page 74**

5. **The term *adjournment sine die* refers to the close of a session of several meetings**
- to meet later in committees.
  - and that it is the final adjournment of the assembly.
  - so that the officers can meet in executive session.
  - and that it is an adjourned meeting.

**B, pages 74 and 75**

6. **The last meeting of a series of mass meetings has adjourned *sine die*. This adjournment**
- allows the convention to meet at the call of any two members.
  - does not allow the convention to meet again even if the bylaws provide for it to hold a special session.
  - dissolves the assembly.
  - allows the convention to meet at the call of the chair.

**C, page 75**

7. **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**
- majority vote.
  - decision of the presiding officer.
  - mandate from a majority vote of the organization's officers.
  - two-thirds vote of the standing committee on standing rules.

**A, page 79**

8. **Bylaws and special rules of order contain**
- the eight steps to process main motions.
  - the provisions that are expected to have stability from session to session.
  - detailed directions for the presiding officer on how to handle disciplinary problems.
  - all the instances when members may appeal the decision of the chair.

**B, page 79**

### **§9. PARTICULAR TYPES OF BUSINESS MEETINGS**

1. **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**
- bylaws also.
  - standing rules.
  - special rules of order.
  - parliamentary authority.

**B, page 80**

2. **Assume that your organization holds business meetings less often than quarterly. How can a main motion go over to the next session?**
- Make the motion a special order.
  - Refer the motion to a committee to report at the next meeting.
  - Table the motion and take it from the table at the next meeting.
  - Make a motion to reconsider the motion and it will be taken up at the next meeting.

**B, page 81**

3. 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.

C, page 83

4. 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.

B, pages 83 and 84

5. 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.

A, page 83

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.

C, page 83

7. 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.

A, page 84

8. 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.

B, page 84

9. 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*.

C, page 84

10. 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*.

C, page 85

11. Another name for a "special meeting" is a
- A. "regular meeting."
  - B. "stated meeting."
  - C. "session."
  - D. "called meeting."

D, page 85

12. 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.

B, page 85

13. 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.

D, page 85

14. 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.

D, page 86

15. 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*.

A, page 86

16. 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.

C, page 87

17. If a member violates the secrecy of an executive session,
- A. the member may be punished under disciplinary procedure.
  - 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

A, page 87

18. How should a society generally handle the minutes from an executive session?
- A committee should be appointed by the president to approve them.
  - The executive board should read and approve them.
  - Have them read and approved at another executive session.
  - They should be approved like any other regular meeting minutes.

C, page 88

## **CHAPTER FIVE**

### **THE MAIN MOTION**

#### **§10. THE MAIN MOTION**

- An original main motion is a main motion that**
  - amends another motion.
  - introduces a substantive question as a new subject.
  - is related to the business of the assembly or its past or future action.
  - allows the maker of the motion to serve as chairman if it is referred to a committee.

B, page 92
- An incidental main motion**
  - can be made only with the permission of the assembly.
  - is in order if an original main motion is the immediate pending question.
  - proposes an action that is defined under parliamentary law and described by a particular parliamentary term.
  - is the same as a main motion, except it only can be proposed when an incidental motion is pending.

C, page 93
- An incidental main motion is a main motion that is different from an original main motion because it**
  - cannot be amended.
  - is always made when a main motion is the immediately pending question.
  - may be made any time, even if another member is speaking.
  - never introduces a substantive question as a new subject.

D, page 93
- An example of an incidental main motion would be a motion to**
  - take a recess when no business is pending.
  - place a special limit on the length of speeches throughout a meeting.
  - adopt recommendations a committee has proposed.
  - All of the above

D, page 93
- 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.

B, page 93
- The main motion is a motion that**
  - takes precedence over everything.
  - can be applied to no other motion.
  - can be moved at any time.
  - always requires a majority vote.

B, page 94

- All subsidiary motions can be applied to**
  - an original main motion.
  - a *point of order*.
  - themselves.
  - third degree amendments.

A, page 94

- Main motions**
  - take precedence over all motions.
  - are not debatable.
  - always require a two-thirds vote to be adopted.
  - are out of order when another member has the floor.

D, page 94

- A general rule when wording a main motion is**
  - to offer statements such as "I so move," after informal consultation.
  - not to propose a motion that the assembly *refrain* from doing something.
  - to include negative statements.
  - never begin a motion with the words "I move that . . ."

B, page 96

- Which one of the following motions would be most acceptable?**
  - After obtaining the floor, say "I move that this organization declare its opposition to the recent increase in dues."
  - After obtaining the floor, say "I move that this organization go on record as not favoring the proposed increase in dues."
  - 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."
  - After obtaining the floor, say "I move that we give no response to the proposed dues."

A, page 96

- A resolution should always be submitted**
  - with "whereas" clauses.
  - by a committee.
  - in writing.
  - by general consent.

C, page 97

- When writing a complex main motion in the form of a resolution, what word should a preamble begin with to give reasons for the motion's adoption?**
  - "Therefore"
  - "Be it resolved"
  - "Whereas"
  - "However"

C, page 98

- If a resolution is being considered that has a preamble, when can the preamble be amended?**
  - Last
  - First
  - During the same time as the resolutions are considered
  - None of the above. Preambles are not amendable

A, page 99

- When the *Previous Question* has been adopted on a resolution which has a preamble,**
  - the resolution and the preamble cannot be adopted.
  - debate is allowed on the resolution.
  - debate is allowed on the preamble.
  - None of the above

C, page 99

15. **One general rule concerning the form used in writing resolutions is**
- A. the clauses of all preambles are placed in one paragraph.
  - B. the preamble should always contain a period.
  - C. the last paragraph of a preamble should close with a colon.
  - D. the word "Resolved" is underlined or written in italics.

**D, page 100**

16. **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.

**D, page 102**

17. **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

**D, pages 102 and 103**

18. **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.

**A, page 105**

19. **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*.

**B, page 105**

20. **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*.

**C, page 106**

21. **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**

22. **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.

**B, page 108**

23. **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*.

**C, page 109**

24. **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?" or "Is there any further debate?"
  - 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.

**B, page 111**

25. **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*

**D, page 112**

26. **Motions such as *Rescind*, *Amend Something Previously Adopted*, and *Discharge a Committee*, if they are to be adopted by only a majority vote, require**
- A. approval by the chairman.
  - B. a recommendation from a special committee.
  - C. previous notice.
  - D. All of the above

**C, page 112**

27. **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.

**D, page 112**

28. ***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.

**C, page 113**

29. ***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.

**B, page 113**



30. Previous notice can be
- given orally if necessary at a meeting when a motion is pending.
  - given orally when another member has the floor but has not begun to speak.
  - sent by mail.
  - All of the above

**D, pages 113 and 114**

31. The motion to *Ratify* is a (an)
- subsidiary motion.
  - privileged motion.
  - main motion.
  - incidental main motion.

**D, page 114**

32. The motion to *Ratify* is a motion to
- delay action.
  - reconsider previous action.
  - repeal previous action.
  - confirm.

**D, page 115**

33. The motion to *Ratify*
- can be made when no quorum is present.
  - is generally made by a member who voted on the prevailing side.
  - if adopted, makes valid an action that has already been taken.
  - can be made only if a main motion is pending.

**C, page 115**

34. The motion to *Ratify* should not be used to confirm
- action of a local unit which requires approval of the National organization.
  - a voice vote election when a ballot vote is required.
  - action taken when no quorum is present.
  - action by a committee in excess of their instructions.

**B, page 115**

35. If a group takes action on an item of emergency without a quorum being present, it can be approved by a motion to *Ratify* which
- needs no second.
  - is undebatable
  - opens the question to debate again.
  - requires a two-thirds vote to be adopted.

**C, page 115**

## **CHAPTER SIX** **SUBSIDIARY MOTIONS**

### **§11. POSTPONE INDEFINITELY**

1. 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.

**D, page 116**

2. 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*

**A, page 116**

3. If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?
- An ad hoc committee studies it and reports back at the next regular meeting.
  - It is brought back under the heading of *Unfinished Business* at the next regular meeting.
  - It is killed for the duration of the session.
  - It is automatically passed without debate.

**C, page 116**

4. The motion to *Postpone Indefinitely* is used when a member of the assembly wishes to avoid
- an undesirable consequence.
  - a direct vote on the question.
  - an embarrassing matter.
  - the motion by postponing it to the next meeting.

**B, page 116**

5. The subsidiary motion to *Postpone Indefinitely* takes precedence over
- all other subsidiary motions.
  - a secondary amendment.
  - nothing except the main question to which it is applied.
  - the privileged motion to *Adjourn*.

**C, page 116**

6. The motion to *Postpone Indefinitely* can be
- applied to all subsidiary motions.
  - referred to a committee.
  - laid on the table.
  - applied only to the main question.

**D, page 116**

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?
- Point of Order*
  - Limit Debate*
  - Postpone Indefinitely*
  - Adjourn*

**C, page 116**

8. The motion to *Postpone Indefinitely* can
- be laid on the table.
  - go to committee with the main motion.
  - be moved only when the main motion is pending.
  - be applied to all subsidiary motions.

**C, page 116**

9. The motion to *Postpone Indefinitely* remains with the main motion when the main motion is
- laid on the table.
  - referred to a committee.
  - reconsidered.
  - All of the above

**A, pages 116 and 117**

10. **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.

**D, page 117**

11. **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.

**C, page 117**

12. **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.

**D, page 117**

13. **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

**A, page 118**

14. **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 the 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."

**B, page 118**

## §12. AMEND

1. **The primary purpose of using the subsidiary motion to *Amend* is to**  
 A. eliminate the main purpose of the main motion.  
 B. modify the wording of a pending motion.  
 C. lengthen the debate time on the main motion.  
 D. call for an immediate vote on the original main motion.

**B, page 119**

2. **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.

**C, page 120**

3. **Rejection of the subsidiary motion to *Amend* leaves the pending motion voted on**  
 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.

**B, page 120**

4. **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.

**C, page 120**

5. **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.

**A, page 120**

6. **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.

**B, page 121**

7. **Which of the following is false regarding an amendment?**  
 A. An amendment can be applied to itself.  
 B. Cannot be applied to a motion that has a variable.  
 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.

**B, pages 121 and 122**

8. **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.

**C, page 122**

9. **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.

**B, page 122**

10. **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**

11. **An amendment to an amendment**
- may be amended with the consent of the maker of the secondary amendment.
  - may not be amended.
  - may never be debated.
  - requires a two-thirds vote to be adopted.
- B, page 122**
12. **The process used to amend a motion by placing words at the end of a sentence is**
- insertion.*
  - striking out.*
  - adding.*
  - substitution.*
- C, page 123**
13. **Which form of amendment below would be proper to use if you wanted to strike out a paragraph and insert another paragraph?**
- Strike out and Insert*
  - Substitution*
  - Strike out*
  - Add*
- B, page 123**
14. **Which of the following is not a form of amendment?**
- Striking out words
  - Insert words
  - Add words
  - Fill a blank with words
- D, page 123**
15. **An amendment to a primary amendment is called a**
- secondary motion.
  - secondary amendment.
  - third degree amendment.
  - first degree amendment.
- B, page 124**
16. **"An amendment must be 'germane' to be in order." This means that**
- the amendment must be made by a process called "insertion."
  - the date and purpose of the proposed change must be included.
  - an amendment must in some way involve the same question that is raised by the motion to which it is applied.
  - the amendment must always be proposed by the member who proposed the main motion.
- C, page 125**
17. **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?**
- Declare the amendment out of order because it is contrary to the spirit of the main motion.
  - Accept this amendment and ask for a second.
  - Have the assembly decide by a voice vote if the amendment is proper.
  - Declare the amendment out of order because it is not germane to the main motion.
- B, page 127**
18. **If you were chairman and could not decide if an amendment was germane, what would you do?**
- Tell the assembly the proposed amendment is *Tabled*.
  - Refer the decision to the assembly and have them vote to determine if it is germane.
  - Ask the maker to withdraw the amendment.
  - Ask the secretary to rewrite the amendment.
- B, page 127**
19. **An amendment is always out of order that**
- is not germane to the question being amended.
  - would cause the question as amended to be out of order.
  - strikes out the word "*Resolved*."
  - All of the above
- D, pages 127 and 128**
20. **One form of amending is to *Insert*. This means that a word to be inserted is always placed**
- between other words.
  - at the end of the motion.
  - at the beginning of the motion.
  - after the first word.
- A, page 129**
21. **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**
- adding the word 'three.'"
  - substituting 'three' for 'basketballs.'"
  - inserting the word 'three' before the word 'basketballs.'"
  - inserting the word 'three.'"
- C, page 131**
22. **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?**
- Obtain the floor and say, "I move to amend by inserting '9 p.m. to 11:30 p.m.'"
  - Propose a new motion and include the time.
  - Obtain the floor and say, "I move to amend by adding the words, 'from 9 p.m. to 11:30 p.m.'"
  - Rise, and without obtaining the floor say, "I move to amend the motion by substituting '9 p.m. to 11:30 p.m.'"
- C, page 129**
23. **If you were the presiding officer, what would be the next step you would pursue after an amendment to a main motion was adopted?**
- More new business
  - A motion to adjourn
  - Debate on the adopted amendment
  - Debate on the amended main motion
- D, page 132**
24. **The motion to amend can be**
- postponed indefinitely.
  - adopted without a formal vote (by unanimous consent).
  - referred to a committee.
  - laid on the table.
- B, page 134**

25. In amending a motion by *striking out* separate words, the best method is to make a motion to strike out
- the separate words.
  - one word and then immediately make another motion to strike out the other word.
  - the entire clause containing the separated words and insert a new clause.
  - the entire motion and substitute a new motion.

C, page 135

26. A substitute motion offered for a main motion is a (an)
- third degree amendment.
  - incidental motion.
  - primary amendment.
  - incidental main motion.

C, page 142

27. After a section of a resolution has been substituted for another, how can the substituted section be amended?
- By adding words.
  - By striking out words.
  - By inserting words.
  - By striking out and inserting words.

A, page 143

28. A motion to *Create a Blank* can be adapted to motions containing
- names of persons.
  - names of places.
  - amounts.
  - All of the above.

D, page 150

29. The motion to *Create a Blank*
- is amendable.
  - requires a second.
  - is debatable
  - requires a two-thirds vote.

B, page 151

30. A blank to be filled can be created by
- a member offering a motion containing a blank.
  - a member moving that a blank be created.
  - the chairman making a suggestion that a blank be created.
  - All of the above

D, pages 151 and 152

31. When the presiding officer recognizes that creating a blank on a pending main motion will facilitate the processing of a motion, he or she should
- suggest the creation of a blank and ask for unanimous (general) consent.
  - pass a note to a friend to offer the motion.
  - declare the blank and proceed to fill it.
  - ask the vice president to preside to make the motion and then resume the chair.

A, page 152

32. One rule for filling in a blank with a name is that
- suggestions for filling in the blank must be seconded.
  - members may suggest as many names for filling in the blank as desired.
  - the chairman does not have to repeat the name as it is proposed.
  - a majority vote is required to adopt the name that is proposed to fill in the blank.

D, page 155

## §13. COMMIT OR REFER

1. The purpose of the motion to *Commit or Refer* is to send a pending question to a committee so that
- it may be delayed.
  - they can amend it and take action without permission from the assembly.
  - the question may be carefully investigated and put into better condition for the assembly to consider.
  - they can *Lay it on the Table* during informal discussions at a committee meeting.

C, page 157

2. The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak
- three times on each topic.
  - only two times, but as long as they wish.
  - on motions even after they are adopted.
  - as many times as they wish.

D, page 157

3. Which of the following is a variation of the motion to *Commit*?
- To "consider informally."
  - To "go into a committee of the whole."
  - To "go into a quasi committee of the whole."
  - All of the above

D, page 157

4. The term *recommit* is applied to a motion
- that proposes to refer a question a second time.
  - if the original motion to refer is lost.
  - that a special committee can adopt to postpone their work indefinitely.
  - None of the above

A, page 158

5. The subsidiary motion to *Commit (or Refer)* takes precedence over the motion to
- Amend.*
  - Lay on the Table.*
  - Recess.*
  - Limit Debate*

A, page 158

6. The motion to *Refer to a Committee* can be applied to
- Points of Order.*
  - Main Motions.*
  - All Secondary Motions.*
  - Privileged Motions.*

B, page 158

7. The motion to *Commit (or Refer)*
- need not be seconded.
  - is not debatable.
  - can be applied to main motions with any amendments that may be pending.
  - may be proposed when another member has the floor provided debate has not begun.

C, pages 158 and 159

8. One of the rules concerning the subsidiary motion to *Commit (or Refer)* is that
- debate can extend only to the desirability of committing the main question.
  - it is in order when another member has the floor.
  - it doesn't need to be seconded.
  - a two-thirds vote is required for it to be adopted.

A, page 160

9. 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

D, page 160

10. 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

D, page 160

11. 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.

C, page 161

12. 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.

D, page 161

13. 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

C, pages 162

14. 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

D, page 163

15. 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

C, page 163

16. 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

C, page 164

17. If the motion to *Postpone Indefinitely* is made before a member moved to refer a main motion to a committee, and the referral is adopted, 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.

C, page 165

18. 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."

C, pages 163 and 168

#### §14. POSTPONE TO A CERTAIN TIME (OR DEFINITELY)

1. 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.

A, page 170

2. 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.

A, page 170

3. 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*.

D, page 171

4. 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*

C, page 171

5. One rule for the subsidiary motion to *Postpone to a Certain Time* is that
- a second is not required.
  - it is out of order when another member has the floor.
  - debate may go into the merits of the main question.
  - a two-thirds vote is required to adopt it.

**B, page 172**

6. Which one of the following subsidiary motions is debatable?
- Lay on the Table*
  - Postpone to a Certain Time*
  - Previous Question*
  - Limit or Extend Limits of Debate*

**B, page 172**

7. The motion to *Postpone to a Certain Time*
- always includes a clock time.
  - if adopted, makes the item postponed a special order.
  - when a subsidiary motion, is debatable, amendable and may be reconsidered.
  - is identical to *Lay on the Table* except for terminology.

**C, page 172**

8. In an assembly that does not meet as often as quarterly, a question
- cannot be postponed beyond the end of the present session.
  - cannot be postponed beyond the end of the next session.
  - can be postponed beyond the end of the next session.
  - cannot be postponed.

**A, page 173**

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
- day.
  - week.
  - quarter (three months).
  - year.

**B, page 173**

10. In an assembly that meets as often as quarterly, a question
- can be postponed beyond the end of the next session.
  - cannot be postponed beyond the end of the next session.
  - cannot be postponed beyond the end of the present session.
  - cannot be postponed at all.

**B, page 173**

11. Which motion below, if adopted, makes a postponed question an order of the day for a future meeting?
- Postpone Definitely*
  - Postpone Indefinitely*
  - Reconsider*
  - Lay on the Table*

**A, page 175**

12. 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.

**C, page 176**

13. 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.

**B, page 177**

14. 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."

**A, page 178**

### §15. LIMIT OR EXTEND LIMITS OF DEBATE

1. The subsidiary motion to *Limit or Extend Limits of Debate* may be used to
- reduce the length of speeches permitted.
  - reduce the number of speeches permitted.
  - close debate at a certain time.
  - All of the above

**D, pages 179 and 180**

2. The subsidiary motion to *Limit or Extend Limits of Debate*
- can only be applied to amendments.
  - requires a majority vote to be adopted.
  - is in order when another member has the floor.
  - takes precedence over all debatable motions.

**D, page 180**

3. The subsidiary motion to *Limit Debate* can be
- postponed to a certain time.
  - applied to a series of undebatable motions.
  - laid on the table.
  - applied to any immediately pending debatable motion.

**D, page 180**

4. When the motion to *Limit Debate* is applied to a main motion, it
- requires a majority vote to be adopted.
  - can be laid on the table along with the main motion.
  - does not need a second.
  - is amendable and debatable.

**B, page 181**

5. Which one of the following motions is not debatable but is amendable?
- Lay on the Table*
  - Commit or Refer*
  - Postpone Indefinitely*
  - Limit or Extend Limits of Debate*

**D, page 181**

6. 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.

**C, page 181**

7. 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*.

**C, pages 181 and 182**

8. 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.

**B, page 183**

9. 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."

**C, page 185**

10. 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.

**A, pages 186 and 187**

## §16. PREVIOUS QUESTION

1. The *Previous Question* can be used to close debate immediately and the making of all subsidiary motions except to
- Commit (or Refer)*
  - Lay on the Table*.
  - Amend*.
  - Postpone Indefinitely*.

**B, page 187**

2. Which motion below would you use at a meeting to stop debate immediately and vote on a pending question?
- Question of Privilege*
  - Division of the Question*
  - Previous Question*
  - Reconsider the Question*

**C, page 187**

3. If adopted, the *Previous Question* is a motion that stops
- the making of all subsidiary motions.
  - debate and the making of amendments on the pending question.
  - the making of privileged motions.
  - the making of undebatable motions.

**B, page 187**

4. The *Previous Question* is not allowed in
- deliberate assemblies.
  - committees.
  - conventions.
  - legislative meetings.

**B, page 188**

5. Which statement below is true regarding the subsidiary motion to *Move the Previous Question*?
- A second is not needed.
  - The chairman must call on members for and against this motion when it is debated.
  - It does not prevent the making of privileged or incidental motions.
  - It is in order when another member has the floor.

**C, page 188**

6. The unqualified form of the *Previous Question* can apply only to
- all pending amendments.
  - debatable motions.
  - the immediately pending question.
  - all incidental motions.

**C, page 188**

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
- requires a majority vote for adoption.
  - grants permission for members to ask questions of members.
  - applies to all pending questions.
  - None of the above

**D, page 188**

8. If a motion for the *Previous Question* fails to gain the necessary votes,
- debate is stopped on it.
  - the motion to which it was applied is lost.
  - debate continues on the pending motion as if this motion had not been made.
  - members may not ask the maker of the motion questions directly for the duration of the meeting.

**C, page 190**

9. If a member obtained the floor and "called for the question" on a motion to *Refer*, what would you do as chairman?
- Vote on the "call for the question."
  - Ask for a second.
  - Stop debate immediately on the motion to *Refer*.
  - Ignore the member and ask if there is further debate on the motion to *Refer*.

**B, page 191**

10. When the *Previous Question* is ordered on a series of pending motions, they are voted on in the
- same order in which they were proposed.
  - order as determined by the chairman.
  - reverse order in which they were made.
  - order that the proposer of each motion demands.

**C, page 192**

11. The *Previous Question* is said to be exhausted when
- it is voted on and not adopted.
  - all the pending motions have been adopted.
  - all the motions on which it was ordered have been finally disposed of.
  - all the pending motions that have been adopted have been lost.

**C, page 193**

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.

A, page 192

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.

C, page 196

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.

C, page 196

### §17. LAY ON THE TABLE

1. 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.

A, page 198

2. 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.

D, page 198

3. 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)*.

B, pages 198 and 199

4. 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.

C, page 199

5. 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 other subsidiary motions.
- D. the motion to adjourn.

C, page 199

6. 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.

C, page 201

7. 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.

D, page 201

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*.

D, page 200

9. 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.

B, page 200

10. 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.

B, page 200

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.

B, page 201

12. On which one of the following subsidiary motions can only the negative vote sometimes be reconsidered?

- A. *Amend*
- B. *Postpone to a Certain Time*
- C. *Lay on the Table*
- D. *Previous Question*

C, page 201



13. **One of the rules related to the motion to *Take From the Table* is that it**
- must be made by the same member who proposed the tabled motion.
  - can be proposed during the interrupting business.
  - can be proposed during any pending business.
  - requires a majority vote for its adoption.

**D, page 201**

14. **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.

**B, page 202**

15. **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.

**D, page 204**

16. **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 . . ."

**A, page 205**

## **CHAPTER SEVEN** **PRIVILEGED MOTIONS**

### **§18. CALL FOR THE ORDERS OF THE DAY**

- The privileged motion to *Call for the Orders of the Day* is used primarily to**
  - order the chairman to take an immediate recess.
  - require that a meeting conform to its agenda.
  - indicate to members when a point of order may be called.
  - write orders for all committees to complete their tasks by a specific time.
- The orders of the day can be called by**
  - one member proposing the motion and a second.
  - a two-thirds vote without notice.
  - any member.
  - the officers after they confer in executive session and adopt it by a two-thirds vote.

**C, page 208**

- The privileged motion to *Call for the Orders of the Day* may not be**
  - seconded.
  - debated.
  - amended.
  - All of the above

**D, pages 208 and 209**

- The orders of the day can be set aside by**
  - a two-thirds vote.
  - any member who objects.
  - the chairman if there is an important item being debated.
  - a motion to *Reconsider*.

**A, page 209**

- 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?**
  - Proceed with fulfilling the request for the orders of the day.
  - The chair could call for a vote on whether the assembly wishes to consider the orders of the day.
  - Ignore the request and proceed with the pending question.
  - Call the member who called for the orders of the day out of order.

**B, page 209**

- 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**
  - has been debated by at least one member in favor and one member opposed to it.
  - has been amended.
  - is adopted.
  - is disposed of

**D, page 211**

- 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?**
  - 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 move we reconsider the agenda."
  - Rise, and without obtaining the floor say, "Madam President, I call for the orders of the day."
  - Obtain the floor and say, "I move that we order the consideration of our agenda."

**C, page 211**

### **§19. RAISE A QUESTION OF PRIVILEGE**

- The motion to *Raise a Question of Privilege* is a device which**
  - is ruled upon by the chair, and the ruling can be reconsidered.
  - has a higher precedence than any incidental motion.
  - requires a second and is debatable.
  - may permit action otherwise not in order.
- Raising a question of privilege while business is pending**
  - cannot usually interrupt a member speaking.
  - requires recognition from the chairman to state the request.
  - cannot be made while an amendment is pending.
  - requires a two-thirds vote in order to be adopted.

**B, page 212**

3. The motion to *Raise a Question of Privilege* takes precedence over all the motions below except the motion to
- Amend.
  - Commit (or Refer).
  - Limit Debate.
  - Recess.

**D, page 213**

4. A member who has been assigned the floor may be interrupted for the purpose of
- amending a motion.
  - limiting debate.
  - raising a question of privilege.
  - moving the previous question.

**C, page 213**

5. The privileged device, *Raise a Question of Privilege*, is not
- amendable.
  - debatable.
  - seconded.
  - All of the above.

**D, pages 213 and 214**

6. Who makes the initial ruling on the motion to *Raise a Question of Privilege*?
- Members
  - The chairman
  - The parliamentarian
  - The vice president

**B, page 214**

7. 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.

**D, page 216**

8. 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

**B, page 214**

9. 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.

**C, page 215**

10. 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."

**B, page 216**

11. 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

**C, page 217**

## §20. RECESS

1. A Recess may be taken to
- count ballots.
  - secure information.
  - allow for informal consultation.
  - All of the above

**D, page 217**

2. When a motion to Recess is made while another motion is pending it is a (an)
- incidental motion.
  - privileged motion.
  - incidental main motion.
  - main motion.

**B, page 218**

3. The privileged motion to Recess is a motion that a recess begin
- after the motion on the floor is disposed of.
  - immediately.
  - when the member who proposed the pending motion grants permission.
  - upon a decision of the chair.

**B, page 217**

4. A motion to recess that is made when no business is pending is a
- privileged motion.
  - main motion.
  - incidental motion.
  - unclassified motion.

**B, pages 217 and 218**

5. Which of the following is true of the privileged motion to recess?
- It may provide for a recess at a later time.
  - It requires that the duration of the recess be included in the motion.
  - The vote may be reconsidered.
  - It is "privileged" only when it is proposed while another question is pending.

**D, page 218**

6. 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

**A, page 218**

7. 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.

**A, page 218**

8. 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

**C, page 218**

9. 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.

**B, page 218**

10. 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.

**C, page 218**

11. 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.

**C, page 219**

12. 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.

**C, page 219**

13. 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.

**B, page 219**

14. 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."

**D, page 219**

15. 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.

**A, pages 219 and 228**

## **§21. ADJOURN**

1. Which one of the following would be an example of the privileged motion to Adjourn?
- Obtain the floor and say, "I move that we adjourn at 7:30 p.m."
  - Rise, and without obtaining the floor say, "I move that we adjourn sine die."
  - Obtain the floor and say, "I move to adjourn."
  - Rise, and without obtaining the floor say, "I move that we now adjourn to meet at 7:30 p.m. on May 15th."

**C, page 220**

2. The privileged motion to Adjourn is
- always moved in an unqualified form.
  - a motion to close the meeting immediately.
  - made when no time for adjourning has been set.
  - All of the above

**D, page 220**

3. A motion to Adjourn is always privileged when
- the time for adjournment has been set ahead of time.
  - it sets a time to adjourn (is qualified).
  - no time for adjournment has been set (is unqualified).
  - another member has the floor.

**C, page 220**

4. If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)
- main motion.
  - privileged motion.
  - subsidiary motion.
  - incidental motion.

**A, page 221**

5. 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.

**D, page 221**

6. The motion to Adjourn is always
- amendable when privileged.
  - applied to other motions.
  - a privileged motion when not qualified.
  - in order when another member has the floor.

**C, page 220**

7. The privileged motion to *Adjourn* takes precedence over all motions except the motion to
- Fix the Time to Which to Adjourn.*
  - Recess.*
  - Amend.*
  - Lay on the Table.*

**A, page 222**

8. When the privileged motion to *Adjourn* is pending, which motion below is in order?
- Lay on the Table*
  - Fix the Time to Which to Adjourn*
  - Call for the Orders of the Day*
  - Limit Debate*

**B, page 222**

9. The privileged motion to *Adjourn*
- may be proposed when another member has the floor.
  - is amendable.
  - must be seconded.
  - is debatable.

**C, page 222**

10. If a motion to *Adjourn* is defeated, who may move to reconsider the vote?
- Any member who is recognized by the chair
  - Any member who voted on the negative side
  - Any member who voted on the affirmative side
  - Nobody

**D, page 222**

11. If a question is pending at an organized monthly meeting and an adjournment closed the meeting, the pending motion
- is taken up as the first item under unfinished business at the next monthly meeting.
  - must be introduced again at the next meeting in order to be considered.
  - is laid on the table.
  - is lost.

**A, page 223**

12. 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
- "take a short recess prior to final adjournment."
  - "adjourn and declare that the organization no longer exists."
  - "adjourn without day."
  - "adjourn for one day."

**C, page 224**

13. The privileged motion to *Adjourn*
- may be reconsidered if lost.
  - is always privileged when not qualified, even when no question is pending.
  - is amendable, but not debatable when qualified.
  - may be held pending while the assembly is informed of business requiring immediate attention.

**D, page 224**

14. While the privileged motion to *Adjourn* is pending, it is not in order to
- make important announcements.
  - make a main motion.
  - give notice of a motion to be made at the next meeting.
  - make a motion to *Reconsider and Enter in the Minutes.*

**B, page 225**

15. If the privileged motion to *Adjourn* is voted down, the motion can be renewed
- only after debate on the adjournment occurs.
  - after additional debate occurs.
  - only after action on the pending main motion is completed.
  - Any of the above

**B, page 226**

16. A motion to adjourn that has obviously been made for obstructive purposes should be
- refused to be entertained by the chairman.
  - voted on immediately.
  - stated by the chair after a second.
  - referred to the assembly by the chair for debate.

**A, page 226**

17. The privileged motion to *Adjourn*
- has the same effect as the motion to *Fix the Time to Which to Adjourn.*
  - may be amended by a two-thirds vote.
  - is not needed if the chairman adjourns a meeting after asking for further business.
  - allows for the member who proposed the motion to *Adjourn* to have the first right to debate it.

**C, page 227**

18. If it appears that there is no further business in a meeting of an ordinary society, the chair should state
- "All those in favor of adjourning, say 'Aye.' Those opposed, say 'No.'"
  - "The meeting is adjourned."
  - "Is there any further business? Since there is no further business, the meeting is adjourned."
  - None of the above

**C, page 227**

19. Which of the following is the correct form to use in making the motion to adjourn as a main motion?
- "I move to adjourn."
  - "I move that we now adjourn to meet at 6 p.m. on May 5."
  - "I move that the meeting adjourn."
  - All of the above

**B, page 227**

20. 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?
- From your seat, and without obtaining the floor say, "I move to adjourn."
  - Obtain the floor and say, "I move to adjourn."
  - Rise, and without obtaining the floor say, "I move to adjourn."
  - From your seat, yell out, "Adjourn!"

**B, page 227**

## §22. FIX THE TIME TO WHICH TO ADJOURN

1. The purpose of the privileged motion to *Fix the Time to Which to Adjourn* is to establish a (an)
- adjourned meeting.
  - annual meeting.
  - regular meeting.
  - special meeting.

**A, page 228**

2. 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*

**B, page 228**

3. 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.

**D, page 228**

4. 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 (incidental main motion).
- D. question of privilege.

**C, page 229**

5. 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.

**C, pages 228 and 229**

6. 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.

**A, page 229**

7. 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.

**B, page 229**

8. 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.

**B, page 231**

9. 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.

**C, page 230**

10. 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 adjourns to meet again at 9:00 a.m. tomorrow."
- D. Obtain the floor and say, "I move we adjourn."

**C, page 231**

## **CHAPTER EIGHT** **INCIDENTAL MOTIONS**

### **§23. POINT OF ORDER**

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*

**B, page 233**

2. A *Point of Order* yields to all

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

**A, page 233**

3. 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.

**C, page 234**

4. 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**

5. 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.

**A, page 235**

6. 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.

**C, page 235**

7. 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

**B, page 236**

8. 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.

**C, page 236**

9. 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

**C, page 236**

10. 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."

**A, page 239**

11. 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.

**B, page 240**

## §24. APPEAL

1. 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.

**B, page 242**

2. 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

**D, page 242**

3. 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.

**A, page 242**

4. 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.

**B, page 242**

5. The incidental motion to *Appeal*

- A. may not interrupt a speaker.
- B. must be seconded.
- C. may be amended.
- D. is always debatable.

**B, page 243**

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. 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.

**C, page 244**

8. 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.

**A, page 244**

9. 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

**D, pages 244 and 345**

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.

**B, page 245**

11. **Assume you do not agree with the chairman's ruling on your Point of Order. What could you do?**
- Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
  - Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
  - From your seat, and without obtaining the floor say, "I move the previous question."
  - Rise, and without obtaining the floor say, "I appeal from the decision of the chair."

**D, page 245**

12. **The proper language to use by the chair for putting the affirmative vote of the question on an appeal is**

- "all those in favor of sustaining the chair, say 'aye.'"
- "all those in favor of the chair, say 'aye.'"
- "those in favor of sustaining the chair's decision, say 'aye.'"
- "all those in favor of my decision, say 'aye.'"

**C, page 246**

## §25. SUSPEND THE RULES

1. **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**
- appeal the decision of the chairman.
  - raise a question of privilege.
  - suspend the rules.
  - allow the chairman to change the rule without notice.

**C, page 246**

2. **The incidental motion to *Suspend the Rules***

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

**A, page 247**

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

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

**B, page 247**

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

- parliamentary authority.
- special rules of order.
- standing rules of the assembly.
- All of the above

**D, page 247**

5. **In making the motion to *Suspend the Rules*, the motion must**

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

**A, page 247**

6. **Rules that cannot generally be suspended are those that**

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

**D, pages 249 and 250**

7. **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*

**B, page 250**

8. **The minimum affirmative vote necessary to suspend rules of parliamentary procedure that are in an established parliamentary procedure manual is**

- a majority.
- two-thirds.
- more than one-third.
- None of the above

**B, pages 250 and 251**

9. **Which of the following cannot be suspended by a majority vote?**

- A parliamentary rule adopted by the society as a rule of order.
- A rule requiring previous notice for an amendment.
- An established order of business previously adopted by the society.
- None of the above

**D, pages 250 and 251**

10. **The minimum affirmative vote necessary to suspend *Standing Rules* is**

- a majority with notice.
- a majority without notice.
- two-thirds without notice.
- two-thirds with notice.

**B, page 251**

## §26. OBJECTION TO THE CONSIDERATION OF A QUESTION

1. **Which motion below would you make if an original main motion is proposed that is strongly undesirable?**

- Division of the Question*
- Objection to the Consideration of a Question*
- Objection to the Previous Question*
- Appeal the Question*

**B, page 252**

2. **An *Objection to the Consideration of the Question* can be raised only before**

- the vote is taken on the motion to be considered.
- an amendment is made on the pending motion and the amendment has not been seconded.
- there has been any debate or any subsidiary motion has been stated by the chair.
- the vote result is announced.

**C, page 252**

3. **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.

**C, page 253**

4. **An Objection to the Consideration of a Question**
- must be seconded by a member who is going to vote on the prevailing side.
  - requires a two-thirds vote to sustain the objection.
  - is amendable only by the process of *insertion*.
  - may be debated by the maker of the motion.

**B, page 253**

5. **Which motion below can a chairman make?**

- Previous Question*
- Postpone Indefinitely*
- Reconsider*
- Objection to the Consideration*

**D, page 253**

6. **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

**B, page 254**

7. **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?**

- Obtain the floor and say, "I move that this motion be tabled."
- Obtain the floor and say, "I move that this motion be postponed."
- Obtain the floor and say, "Mr. President, I object to the consideration of the motion."
- Rise, and without obtaining the floor say, "I move that this motion be committed."

**C, page 255**

8. **When a member raises an objection to the consideration of a question, the chair should ask,**

- "Is there a second?"
- "The consideration of the question is objected to. Shall the question be considered?"
- "How many sustain the objection? Those objecting, please rise."
- "An objection has been raised. Is there any discussion?"

**B, page 255**

## §27. DIVISION OF A QUESTION

1. **The motion calling for a *Division of a Question* is used to**

- obtain a standing vote on the pending question.
- divide the pending question into parts and assign the parts to ad hoc committees.
- separate, debate, and vote on different, distinct parts of a motion.
- determine if debate should be divided equally between members.

**C, page 255**

2. **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?**

- Second Degree Amendment*
- Reconsider and Amendment by Separation*
- Division of the Assembly*
- Division of the Question*

**D, page 255**

3. **The incidental motion calling for a *Division of the Question***

- is in order when another member has the floor.
- cannot be made on the main question while an amendment to the main question is pending.
- allows one speech per member to divide the debate on the question equally.
- is not amendable.

**B, page 256**

4. **Which motion below would be the most appropriate to be divided?**

- "I move we form a recreation committee and give it instructions."
- "I move we go to Disneyland next weekend."
- "I move we buy our secretary a new personal computer and a new laser printer."
- "I move we buy our president a new podium."

**C, page 257**

5. **If a member is not in agreement with a portion of a main motion that is indivisible, the member can**

- demand that the chair take a vote on the opposed part first.
- move to strike out the part that is unfavorable.
- make a direct request to the maker of the motion to withdraw it without a vote.
- None of the above

**B, page 258**

6. **When a series of main motions that deal with different subjects is offered in one motion,**

- they should all be referred to a committee.
- the member who makes the motion should propose all the motions, and the chair should ask for a second after each one is proposed.
- the chair should declare them out of order.
- a single member can demand that each motion receive separate consideration.

**D, page 259**

7. **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?**

- Propose an amendment that will divide the question into two, separate parts.
- 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.
- 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.'"

**D, page 260**

## §28. CONSIDERATION BY PARAGRAPH OR SERIATIM

1. **A long motion consisting of several paragraphs can be considered by proposing a motion to open different parts to debate without a division of the question. This motion is called *Consideration by Paragraph***

- or Series.*
- or Seriatim.*
- Suspension.*
- Sine die.*

**B, page 260**



2. The incidental motion for *Consideration by Paragraph*

- A. can be reconsidered.
- B. is in order when another has the floor.
- C. requires a majority vote.
- D. is debatable.

C, page 261

3. 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.

B, page 261

4. If the chair suggests consideration of a document by paragraph, and you wanted to save time by acting on the entire document, 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 it be considered as a whole."
- C. From your seat, and without obtaining the floor say, "I appeal the chair's decision."
- D. Obtain the floor and say, "I move the previous question."

B, page 262

5. A complicated resolution having several paragraphs is on the floor. You feel that it could be dealt with more efficiently if each paragraph could be handled separately. What could you do?

- A. Obtain the floor and say, "Madam President, I move we divide the resolution into several paragraphs."
- B. From your seat, and without obtaining the floor, say, "Division!"
- C. Obtain the floor and say, "Madam President, I move that the resolution be considered seriatim."
- D. None of the above

C, page 263

**§29. DIVISION OF THE ASSEMBLY**

1. 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.

B, page 264

2. 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*

B, page 264

3. A member can call for a division of the assembly on a motion from the time the negative vote has been cast until

- A. adjournment.
- B. the chair announces the outcome of the voting.
- C. adjournment at the next regular meeting.
- D. the announcement of the result is complete or immediately thereafter.

D, pages 264 and 265

4. 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.

B, page 265

5. 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.

B, page 265

6. 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

D, page 266

**§30. MOTIONS RELATING TO METHODS OF VOTING AND THE POLLS**

1. 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

D, page 266

2. 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.

A, page 267

3. If different methods of voting are suggested, they are treated as filling blanks. In what order are they voted?

- A. The method that takes the least time is voted on first.
- B. The method that takes the most time is voted on first.
- C. They are voted on in the order they were offered.
- D. They are voted on in the order that the chair decides.

B, page 368

**§31. MOTIONS RELATING TO NOMINATIONS**

1. 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

D, page 270

2. **One characteristic of incidental motions related to nominations is that they**
- are not debatable.
  - are not amendable.
  - are in order when another member has the floor.
  - take precedence over all privileged motions.

**A, page 270**

3. **Which one of the following is usually made by the chairman?**
- Primary amendments to a main motion
  - Reconsidering motions
  - Referring a motion to a special committee
  - Declaring that nominations are closed

**D, page 271**

### §32. REQUEST TO BE EXCUSED FROM A DUTY

1. **If a member has specific duties that are imposed in a society's bylaws and wishes to be excused from one of the duties, what can be done?**
- The request can be granted by unanimous consent or a motion, unless prevented by the bylaws.
  - The chairman can excuse the member from the duty.
  - The vice-president can excuse the member from the duty.
  - None of the above

**A, page 272**

2. **Which subsidiary motion below cannot be applied to a request to be excused from duty?**
- Amend
  - Commit or Refer
  - Postpone Indefinitely
  - Limit Debate

**C, page 272**

3. **A motion for a Request to be Excused from a Duty yields to**
- all privileged motions.
  - all subsidiary motions except *Postpone Indefinitely*.
  - other incidental motions.
  - All of the above

**D, page 272**

4. **A motion for a Request to be Excused from a Duty**
- requires a two-thirds vote to be adopted.
  - is undebatable.
  - cannot be amended.
  - sometimes does not require a second.

**D, page 273**

5. **A motion to Request to be Excused from a Duty**
- requires a three-fourths vote to be adopted.
  - is often settled by unanimous consent.
  - requires a majority vote and permission of the president.
  - None of the above

**B, page 273**

6. **If a member who has accepted an office finds that he or she is unable to perform it, what is the proper process to use in resigning?**
- Notify the president thirty days before the resignation.
  - Submit a written resignation, and the chair will proceed to have it voted on.
  - Tell the secretary to put it in the minutes of the previous meeting.
  - Rise during a regular meeting and announce the resignation.

**B, pages 273 and 274**

### §33. REQUESTS AND INQUIRIES

1. **Which of the following are motions that members may use to obtain information or to have something done that requires permission of the assembly?**
- Parliamentary Inquiry*.
  - Request for Information (or Point of Information)*.
  - Withdraw a Motion*.
  - All of the above.

**D, page 275**

2. **A Parliamentary Inquiry and a Request for Information are not**
- seconded.
  - voted on.
  - subject to reconsideration.
  - All of the above

**D, pages 275 and 276**

3. **Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary law as it relates to the pending business?**
- Parliamentary Question of Privilege*
  - Point of Parliamentary Information*
  - Parliamentary Inquiry*
  - Parliamentary Authority Opinion*

**C, page 276**

4. **The chair is obligated to answer all Parliamentary Inquiry questions except those that**
- explain the effects of a motion.
  - assist members in making an appropriate motion.
  - are hypothetical in nature.
  - help members understand the parliamentary situation.

**C, page 276**

5. **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 point of information."
  - 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."

**C, page 276**

6. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**
- the reply is an opinion and not a ruling.
  - an appeal is used only when the chair refuses a member's request for a *Division*.
  - an appeal must be made by a member who voted with the side that did not prevail.
  - the reply is always voted on by the assembly.

**A, page 276**

7. **A Request for Information (or Point of Information) is a request directed through the**
- parliamentarian.
  - secretary.
  - presiding officer.
  - member speaking.

**C, page 277**

8. A Request for *Information ( or Point of Information )* is a request directed to the chair, or through the chair to another member, for information relevant to
- A. parliamentary procedure.
  - B. a motion that was adopted at the last regular meeting.
  - C. the business at hand, but not concerned with parliamentary procedure.
  - D. the comfort of the meeting room.

C, page 277

9. A main motion is pending, and you have a question that needs to be answered by the maker of the motion. What could you do?
- A. Rise, and without obtaining the floor say, "Mr. Chairman, point of information, please."
  - B. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
  - C. From your seat, and without obtaining the floor say, "Parliamentary inquiry."
  - D. Obtain the floor and say, "I rise to a point of order."

A, page 277

10. 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.

A, page 277

11. 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.

A, page 278

12. 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."

D, page 278

13. 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.

C, page 278

14. "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.

C, page 278

15. 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

D, page 279

16. 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

D, page 279

17. 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*.

A, page 279

18. 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.

C, page 280

19. 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.

D, page 281

## **CHAPTER NINE**

### **MOTIONS THAT BRING A QUESTION AGAIN**

### **BEFORE THE ASSEMBLY**

#### **§34. TAKE FROM THE TABLE**

1. 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

2. 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

D, page 283

3. 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.

D, page 283

4. 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

D, page 283

5. 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.

C, page 284

6. 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.

A, page 284

7. 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.

A, page 284

8. 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.

C, page 285

9. A main motion was laid on the table 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

D, pages 284 and 285

10. 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

D, pages 284 and 285

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.

C, page 285

12. 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

B, page 287

13. 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."

A, page 287

### §35. RESCIND; AMEND SOMETHING PREVIOUSLY ADOPTED

1. The motion to *Rescind* is a (an)

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

C, page 288

2. To amend something previously adopted is a (an)

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

D, page 288

3. Which motion below can cancel or countermand a previous action?

- A. *Annul*
- B. *Repeal*
- C. *Rescind*
- D. All of the above

D, page 288

4. **A motion that is used to change only a part of a text or to substitute a different version is**
- A. *Rescind Something Previously Adopted.*
  - B. *Amend Something Previously Adopted.*
  - C. *Reconsider Something Previously Adopted.*
  - D. *Objection to Consideration.*

**B, page 288**

5. **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.

**B, page 289**

6. **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**

7. **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.

**A, pages 288 and 289**

8. **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

**D, page 289**

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.

**C, page 290**

10. **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.

**C, page 292**

11. **Adoption of the motion to *Rescind and Expunge From the Minutes* requires a minimum affirmative vote of**
- A. all the members.
  - B. two-thirds of all the members.
  - C. a majority of the entire membership.
  - D. only the officers of an organization.

**C, page 293**

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

**D, page 293**

### **§36. DISCHARGE A COMMITTEE**

1. **One purpose of the motion to *Discharge a Committee* is to**
- A. prevent the committee from making a final report after a completed task.
  - B. take a matter out of a committee's hands before they make a final report on it.
  - C. reduce some of the committee's responsibilities.
  - D. officially dismiss a committee after it has made the final report on its task.

**B, pages 293 and 294**

2. **The motion to *Discharge a Committee***
- A. is debatable.
  - B. is in order when another member has the floor.
  - C. cannot be applied to any main motion.
  - D. requires a two-thirds vote and notice to be adopted.

**A, page 294**

3. **The motion to *Discharge a Committee***
- A. always requires a two-thirds vote to be adopted.
  - B. can apply to any main motion that was referred to a committee which has not reported.
  - C. can apply to an amendment referred to a committee.
  - D. cannot have subsidiary motions applied to it.

**B, page 294**

4. **The motion to *Discharge a Committee* may require all of the following to be adopted except a/an**
- A. vote of the majority of the entire membership.
  - B. unanimous vote of the members present and voting.
  - C. two-thirds vote of the members present and voting.
  - D. majority vote and previous notice.

**B, page 295**

5. **It is appropriate to make the motion to *Discharge a Committee* if**
- A. a committee has failed to promptly make a report.
  - B. the assembly wants to proceed on the matter without a committee.
  - C. the assembly wants to drop the matter.
  - D. All of the above

**D, page 295**

6. **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.

**A, page 296**

7. **Your organization is not happy over the progress of the Membership Standing Committee on recruiting new members, and you would like to take it out of their hands. What would be the best thing to do?**

- A. Obtain the floor and say, "I move that we form a new plan to recruit new members."
- B. Rise, and without obtaining the floor say, "I move that the Membership Standing Committee be rescinded."
- C. Obtain the floor and say, "I move that the Membership Committee be discharged from further consideration of the matter concerned with recruiting new members."
- D. From your seat, and without obtaining the floor say, "I move we form a Special Committee appointed by the chair to take the place of the Membership Committee's duties."

**C, page 297**

### §37. RECONSIDER

1. **Which motion below enables a majority of the assembly to bring back for further consideration a motion that has already been voted on?**

- A. *Amend*
- B. *Postpone Indefinitely*
- C. *Reconsider*
- D. *Previous Question*

**C, page 298**

2. **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.

**D, page 299**

3. **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.

**D, pages 299 , 300 and 301**

4. **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.

**C, page 299**

5. **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.

**C, page 299**

6. **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.

**A, page 300**

7. **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.

**B, page 302**

8. **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.

**A, page 303**

9. **"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

**A, page 308**

10. **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

**B, page 312**

11. **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.

**C, page 312**

12. **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*.

**D, page 314**

13. 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.

C, page 314

14. 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.

B, page 316

15. *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

D, page 317

## **CHAPTER TEN**

### **RENEWAL OF MOTIONS; DILATORY AND IMPROPER MOTIONS**

#### **§38. RENEWAL OF MOTIONS**

1. 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.

A, pages 320 and 321

2. 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

D, page 321

3. 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.

C, page 322

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*

B, page 324

#### **§39. DILATORY AND IMPROPER MOTIONS**

1. 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*.

C, page 325

2. 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.

D, page 326

3. 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.

C, page 326

4. 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

D, page 326

5. 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

## **CHAPTER ELEVEN**

### **QUORUM; ORDER OF BUSINESS AND RELATED CONCEPTS**

#### **§40. QUORUM**

1. 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.

C, page 328

2. **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.

**A, page 328**

3. **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.

**B, page 329**

4. **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.

**C, page 329**

5. **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.

**B, page 329**

6. **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

**B, page 329**

7. **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

**B, page 330**

8. **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.

**C, page 330**

9. **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.

**A, page 331**

10. **An 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

**D, page 331**

11. **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*.

**C, page 331**

12. **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.

**C, page 330**

13. **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

**C, page 331**

14. **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

**A, page 331**

15. **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.

**C, page 332**

16. **A motion for a *Call of the House* is used in legislative bodies to**
- A. demand a vote on the immediately pending question.
  - B. compel the attendance of their members.
  - C. call for the orders of the day.
  - D. require that the president officially take a rising, counted vote.

**B, page 332**

#### **§41. ORDER OF BUSINESS; ORDERS OF THE DAY; AGENDA OR PROGRAM**

1. **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

**D, page 333**



2. 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

**A, page 333**

3. 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

**B, page 335**

4. 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.

**B, page 335**

5. 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.

**C, page 336**

6. 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.

**D, 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. In most societies it is customary to hear reports from all officers, boards, and standing committees
- A. at every regular monthly meeting.
  - B. only at annual meetings.
  - C. at the discretion of the president.
  - D. after a motion is adopted to hear them.

**B, page 337**

9. 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.

**B, page 338**

10. 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.

**B, page 338**

11. For items of business that have been made a special order for a specific time, the chair should
- A. change the agenda before the meeting begins for the special order.
  - B. ignore the special order and continue to process the pending motion.
  - C. announce that the time for the special order has arrived and begin processing it.
  - D. ask that debate be limited on the pending motion to speed up the processing of it.

**C, page 339**

12. 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**

13. 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 and general orders*
  - D. *special business*

**C, page 340**

14. The chair should announce the heading of *Unfinished Business and General Orders*
- A. to determine if they will be amended.
  - B. only if the minutes show that there is some.
  - C. after a request from a member to put them on the floor.
  - D. after all new business has been processed.

**B, page 341**

15. If a topic is discussed informally at a meeting and a member suggested that it be "brought up at the next meeting," the chair should announce that the topic be
- A. laid on the table.
  - B. made unfinished business.
  - C. introduced as new business.
  - D. postponed to the next meeting.

**C, pages 341 and 342**

16. 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.

**D, page 342**

17. 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

**D, page 342**

18. **Opening Ceremonies or Exercises** include items such as

- A. the Pledge of Allegiance to the Flag.
- B. roll call.
- C. announcements.
- D. an open forum.

**A, page 342**

19. **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

**D, page 342**

20. **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

**D, page 342**

21. **The Program** is usually presented

- A. after the meeting is adjourned.
- B. before new business.
- C. during roll call.
- D. just before the meeting is adjourned.

**D, page 344**

22. **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.

**A, page 344**

23. **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.

**C, page 344**

24. **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.

**A, page 345**

25. **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.

**C, page 346**

26. **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.*

**A, page 346**

27. **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

**D, page 346**

28. **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*

**C, page 347**

29. **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

**D, page 348**

30. **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.

**B, page 349**

31. **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.

**C, page 350**

32. **Which of the following postponed questions would be the first to be considered?**

- A. Unfinished special order
- B. Special order for the same hour made later
- C. Special order for a particular time
- D. Special order

**C, page 351**

33. **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**

34. Assume a special order was made for 2 p.m. Later, another was made for 1 p.m. If the 1 p.m. special order is pending at 2 p.m., what would you do as chairman?
- Allow the 1 p.m. pending order to be completed.
  - Stop the 1 p.m. pending motion and allow the 2 p.m. special order to begin.
  - Declare the 2 p.m. special order lost.
  - None of the above

**B, page 351**

35. If a special order is pending and the time for a pre-scheduled recess arrives, what would you do as chairman?
- Allow the pending business to continue.
  - Call for an immediate vote on the pending business and then call the recess.
  - Declare the assembly in recess.
  - Any of the above

**C, page 351**

36. An order of business that is specially adopted for a given session is called a (an)
- Agenda.
  - Special meeting.
  - Assembly.
  - Program.

**D, page 352**

## **CHAPTER TWELVE** **ASSIGNMENT OF THE FLOOR; DEBATE**

### **§42. RULES GOVERNING ASSIGNMENT OF THE FLOOR**

1. Before members can make a motion or debate, they must rise and address the chair and
- then must be recognized by the chair.
  - ask the chair if they may speak.
  - then speak in favor of the proposed motion.
  - ask the assembly for recognition and then speak.

**A, page 357**

2. The presiding officer may recognize a member after he or she has risen and addressed the chair by
- announcing the member's name or title.
  - announcing the place or unit that the member represents.
  - nodding if only one person has addressed the chair.
  - Any of the above

**D, pages 357 and 358**

3. When a member is assigned the floor by the chairman, the member may
- debate the pending motion.
  - move a secondary motion.
  - debate a pending motion and conclude by moving a secondary motion.
  - Any of the above

**D, pages 358 and 359**

4. 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
- in the loudest voice.
  - first after the floor was yielded.
  - before the floor was yielded.
  - with a raised hand.

**B, page 359**

5. Members should be given preference in recognition for debate from the chair if they
- made a committee report and want to implement a motion.
  - moved to take a motion off the table.
  - made a motion and have not already spoken.
  - All of the above

**D, page 360**

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

**C, page 360**

7. Which member has preference to be recognized after a motion is laid on the table?
- The member who introduced the urgent business.
  - The member who will make a motion to take the motion from the table.
  - Any member who wants to debate the reason for laying a motion on the table.
  - The member who wants to amend the pending main motion.

**A, pages 361 and 362**

8. 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.

**C, pages 362 and 363**

9. If the chairman makes a mistake and assigns the floor to the wrong person, how can the error be corrected?
- A *Point of Order* can be raised.
  - A member can yell out the word "Question!" without rising.
  - A *Parliamentary Inquiry* can be raised.
  - A *Point of Information* can be demanded.

**A, page 363**

10. A member who has been assigned the floor and has begun to speak may be interrupted by
- a call for the *Orders of the Day*.
  - a *Point of Order*.
  - the raising of a *Question of Privilege*.
  - Any of the above

**D, page 364**

11. When an interruption occurs, the member who has the floor
- loses it permanently.
  - sits while the interrupting matter is attended to.
  - stands while the interrupting matter is attended to.
  - gives permission to the chair to be interrupted.

**B, page 365**

### §43. RULES GOVERNING DEBATE

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.

**C, pages 365 and 366**
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.

**D, page 366**
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.

**A, page 366**
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.

**C, page 366**
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.

**A, page 367**
6. **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*

**B, page 365**
7. **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.

**B, page 367**
8. **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.

**B, page 368**
9. **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

**B, page 368**
10. **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

**D, page 368**
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*.

**C, page 370**
12. **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*.

**B, page 370**
13. **When an assembly resolves itself into a committee of the whole,**
  - A. the length of speeches may be increased to twenty minutes.
  - B. speeches will count against a member's total number of debating times for the same day.
  - C. there are no restrictions on the total number of times members may speak.
  - D. None of the above

**C, page 370**
14. **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.

**B, page 371**
15. **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**

16. **When a member answers a question when a *Request for Information* is raised,**
- A. there is not a time limit in answering the question.
  - B. several questions may be exchanged with the member asking the question.
  - C. it is taken out of the member's debating time.
  - D. other members are allowed to ask questions also.

**C, page 372**

17. **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."

**D, page 372**

18. **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.

**A, pages 372 and 373**

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.

**C, page 373**

20. **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

**D, page 373**

21. **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.

**D, page 374**

22. **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.

**C, page 374**

23. **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.

**B, page 375**

24. **Which motion below is not always debatable?**
- A. *Postpone Indefinitely*
  - B. *Amend*
  - C. *Commit (or Refer)*
  - D. *Postpone to a Certain Time*

**B, page 376**

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

**D, pages 376 and 377**

26. **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.

**B, page 377**

27. **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

**D, page 377**

28. **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*

**A, page 378**

## **CHAPTER THIRTEEN** **VOTING**

### **§44. BASES FOR DETERMINING A VOTING RESULT**

1. **The word *majority* means**
- A. "exactly half."
  - B. "less than half."
  - C. "more than half."
  - D. 51%.
- C, page 379**
2. **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.
- C, page 379**
3. **If 40 votes are cast, a majority is**
- A. 20.
  - B. 21.
  - C. 19.
  - D. 18.

**B, page 379**

4. 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.

**B, page 379**

5. 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

**D, page 379**

6. 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

**D, page 379**

7. 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.

**B, page 379**

8. 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

**D, page 379**

9. 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.

**B, page 379**

10. If sixty votes are cast, a minimum two-thirds vote is
- A. 30.
  - B. 31.
  - C. 40.
  - D. 41.

**C, page 380**

11. 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

**B, page 380 and tinted t48 and t49**

12. 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

**D, page 380**

13. 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.

**C, page 380**

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

**D, page 380**

15. 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

**B, page 380**

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.

**C, page 380**

17. Voting requirements based on the number of members present are unwise because an abstention would become a
- A. vote for the affirmative.
  - B. vote for the negative.
  - C. meaningless vote that would not be an advantage for either side.
  - D. vote which would automatically call for a division of the assembly.

**B, page 382**

18. 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.*

**B, page 383**

19. In an election, John received 50 votes, Mary received 49 votes, and Jane received 48 votes. Which person received a plurality?
- A. John
  - B. Mary
  - C. Jane
  - D. None of the above

**A, page 383**

20. 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

**D, page 384**

21. 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.

**D, page 384**

22. 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

**C, page 384**

23. 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)

**D, page 384**

24. 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

**B, page 384**

25. 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

**C, page 384**

26. 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.

**B, page 385**

## §45. VOTING PROCEDURE

1. Members who do not pay their dues and are not formally dropped from the membership roll have
- A. the right to vote if not under disciplinary suspension (unless the bylaws provide otherwise).
  - B. no right to vote.
  - C. a right to attend meetings but not to vote.
  - D. no rights, and are no longer members.

**A, page 385**

2. 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

**C, page 386**

3. 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.

**D, page 386**

4. 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.

**B, page 386**

5. 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**

6. Which one of the following statements is false regarding voting by a *show of hands*?
- A. It can be used in the place of a voice vote in a small assembly.
  - B. It is always used in large assemblies on motions requiring a two-thirds vote for adoption.
  - C. It can be used in the place of a rising vote in small assemblies.
  - D. It should never be used in large assemblies.

**B, page 388**

7. Which vote is always taken first by the chairman?
- A. Negative
  - B. Affirmative
  - C. Abstentions
  - D. None of the above. It doesn't matter.

**B, page 388**

8. 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.

**B, page 388**

9. **When counting a rising vote, the**  
A. affirmative is always counted first.  
B. chair should always make the count without assistance.  
C. negative is always counted first.  
D. chair must report the abstentions when announcing the final results.

**A, page 389**

10. **Which of the following is a method of voting which should only be used when expressly ordered by the assembly or prescribed in the bylaws?**

- A. Show of hands  
B. Rising  
C. Voice  
D. Ballot

**D, page 390**

11. **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.

**D, page 390**

12. **When the bylaws require a vote to be taken by ballot, this requirement may**

- A. not be suspended even by a unanimous vote.  
B. be suspended by a two-thirds vote with previous notice.  
C. be suspended by a three-fourths vote.  
D. None of the above

**A, page 391**

13. **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.

**C, pages 390 and 391**

14. **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

**D, page 392**

15. **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.

**C, page 392**

16. **When counting ballots, blank ballots are**

- A. entered as a legal vote.  
B. entered as an illegal vote.  
C. ignored.  
D. counted.

**C, page 394**

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

**C, page 394**

18. **When voting by ballot, unintelligible votes are treated as**

- A. legal votes.  
B. illegal votes.  
C. any other vote.  
D. blank votes.

**B, pages 394 and 395**

19. **What should the teller do with illegal votes that are cast by legal voters?**

- A. Ignore them completely.  
B. Have the members who cast the illegal vote, cast another vote.  
C. Use them only for purposes of computing the majority.  
D. Count them as legal votes.

**C, pages 394 and 395**

20. **When voting by ballot, if a member leaves one or more of the choices blank on a ballot, the**

- A. entire ballot is void.  
B. ballot should be given back so the member can fill in the blanks.  
C. spaces filled should be credited for one legal vote.  
D. choices filled should only be used to break a tie.

**C, page 395**

21. **Which one of the following is not included in a teller's report?**

- A. The name of the tellers  
B. The number of votes cast  
C. The number of votes each candidate received  
D. The illegal number of votes

**A, page 395**

22. **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.

**C, page 396**

23. **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.

**A, page 396**

24. **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.

**B, page 398**



25. **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.

**D, page 399**

26. **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*.

**C, page 399**

27. **A vote by mail, when authorized in the bylaws, is often used**
- A. to amend bylaws.
  - B. to elect officers.
  - C. when a full membership vote is desired.
  - D. All of the above

**D, page 402**

28. **Preferential voting**
- A. is especially useful and fair in an election by mail.
  - B. can be used even if not authorized in the bylaws.
  - C. is always used when there is one choice on the ballot.
  - D. is less complicated than other voting methods.

**A, page 404**

29. **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.

**B, page 406**

30. **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.

**B, pages 406 and 407**

## **CHAPTER FOURTEEN** **NOMINATIONS AND ELECTIONS**

### **§46. NOMINATIONS AND ELECTIONS**

1. **Strictly speaking, a nomination is a**
- A. procedure for an election.
  - B. motion that requires a second.
  - C. proposal to fill a blank.
  - D. process that is required for election of officers.
2. **Which one of the following is not an acceptable method of nominating?**
- A. Mail
  - B. Ballot
  - C. Telephone
  - D. A committee

**C, page 409**

3. **Nominations from the floor are sometimes called**
- A. "petition nominations."
  - B. "proxy nominations."
  - C. "open nominations."
  - D. "ballot nominations."

**C, page 409**

4. **Which statement below is true regarding making nominations from the floor?**
- A. One member can nominate three persons for the same office.
  - B. In large assemblies, members need not rise.
  - C. A second is required.
  - D. A member need not be recognized.

**D, page 409**

5. **Which statement is false regarding nominating committees?**
- A. Members of a nominating committee are not barred from becoming nominees.
  - B. The nominating committee may nominate more than one candidate for each office.
  - C. In an organized society, the chair should appoint the nominating committee.
  - D. All nominees should be contacted by the nominating committee before announcing their nomination.

**C, page 411**

6. **A nominating committee is automatically discharged**
- A. immediately after the members vote.
  - B. before its report is formally presented to the assembly.
  - C. after the chairman announces the results of the voting.
  - D. when its report is formally presented to the assembly.

**D, page 412**

7. **After the nominating committee has presented its report and before voting for the different offices takes place,**
- A. the nominating committee must call for further nominations from the floor.
  - B. the chair must call for further nominations from the floor.
  - C. members who want to be nominated rise and state their name and the office they wish.
  - D. further nominations are declared by members and voted on to narrow the choices down to one new nominee for each office.

**B, pages 412 and 413**

8. **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**

9. **To determine the method of voting if there is no rule made before an election stating the method of voting in an election, a member may propose a (an)**
- A. amendment.
  - B. incidental main motion.
  - C. motion to *Reconsider* the election.
  - D. None of the above

**B, page 416**

10. **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.

**A, page 417**

11. **If more than two candidates are nominated for the same office, the**
- candidates all remain on the ballot and the voting continues until one receives a majority vote.
  - chairman should declare that the candidate who receives the highest number of votes is elected.
  - candidate with the lowest number of votes should be dropped.
  - candidates should confer in private and mutually decide which one of them should withdraw.

**A, page 417**

12. **When repeated balloting for an office is necessary,**
- the nominees who received the highest number of votes are the only ones retained on the next ballot.
  - the nominee who received the lowest number of votes is removed from the ballot.
  - all the names are kept on the ballot.
  - the parliamentarian decides who will be retained on the ballot.

**C, page 419**

13. **There has been an election of members of a board. More than the prescribed number have received a majority vote. How are the places filled?**
- There must be another vote.
  - The vote is retaken only for those members who received more than a majority vote.
  - Those who receive a larger majority fill the place.
  - The vote is declared void, and a new vote is taken at the next regular meeting.

**C, page 419**

14. **A viva voce method of election is especially applicable to**
- annual meetings.
  - highly contested elections.
  - mass meetings.
  - assemblies of delegates.

**C, page 420**

15. **In a viva voce election, candidates are voted on**
- in random order.
  - in the order they were nominated.
  - based on their seniority in the society.
  - as determined by the nominating committee.

**B, page 420**

16. **When there is only one candidate for the office of president and vice president in a viva voce election, and the bylaws do not require a ballot vote, the chairman can**
- ask the candidate to further explain their credentials to the assembly.
  - declare that the nominees are elected without a vote.
  - take another vote by a division of the assembly.
  - Any of the above

**B, page 421**

17. **When an election is held by a roll call, the secretary should**
- record the vote.
  - repeat the vote.
  - record the vote and repeat it.
  - record the vote and remain silent.

**C, page 421**

## **CHAPTER FIFTEEN** **OFFICERS; MINUTES AND OFFICERS' REPORTS**

### **§47. OFFICERS**

1. **Which of the following would be specified in a society's bylaws concerning its officers?**
- The qualifications for holding a specific office
  - How the officers should be elected or appointed
  - Their term of office
  - All of the above

**D, page 425**

2. **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**
- charter.
  - parliamentary authority.
  - standing rules.
  - bylaws.

**D, page 425**

3. **An officer who has served more than**
- 10% of a term is considered to have served a full term.
  - one fourth of a term is considered to have served a full term.
  - half of a term is considered to have served a full term.
  - None of the above

**C, page 426**

4. **Generally, an officer's term begins**
- thirty days after the meeting at which the election took place.
  - as soon as the officer is elected.
  - the next January after the officer is elected.
  - after an executive session with the other officers to determine duties.

**B, page 426**

5. **When no special title has been assigned, the presiding officer of an assembly is generally called the**
- chairperson or moderator.*
  - chairman.*
  - presider or presiding officer.*
  - chairwoman or chairman.*

**B, page 426**

6. **In a mass meeting, the presiding officer is known as the**
- president.*
  - chairperson.*
  - chairman.*
  - moderator.*

**C, page 426**

7. **The presiding officer of a large assembly should be chosen chiefly on his or her**
- congeniality.
  - loyalty to the organization.
  - ability to preside.
  - experience serving as vice-president.

**C, page 426**

8. **One of the duties of a presiding officer of an assembly is to**
- open the meeting only after all members are present.
  - allow members to debate without recognition.
  - allow frivolous and dilatory motions.
  - expedite business.

**D, page 428**

9. **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  
**D, page 428**
10. **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  
**D, pages 428 and 429**
11. **When a member is speaking in debate, the presiding officer should**  
 A. remain standing.  
 B. sit with the assembly.  
 C. be seated.  
 D. stand next to the speaker in case there are questions from the assembly.  
**C, page 429**
12. **The presiding officer should not hesitate to put the question on a motion that**  
 A. censures the chairman along with others.  
 B. elects officers even if he/she is included.  
 C. the chairman has debated.  
 D. commends the chairman along with others.  
**B, page 429**
13. **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*.  
**C, page 430**
14. **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.  
**A, page 430**
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.  
**B, page 430**
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  
**D, pages 431 and 432**
17. **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.  
**D, page 434**
18. **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*.  
**B, page 434**
19. **The officer who presides in place of an absent president is the**  
 A. vice-president.  
 B. secretary.  
 C. parliamentarian.  
 D. most senior officer.  
**A, page 435**
20. **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"  
**C, page 435**
21. **Another name for the secretary is the**  
 A. *clerk*.  
 B. *recording secretary*.  
 C. *scribe*.  
 D. All of the above  
**D, page 437**
22. **The secretary of a society must be proficient in**  
 A. accounting skills in order to work closely with the treasurer.  
 B. parliamentary procedure in order to assume the chair in the president's absence.  
 C. operating a digital recorder for minutes.  
 D. serving as the recording officer of the assembly and the custodian of the records.  
**D, page 437**
23. **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  
**B, pages 437 and 438**
24. **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.  
**B, page 438**
25. **Correspondence of an official nature is normally read by the**  
 A. recording secretary.  
 B. corresponding secretary.  
 C. president.  
 D. vice-president.  
**A, page 438**

26. 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**

27. 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.

**B, page 439**

28. 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.

**B, page 439**

29. The specific duties of the treasurer are

- A. to collect and disburse funds.
- B. to serve as custodian and deposit all the funds of the organization.
- C. varied and are dependent on the size and complexity of the organization.
- D. to make a detailed report to the officers at each business meeting.

**C, page 439**

30. 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**

31. The officer who serves as a custodian of objects of value (except library materials) is called the

- A. *security master*.
- B. *director*.
- C. *historian*.
- D. *curator*.

**D, page 440**

32. 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*.

**C, page 440**

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

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

**C, page 441**

34. 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.

**B, page 441**

35. The executive secretary supervises the central office and acts under the immediate direction of the

- A. board and executive committee.
- B. president of the society only.
- C. elected officers only.
- D. rules of the state in which the society is incorporated.

**A, page 442**

36. 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. Hire staff

**B, page 442**

37. 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*.

**C, page 443**

38. 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.

**C, page 443**

39. 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**

40. 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.

**C, page 445**

#### **§48. MINUTES AND REPORTS OF OFFICERS**

1. 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.

**B, page 446**

2. 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

**B, pages 446 and 447**

3. 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.

**D, page 447**

4. 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.

**A, page 447**

5. 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.

**D, page 448**

6. 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.

**C, page 448**

7. 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

**B, page 449**

8. 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.

**C, pages 450 and 451**

9. 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.

**B, page 451**

10. 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.

**C, pages 451 and 336**

11. 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.

**C, page 451**

12. 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.

**B, pages 451, 336 and 337**

13. 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.

**C, page 452**

14. 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.

**D, page 452**

15. 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.

**C, pages 452 and 336**

16. 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.

**A, page 453**

17. Who may propose a motion to implement a report made by an officer?
- A. Any member except the reporting officer
  - B. Only the reporting officer
  - C. The vice-president, who also assumes the chair until the motion is disposed of
  - D. Any person in attendance at the meeting

**A, page 454**

18. **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.

**C, page 454**

19. **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.

**D, page 454**

20. **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.

**D, page 454**

21. **In ordinary societies, the financial reports may be audited by elected members known as**  
A. "assistant treasurers."  
B. "accountants."  
C. "bookkeepers."  
D. "trustees."

**D, page 456**

22. **The adoption of the auditor's report has the effect of**  
A. relieving the treasurer of all responsibilities.  
B. fulfilling all of the requirements imposed from the Internal Revenue System (IRS).  
C. relieving the treasurer of responsibility for the period covered by the report except for fraud.  
D. merely stating that the treasurer's records are satisfactory.

**C, page 456**

23. **If an organization wishes a historical account to be part of the official history of the society, after a presentation by the historian, it must be**  
A. approved by all the officers.  
B. formally adopted by the assembly.  
C. referred to a Special Committee for further study.  
D. in the form of a recommendation from the appropriate Standing Committee.

**B, page 457**

## **CHAPTER SIXTEEN** **BOARDS AND COMMITTEES**

### **§49. BOARDS**

1. **When a board is empowered by its bylaws to act for a society between regular meetings, it is usually a (an)**  
A. *acting board.*  
B. *general board.*  
C. *executive board.*  
D. *empowered board.*

**C, page 458**

2. **Another name for the "executive board" is**  
A. subordinate delegates.  
B. board of directors.  
C. executive committee.  
D. special committee.

**B, page 458**

3. **If a society is to have an executive board, the bylaws should specify the number of board members and**  
A. their duties and powers.  
B. make provisions for meetings of the board.  
C. how they are to be determined.  
D. All of the above

**D, pages 458 and 459**

4. **In organizations that meet monthly or more often, a board is**  
A. given all the power.  
B. required to act for the society in all cases.  
C. not given so much power.  
D. required to meet before the monthly meeting.

**C, page 459**

5. **The society's assembly can countermand any action of the executive board except**  
A. the action taken during a special meeting of the board.  
B. it must first request from the board that it rescind its own action.  
C. those matters placed by the bylaws exclusively under the control of the board.  
D. that prior approval of the executive board is required.

**C, page 459**

6. **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.

**A, page 460**

7. **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.

**A, page 460**

8. **In ordinary societies having executive boards, it is customary for the**  
A. society to elect a presiding officer to serve the board.  
B. president and secretary of the society to serve in the same capacity within the board.  
C. board to elect a nonmember to serve as a presiding officer.  
D. board to delegate that certain members serve as officers.

**B, page 461**

9. **As a general principal, a board**  
A. can meet informally to make decisions.  
B. cannot appoint committees.  
C. cannot delegate its authority.  
D. can meet to make decisions without a quorum.

**A, page 461**

10. 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.*

C, page 461

11. Under general parliamentary law, business is transacted in a large board according to

- A. *Robert's Rules of Order Newly Revised.*
- B. *Demeter's Manual.*
- C. *Sturgis Standard of Parliamentary Procedure.*
- D. the same rules as in any other deliberative assembly.

D, page 463

12. 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

D, page 463

13. 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.

C, pages 463 and 329

14. Unless special permission is given, the minutes of board proceedings are accessible only to the

- A. members of the board.
- B. recording secretary.
- C. president of the society.
- D. parliamentarian to check their accuracy.

A, page 463

15. 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

D, page 464

16. 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

D, pages 464 and 465

17. 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.

C, page 464

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 in committees.

B, page 464

19. 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. only make incidental motions.
- D. None of the above

C, page 465, footnote

20. If there are periodic changes in a board's membership, which of the following is true each time there is a change?

- A. If it elects its own officers, new ones are elected.
- B. All unfinished business that existed falls to the ground.
- C. If it appoints its standing committees, new ones are chosen.
- D. All of the above

D, page 465

## §50. COMMITTEES

1. 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.

B, page 466

2. 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.

C, page 467

3. 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.*

B, page 467

4. 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.

B, page 468

5. A standing committee of an organization reports to the

- A. executive board.
- B. president.
- C. assembly.
- D. board of directors.

C, page 468

6. 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 may be called a (an)
- A. special committee.
  - B. select committee.
  - C. ad hoc committee.
  - D. All of the above

D, page 468

7. 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 ceases to exist.
  - C. is assigned new members and handles all related topics in the future.
  - D. cannot be discharged by the assembly.

B, page 468

8. 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. is specified in the motion that establishes the committee.

D, page 468

9. A vacancy occurring in a committee is filled by the
- A. committee itself.
  - B. appointing power.
  - C. society.
  - D. board of directors.

B, page 468

10. 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.

B, page 469

11. 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

D, pages 469 and 470

12. In large assemblies, special committees are generally appointed by the
- A. parliamentarian.
  - B. secretary.
  - C. vice-president.
  - D. chairman or presiding officer.

D, page 471

13. 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.

D, pages 471 and 472

14. In general practice, when a committee is appointed by the president, 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.

A, page 472

15. A standing committee can appoint subcommittees which are then responsible to and report to the
- A. assembly.
  - B. standing committee.
  - C. chairman of the standing committee.
  - D. president of the organization.

B, page 473

16. 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

D, pages 474 and 475

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.

A, page 475

18. 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

C, page 476

19. 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.

A, page 476

20. 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.

B, page 476

21. 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.

C, page 477



22. 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
- debate.
  - special committee report.
  - hearing.
  - mass meeting.

C, page 477

23. 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
- adjourned sine die.
  - taking a rising vote on their recommendation.
  - being recognized for the work that they have accomplished.
  - finished with its assignments.

A, page 478

24. Members of standing committees generally continue their duties until
- they make a report.
  - the committee chairman excuses the committee permanently.
  - new officers of the society replace them.
  - their recommendations are put into effect.

C, page 478

## §51. REPORTS OF BOARDS AND COMMITTEES

1. The form for a detailed report by a committee should consist of four parts. Which part is covered last?
- The facts uncovered or information obtained
  - Recommendations
  - A description of the way the committee undertook its charge
  - The findings or conclusions derived from the facts or information

B, page 481

2. Who is allowed to make a report for a board if the chairman of the board is also the presiding officer?
- The committee co-chairman
  - Any other member of the committee
  - The secretary of the committee
  - Any of the above

D, page 481

3. When an assembly receives a committee report, the assembly
- has ratified the report subject to approval of the committee.
  - reviews the written report after hearing it.
  - hears the report that is read.
  - automatically reconsiders the report if it is adopted.

C, page 482

4. A motion arising out of a report of an officer, board, or committee is taken up
- under new business.
  - immediately after the report is read.
  - and decided by the Standing Committee that deals with the topic.
  - after the chair asks for additions to the minutes.

B, page 482

5. 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
- accept the report.
  - adopt the report.
  - implement the recommendations.
  - receive the report.

C, page 482

6. A motion made to the assembly after a committee report
- may not be debated.
  - has a higher precedence than the motion to amend.
  - requires no second.
  - can be proposed when another member is speaking.

C, page 482

7. A motion "to adopt the report" of a committee
- does not require a second.
  - has the effect of endorsing every word of the report.
  - should be made by the reporting member.
  - is never appropriate.

B, page 483

8. 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.

B, page 483

9. Which of the following is false regarding committee reports?
- A written report is usually not addressed or dated.
  - The report should begin with the identification of the committee that submitted it.
  - The report generally should always be written in the first person.
  - The report should be submitted in writing.

C, page 486

10. An acceptable way to begin a standing committee report is to start with the words
- "I report . . ."
  - "Mr. Jones' report . . ."
  - "We recommend . . ."
  - "The committee on . . . reports that . . ."

D, page 487

11. What should be written after the signature of the chairman if a committee authorizes its chairman to sign a report?
- "Approved"
  - "Approved by all the committee members"
  - "Chairman"
  - "Adopted"

C, page 487

12. 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?
- Direct the member to proceed, even though some members object.
  - Deny the request.
  - Call the member out of order and order it placed on the agenda of the next regular meeting.
  - Put the question to the assembly.

D, page 488

13. After a report from a standing committee concludes by making a recommendation to adopt a resolution, how is the resolution adopted by the assembly?
- The chairman takes an immediate vote on the resolution without a formal motion.
  - The resolution is adopted without a vote.
  - The reporting member proposes a motion.
  - It can't be adopted until the assembly discharges the committee.

C, page 489

14. How should the chair take a vote on a committee's recommendation of several amendments that will be debated?
- Vote on the recommendations all at once after they are all read.
  - Take a vote on each recommendation after it is read and opened for debate.
  - Have the committee excused and vote for the entire assembly.
  - A vote is not required, since the committee recommended them for adoption.

B, page 496

15. The principal committees that perform parliamentary functions in the organization of a convention are the
- Registration Committee and the Credential Committee.
  - Credentials Committee, the Committee on Standing Rules, and the Program Committee.
  - Bylaws Committee and the Committee on Standing Rules.
  - Credentials Committee, the Bylaws Committee, and the Committee on Standing Rules.

B, page 499

16. The formal presentation of the views of committee members who do not agree with the committee report is called a
- "quasi committee account."
  - "privileged report."
  - "minority report."
  - "majority report."

C, page 501

17. The report adopted by a majority in a committee is referred to as
- "the committee report."
  - "the majority report."
  - "the opinion of the majority."
  - "the committee of the whole report."

A, page 501

18. The formal presentation of a "minority report"
- must be presented before the committee report.
  - is always allowed without permission of the assembly.
  - is a privilege that the assembly may grant.
  - may be granted by the chairman without consulting the assembly.

C, page 501

19. If the minority committee report concludes with a proposed resolution, the minority can recommend
- amendment of the resolution.
  - rejection of the resolution.
  - adoption of some other suitable motion.
  - Any of the above

D, page 502

20. If you were the chair and called for a minority report and a member of the assembly objects, what would you do?
- Have the assembly vote on the request.
  - Have the assembly debate whether they wanted to hear the report and then vote on it.
  - Ignore the objection and allow the report.
  - Don't allow the report.

A, page 502

## §52. COMMITTEE OF THE WHOLE AND ITS ALTERNATE FORMS

1. The *committee of the whole*, *quasi committee of the whole*, and *informal consideration* all allow members to debate any main motion or amendment
- once.
  - twice.
  - as often as they can obtain the floor.
  - None of the above

C, page 503

2. In which of the following types of committees would the president of a society normally act as the chairman?
- Nominating Committee
  - Quasi Committee of the Whole
  - Committee of the Whole
  - Any Standing Committee without a permanent chairman

B, page 504

3. Which of the following is suited for large assemblies?
- Committee of the whole*
  - Quasi committee of the whole*
  - Informal consideration*
  - None of the above

A, page 503

4. Which statement is true regarding a *committee of the whole*?
- Members can debate one time on all main motions.
  - The results of votes taken are final assembly decisions.
  - The regular presiding officer is chairman.
  - The chairman is appointed.

D, page 503

5. The president normally acts as chairman for a
- nominating committee.
  - committee of the whole.
  - quasi committee of the whole.
  - committee that does not have a permanent chairman.

C, page 504

6. Which statement is true regarding the *quasi committee of the whole*?
- Members can only debate motions three times.
  - The results of votes are final decisions of the assembly.
  - It is suited for groups of fifty to one-hundred members.
  - All of the above are true.

C, page 504

7. Which of the following is suitable for small meetings of an ordinary society?
- Committee of the whole*
  - Quasi committee of the whole*
  - Informal consideration*
  - None of the above

C, page 504

8. Which statement is false regarding the *informal consideration of a motion*?
- A. It is well suited for small meetings.
  - B. The regular presiding officer remains in the chair.
  - C. Members can only debate amendments one time.
  - D. The votes taken are recognized as decisions of the assembly.

**C, page 504**

9. 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.

**B, page 504**

10. 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.

**B, pages 504 and 505**

11. 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

**B, page 505**

12. 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.

**C, page 505**

13. Which of the following should be included in the minutes of a regular meeting regarding a committee of the whole?
- A. The actual motion of the referral to a committee of the whole
  - B. The report
  - C. The assembly's action on the report
  - D. All of the above

**D, page 505**

14. 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.

**C, page 505**

15. Which of the following is false regarding the proceedings when the assembly is in a committee of the whole?
- A. Subcommittees cannot be appointed.
  - B. Motions to adjourn or to recess cannot be proposed.
  - C. A roll-call vote cannot be ordered.
  - D. A motion to close debate may be proposed anytime.

**D, page 507**

16. 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.

**B, page 510**

17. 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.

**C, page 510**

18. What would you do as chairman if the motion below was proposed?  
**MEMBER** (After obtaining the floor):-"I move that the resolution be considered in quasi committee of the whole."
- A. Ask for a second, ask for debate, and then take a vote on the motion.
  - B. Tell the member that the motion is not needed and that the pending motion will automatically go into a quasi committee of the whole if it is lost.
  - C. Ignore the motion.
  - D. Ask the vice-president to preside, and allow the assembly to go into a quasi committee of the whole.

**A, page 511**

19. In a quasi committee of the whole, each member is allowed to debate on motions
- A. once.
  - B. twice.
  - C. an unlimited number of times.
  - D. until the chair stops them.

**C, page 511**

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.

**C, pages 512 and 513**

21. What should the assembly minutes show regarding the proceedings under informal consideration?
- A. They should be ignored.
  - B. Include them in the minutes under "unfinished business."
  - C. Read, but do not include them in the minutes.
  - D. Record them in the minutes.

**D, page 513**

22. When a question is considered informally, as soon as it is disposed of
- A. a motion must be proposed to stop the informal consideration.
  - B. the presiding officer turns the chair back to the president.
  - C. the informal consideration ceases automatically.
  - D. the regular meeting is adjourned.

**C, page 513**

**CHAPTER SEVENTEEN**  
**MASS MEETINGS; ORGANIZATION OF A**  
**PERMANENT SOCIETY**

**§53. MASS MEETINGS**

1. **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.

**A, page 515**

2. **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

**D, page 515**

3. **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*.

**B, page 515**

4. **One characteristic of a mass meeting is that the sponsors may**
- A. have the secretary read the minutes of the previous meeting immediately before unfinished business is taken up.
  - B. indicate the amount of dues after the meeting begins.
  - C. limit the right of attendance.
  - D. demand that they have a meeting at any time during the regular meeting of an organized society.

**C, page 515**

5. **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.

**B, page 517**

6. **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.

**A, page 518**

7. **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.

**C, page 519**

8. **If you were the chairman of a mass meeting that was organized to oppose a new garbage dump in your neighborhood, and a member proposed a motion "to endorse the garbage dump location in the neighborhood," what would you do?**
- A. Ask for a second, ask for debate, and then vote on the motion.
  - B. Refer the motion to a special committee.
  - C. Call the motion out of order.
  - D. Ask the member to take the chair and explain the reasons for proposing the motion.

**C, page 520**

9. **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

**B, page 520**

10. **It is advisable to have all committees at a mass meeting**
- A. selected by a voice vote of the members.
  - B. appointed by the chairman.
  - C. selected before the meeting opens.
  - D. assume their duties as prescribed in the bylaws of the mass meeting.

**B, page 521**

11. **Unless a time has been set for another meeting at a mass meeting, a motion to adjourn is**
- A. allowed while business is pending.
  - B. permitted but must be adopted by a two-thirds vote of the assembly.
  - C. not in order while business is pending.
  - D. never needed.

**C, page 523**

12. **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.

**B, page 523**

13. **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."

**D, page 524**

**§54. ORGANIZATION OF A PERMANENT SOCIETY**

1. **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.

**C, page 525**

**CHAPTER EIGHTEEN**  
**BYLAWS**

**§56. CONTENT AND COMPOSITION OF BYLAWS**

1. **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.

**C, page 536**

2. **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.

**B, page 538**

3. **Bylaws of a new organization are adopted by a**
  - A. plurality vote.
  - B. majority vote.
  - C. unanimous consent.
  - D. two-thirds vote.

**B, pages 528 , 530 and 539**

4. **The first article in an unincorporated society's bylaws lists the society's**
  - A. members.
  - B. name.
  - C. officers.
  - D. meeting times.

**B, page 540**

5. **In forming a new, unincorporated society, Article II: Object of the bylaws should be**
  - A. specific.
  - B. more than one sentence.
  - C. general.
  - D. should be written so that only the members can understand it.

**C, page 540**

6. **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.

**A, page 541**

7. **All of the following should be included in Article IV: Officers of the bylaws except**
  - A. the specific date new officers are to assume their duties.
  - B. how the officers will be elected.
  - C. the method of nominating officers.
  - D. the length of term of officers.

**A, pages 542 and 543**

8. **The bylaws should provide that the president should**
  - A. not vote except to break a tie.
  - B. be listed first in the bylaw article listing the officers.
  - C. have his or her name listed in the bylaws.
  - D. stand while calling a meeting to order and while putting questions to a vote.

**B, pages 541 and 542**

2. **After a resolution to organize a society is adopted, the next step is usually the introduction and adoption of a motion**
  - A. to fix the date of the next meeting.
  - B. that a committee be appointed by the chair to draft bylaws.
  - C. to authorize the secretary to duplicate copies of the minutes for approval at the next meeting.
  - D. to fix the hour and place of the next meeting.

**B, page 526**

3. **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

**C, page 526**

4. **The first item of business at the second organizational meeting in organizing a society is**
  - A. consideration and adoption of the proposed bylaws.
  - B. the election of temporary officers.
  - C. selection of a permanent meeting site.
  - D. reading and approval of the minutes of the first meeting.

**D, page 528**

5. **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."

**B, page 530**

**§55. MERGER, CONSOLIDATION, AND DISSOLUTION OF SOCIETIES**

1. **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.

**B, page 531**

2. **When two or more organizations merge or consolidate, the resulting organization**
  - A. may be given a new name.
  - B. is required to have a new name.
  - C. must use parts of each group's name in the new name.
  - D. must use the word "incorporated" in the new name.

**A, page 532**

3. **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.

**B, page 534**

4. **The vote required to adopt a resolution to dissolve an unincorporated society is**
  - A. a simple majority of the legal members present.
  - B. a unanimous vote by ballot.
  - C. the same vote required to adopt a secondary amendment.
  - D. the same as the vote and notice required to amend the bylaws.

**D, page 534**

9. Under which bylaw article should provisions for methods of nominating officers be found?

- A. Committees
- B. Elections
- C. Officers
- D. Parliamentary Authority

C, page 541

10. 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 above

B, page 544

11. Which statement below is true regarding the contents of Article V: Meetings in the bylaws?

- A. The annual meeting need not be specified.
- B. Regular meeting days should be established.
- C. The hour of the meetings should be fixed.
- D. The quorum should not be established.

B, page 545

12. Article VI of the bylaws deals with the Executive Board (Board of Directors) and should include

- A. details of the powers of the board.
- B. the board's composition.
- C. how often the board is to meet.
- D. All of the above

D, page 546

13. 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.

D, page 548

14. 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.

C, page 548

15. 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.

C, page 549

16. 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.

C, page 550

17. If the bylaws contain no provision for amending them, they can be amended by a

- A. majority vote of the members present at any meeting.
- B. special committee of the officers of the society.
- C. two-thirds vote after notice at any business meeting.
- D. two-thirds vote at any special meeting.

C, page 550

18. The articles of bylaws are divided into

- A. sub-articles.
- B. sections.
- C. segments.
- D. divisions.

B, page 552

19. 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

C, page 557

## §57. AMENDMENT OF BYLAWS

1. 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.

B, page 560

2. 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

B, pages 560 and 561

3. When bylaw amendments conflict with one another, the vote

- A. is first taken on the amendment which would be the most inclusive.
- B. is first taken on the amendment which would be least inclusive.
- C. order may be determined by the bylaws committee.
- D. order is determined by the order in which the amendments were proposed.

B, page 562

4. If notice of a bylaw amendment is given at a meeting, it is usually under

- A. reading of the minutes.
- B. unfinished business.
- C. new business.
- D. announcements.

C, page 564

5. When notice has been given of a bylaw amendment, it becomes a general order

- A. for the meeting at which it is to be considered.
- B. and a special meeting must be called to consider it.
- C. and is taken up under unfinished business at an executive meeting.
- D. and is considered immediately after adjournment.

A, page 565

6. **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.
- D. the signatures of all the officers.

**C, page 565**

7. **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.

**A, page 565**

8. **The adoption by a society of a proviso to a bylaw amendment requires**

- A. only a majority vote of the members present and voting.
- B. a two-thirds vote of the members present and voting.
- C. a three-fourths vote with previous notice.
- D. no vote, since its adoption just requires unanimous agreement.

**A, page 565**

9. **Corrections of bylaw articles or section numbers or cross references that cannot result in a change of meaning can be delegated to the**

- A. vice-president.
- B. secretary or to a committee.
- C. treasurer.
- D. parliamentarian or the historian.

**B, page 567**

## **CHAPTER NINETEEN** **CONVENTIONS**

### **§58. CONVENTIONS OF DELEGATES**

1. **Delegates to a convention are usually chosen to represent their constituent units for one**

- A. five-year period.
- B. session.
- C. meeting.
- D. quarter.

**B, page 568**

2. **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.*

**C, page 568**

3. **The term *house of delegates* or *house of representatives* applies to**

- A. delegates who are elected by a Corporation.
- B. delegates attending a local convention.
- C. delegates who are elected for a fixed term during which they hold sessions from time to time.
- D. the voting members of a constituent club.

**C, page 568**

4. **In an established state, regional, or national society composed of constituent parts, delegate qualifications should be prescribed**

- A. after the first meeting of the convention.
- B. by the bylaws of the parent organization.
- C. by individual units in their bylaws.
- D. independently by the Credentials Committee.

**B, page 569**

5. **In an established state, regional, or national society, the bylaws of the parent body should**

- A. specify the nonvoting members.
- B. state the time and place for a periodic convention.
- C. authorize a periodic convention.
- D. fix the quorum for each unit.

**C, page 569**

6. **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

**D, page 569**

7. **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.

**B, page 570**

8. **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.

**C, page 572**

9. **A delegate at a convention found out that she must miss the next business meeting. She asked her alternate to take her place. Is this proper?**

- A. Yes, but the alternate could not vote at the meeting.
- B. No, unless the rules of the organization provide for it.
- C. Only if the delegate agrees to attend and not speak on proposals.
- D. Yes, the alternate delegate would have the same powers.

**B, page 572**

10. **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.

**B, page 573**

11. **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

**C, page 573**

12. **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 amendment.
  - C. is required to vote as instructed.
  - D. is required to vote as instructed on the first vote only.

**C, page 574**

### **§59. ORGANIZATION OF A CONVENTION OF AN ESTABLISHED SOCIETY**

1. **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.

**D, page 575**

2. **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

**D, page 575**

3. **The most important work of a parliamentarian at a convention may be**
- A. conferring with the chair.
  - B. consulting with committee chairmen.
  - C. consulting before the convention opens.
  - D. addressing the assembly on matters of parliamentary procedure.

**C, page 576**

4. **Before a convention can transact any business it must**
- A. officially form itself into a single voting body.
  - B. seat all delegates in their assigned sections.
  - C. conduct preliminary ceremonies.
  - D. seat all alternates as a body.

**A, page 576**

5. **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.

**B, page 577**

6. **A convention cannot be properly organized until the reports of three committees have been considered and adopted. These are, and must be processed in the following order:**
- A. Credentials, Standing Rules, and Program Committees.
  - B. Rules, Credentials, and Reference Committees.
  - C. Executive, Platform, and Rules Committees.
  - D. Credentials, Parliamentary, and Rules Committees.

**A, page 577**

7. **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.

**A, page 578**

8. **The convention Credentials Committee has received the credentials card from a chapter listing a delegate who is ineligible to serve because of nonpayment of dues. What action should the credentials committee take?**
- A. Ask the president to collect the dues immediately.
  - B. Advise the chapter that it has the right to choose another alternate.
  - C. Inform the delegate that he or she is ineligible.
  - D. Nothing. It is the responsibility of the delegate to pay when registering for the convention.

**B, pages 578 and 579**

9. **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

**C, pages 578 and 579**

10. **Which one of the following motions is in order before the receipt of the Credentials Committee report at a convention?**
- A. Commit (or Refer)
  - B. A main motion which relates to the validity of holding the convention
  - C. Primary amendment
  - D. Recess

**D, page 582**

11. **The Credentials Committee report, as read by its chairman, should always include**
- A. a list of delegates.
  - B. the total number of convention members entitled to vote and the number of registered alternates.
  - C. a list of alternates.
  - D. the number of unregistered alternates and the reasons that each one is not registered.

**B, page 582**

12. **What is the next step at a convention after the Credentials Committee report is presented?**
- A. A vote is taken on the adoption of the report.
  - B. The chair asks if there are questions on the report.
  - C. Amendments must be added by the alternate delegates who were in caucus.
  - D. Other delegates may be added upon approval by the chair.

**B, page 583**

13. **When the report of the Credentials Committee is adopted, it is then the official**
- A. listing of new members on the Credentials Committee.
  - B. policy for accepting new delegates to the convention.
  - C. list of all members of the organization.
  - D. roll of voting members of the convention.

**D, page 583**

14. **If several voting members register after the Credentials Committee has made its report and their status is not questioned, can they participate at the convention?**
- A. No
  - B. Yes
  - C. Only if they are approved by a majority vote of the convention delegates
  - D. Yes, after approval by the parliamentarian

**B, page 584**



15. 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.

**C, page 584**

**16. Standing rules of a convention**

- A. contain "parliamentary" rules related to the conduct of business and nonparliamentary rules.
- B. require a two-thirds vote for adoption if voted on in a "package."
- C. are presented by the Credentials Committee.
- D. All of the above

**A, pages 584 and 585**

**17. A group of rules known as "The Standing Rules of the Convention" apply to**

- A. all future conventions.
- B. that one convention only.
- C. meetings that delegates may attend after the convention adjourns.
- D. only the committee meetings held at the convention.

**B, page 585**

**18. 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

**B, page 687**

**19. A standing rule of a convention that is voted on individually would require a majority vote for adoption if it related to**

- A. a rule limiting debating time on all main motions and amendments.
- B. taking a question out of its proper order.
- C. the format in which written reports shall be submitted.
- D. Amending the bylaws.

**C, page 587**

**20. The minimum affirmative vote necessary to amend a standing rule of a convention that was adopted by a majority vote is**

- A. a majority after notice on at least the preceding day.
- B. two-thirds.
- C. one day's notice and two-thirds.
- D. a majority.

**A, page 587**

**21. Which one of the following convention standing rules may not be suspended for a particular purpose by a majority vote?**

- A. Rules relating to wearing badges
- B. One prescribing the parliamentary authority
- C. Written report format requirements
- D. Any convention standing rule

**B, pages 587 and 588**

**22. 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*.

**C, page 590**

**23. 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.

**B, page 593**

**24. After the report of the treasurer at a convention, the next group to report are the**

- A. first and second vice-presidents.
- B. members who represent the Ways and Means Committee.
- C. auditors.
- D. tellers.

**C, page 593**

**25. 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.

**C, page 594**

**26. 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.

**B, page 595**

**27. What vote is required for the adoption of a convention program?**

- A. Majority
- B. Notice and two-thirds
- C. Three-fourths
- D. Unanimous

**A, page 596**

**28. 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.

**B, page 596**

**29. If other persons are assigned seating space on the convention floor in addition to the voting members, the Convention Arrangements Committee**

- A. should seat all the voting members in a separate section.
- B. need not separate them because the voting delegates will be wearing badges.
- C. should notify the chairman so that a standing vote will be taken on all motions.
- D. should alert the Sergeant-at-arms to make certain that only the delegates vote.

**A, page 598**

**30. The group that considers all original main motions or resolutions of a convention that have not been screened by another committee is called the**

- A. Credentials or Delegate Committee.
- B. Standing or Special Committee.
- C. Resolutions, Reference, or Platform Committee.
- D. Any of the above

**C, page 598**

31. Which one of the following is not within the power of the Resolutions Committee?
- To put resolutions in proper form and to eliminate duplication
  - To make alterations of resolutions upon the sponsor's consent
  - To ensure similar resolutions are offered in a logical sequence
  - To adopt resolutions for the conventions and suggest amendments as needed.

**D, pages 600 and 601**

32. Except as the rules provide otherwise, a Resolutions Committee is required to
- make substantive alterations in resolution sent to it.
  - report all resolutions referred to it.
  - report only those resolutions with which it agrees.
  - take a two-thirds vote to determine if resolutions will be read to the convention.

**B, page 601**

33. If there is a preamble for a platform, the beginning word should be
- "Whereas."
  - "Believing."
  - "Resolved."
  - "Therefore."

**B, page 602**

#### **§60. CONVENTIONS NOT OF A PERMANENT SOCIETY**

1. A convention called for a specific purpose and not involving a permanent organization
- is similar to a mass meeting.
  - has no officers when called to order.
  - will probably have trouble determining proper delegates.
  - All of the above

**D, page 605**

2. For a convention not of a permanent society, sometimes the meeting is called to order by the
- chairman of the Conventions Arrangement Committee.
  - secretary of the society.
  - president of the society.
  - Credentials Committee chairman.

**A, page 605**

3. After the temporary chairman is elected at a convention that is not a permanent society, the next officer that is elected is the
- vice-president.
  - treasurer.
  - secretary.
  - parliamentarian.

**C, page 605**

4. No business can be transacted at a convention not of a permanent society until the report of the Credentials Committee is received except
- unfinished business.
  - to authorize the presiding officer to appoint the Credentials, Rules, and Program Committees, or to ratify the previous appointment of them.
  - a report from the Nominating Committee for new officers.
  - the committee that was established to write the bylaws.

**B, page 605**

5. If a convention is called to form a permanent organization, permanent officers are elected
- before the meeting opens.
  - directly after the chairman pro tem opens the meeting.
  - after the adoption of the bylaws.
  - at a special session after the convention adjourns sine die.

**C, page 606**

## **CHAPTER TWENTY** **DISCIPLINARY PROCEDURES**

### **§61. DISCIPLINE OF MEMBERS AND GUESTS**

1. The extreme penalty that an organization can impose on a member is a (an)
- reprimand.
  - fine.
  - suspension.
  - expulsion.

**D, page 608**

2. Formal disciplinary procedures should generally be
- held in an open meeting.
  - the first step in solving a problem believed to be caused by a member.
  - regarded as a drastic step reserved for serious situations.
  - regarded as an extreme step and should be used as the second step for all problems caused by members.

**C, page 609**

3. Nonmembers can be excluded at any time from part or all of a meeting by
- a ruling of the chair in cases of disorder.
  - an adoption of a rule on the subject.
  - a question of privilege and a motion to "go into executive session."
  - All of the above

**D, page 609**

4. All persons present at a meeting have an obligation to
- speak at least twice on all motions.
  - vote on every motion.
  - accept all the decisions made by the presiding officer.
  - obey the legitimate orders of the presiding officer.

**D, page 609**

5. If you were chairman and a member's debate was not germane, what would you do?
- Loudly call the member out of order and follow with a reprimand.
  - Rap the gavel lightly, point out the fault, and advise the member to stay on the pending topic.
  - Ignore it.
  - Tell the parliamentarian to call the member out of order and to explain the breach of order.

**B, page 610**

6. A member who wishes to call another member to order
- must rise, address the chair, and wait to be recognized.
  - need not gain recognition from the chair.
  - must first wait for the chair to call the member to order.
  - must rise for a parliamentary inquiry.

**B, page 610**

7. In disciplinary procedures, if the chairman "names" a member, this means the member has
- committed a serious breach of order and should relinquish the floor.
  - been ordered to help maintain control of the assembly.
  - committed a serious breach of order, the chair is preferring charges, and the assembly may impose a penalty.
  - completed a breach of order and a penalty will be imposed by the chair after consulting with the other officers.

**C, page 611**

8. **If there is an offense against the assembly during a meeting such as a member using objectionable words,**
- there is no need for a formal trial with witnesses.
  - the offending member may be expelled from the organization.
  - the secretary should ignore the comments that are made.
  - the chair may order the offending member from the hall.

**A, page 611**

9. **A member who uses objectionable or disorderly words in a meeting can be removed by**
- a vote of the assembly.
  - any member.
  - the chair.
  - the sergeant-at-arms.

**A, page 611**

10. **A single member can**
- require the vote on the imposition of a penalty to be taken by ballot.
  - make a decision on the guilt of a member.
  - appoint a committee to determine the guilt and penalty of a member.
  - change the penalty imposed on a member by an *Appeal* from the chairman.

**A, page 612**

11. **Nonmembers who are an annoyance at a meeting**
- can be removed by an order from the chair.
  - have no rights of appeal if ordered to be removed.
  - can be escorted from the meeting by a sergeant-at-arms.
  - All of the above

**D, pages 612 and 613**

## **§62. REMOVAL FROM OFFICE AND OTHER REMEDIES FOR DERELICTION OF DUTY IN OFFICE OR MISCONDUCT**

1. **What can a member do if a motion is made and seconded and the chair ignores it?**
- Move that the motion be reconsidered.
  - Ask the chairman to table the motion.
  - Raise a *Point of Order*.
  - None of the above. The chair always decides which motions are placed before the assembly.

**C, page 614**

2. **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?**
- The assembly can immediately elect a new chairman.
  - The vice-president can conduct a vote on the motion.
  - The maker of the motion can put the motion from the floor.
  - All of the above

**C, page 615**

3. **If the chair ignores an appeal for the third time, and it is correctly made and seconded, the**
- vice president assumes the chair to process the appeal.
  - appeal is automatically referred to a special committee.
  - member can put the appeal to a vote without debate.
  - parliamentarian makes a ruling to the assembly

**C, page 616**

4. **If the chair is occupied by a member who is not the regular presiding officer, and the assembly feels that the member should vacate the chair, what can be done by the assembly?**
- Propose a motion to "declare the chair vacant and elect a new chairman."
  - Appeal the chair's decision to remain as chairman.
  - Rise to a parliamentary inquiry.
  - Propose a motion to "allow the secretary to preside for the remainder of the meeting."

**A, pages 616 and 617**

## **§63. INVESTIGATION AND TRIAL**

1. **A formal trial of a member of a society who has been accused of injuring the name of the organization must be held**
- in the general assembly.
  - at a meeting which is open to the public.
  - in a special meeting.
  - in executive session.

**D, page 619**

2. **A trial by a society can**
- legally establish the guilt of the accused.
  - ultimately result in the society imposing imprisonment of the accused member.
  - result in an obligation of the society to suggest that the accuser resign as soon as possible.
  - establish the guilt of the accused regarding fitness for membership in the society.

**D, page 620**

3. **A member accused of serious misconduct is entitled to *due process* before any penalty can be imposed. All of the following steps are proper in the procedure except**
- a formal notification of the accused.
  - a committee report which either exonerates or prefers specific charges.
  - an investigation by an outside activity such as an auditor, police, or private detective.
  - a trial before a special trial committee or full assembly of the society.

**C, page 621**

4. **If a member of a society is suspected of improper conduct against the society,**
- a trial should be ordered first.
  - there should be a confidential investigation by a *select committee* of the society.
  - the accused member should appear at the next meeting for questioning.
  - the reasons for the suspicions must be published and distributed at the next general meeting.

**B, page 621**

5. **Which statement is false regarding the trial procedure?**
- The accused can speak.
  - The validity of the charges will be heard at a trial.
  - The accused is not allowed to call witnesses.
  - The accused has the right to be represented by counsel.

**C, page 627**

6. **If the accused at a trial fails to appear at the appointed time as directed, the trial**
- is canceled.
  - proceeds without the accused.
  - is automatically rescheduled for the next regular meeting.
  - proceeds but must be completed again with the accused present.

**B, page 628**

7. If you were chairman at a trial, what would be your first action?
- Direct the secretary to read the charges, and allow members to speak on their opinions.
  - Ask the accused how he or she pleads.
  - Remind the assembly that the meeting is in executive session and that all business must be kept secret.
  - Notify the accused of the penalty if found guilty.

**C, page 628**

8. After the preliminaries are taken in a trial of a member, the
- accused must plead guilty and then the members vote on his or her guilt.
  - a vote is taken by roll call.
  - chair directs the secretary to read the charges.
  - accused must be present.

**C, page 628**

9. The third step in a trial if the plea is *not guilty* is
- opening statements.
  - the reading of the charges by the secretary.
  - closing arguments.
  - the testimony of witnesses.

**A, page 628**

10. After the closing arguments of a trial are completed,
- the officers of the society meet to decide if the member is guilty.
  - the chairman adjourns the meeting and sets the meeting date and time for disciplining the accused.
  - each charge is opened for debate and voted on separately.
  - the members immediately vote on the charges by ballot without debate.

**C, page 630**

11. If a trial is held before a committee instead of the assembly of a society, the
- committee decides the proper discipline for the accused.
  - committee presents the resolutions to the officers and they determine if the accused is guilty.
  - assembly votes on the resolutions submitted by the committee.
  - resolutions are presented to the parliamentarian who then makes a recommendation of the proper disciplinary measures to be taken by the assembly.

**C, page 632**

### **CHARTS, TABLES AND LISTS** **THE TINTED (t) PAGES**

#### **I. CHART FOR DETERMINING WHEN EACH SUBSIDIARY OR PRIVILEGED MOTION IS IN ORDER**

1. Which motion below has the highest precedence?
- Fix the Time to Which to Adjourn*
  - Lay on the Table*
  - Call for the Orders of the Day*
  - Main Motion*
- A, page t4**
2. Which motion below has the lowest precedence?
- Fix the Time to Which to Adjourn*
  - Lay on the Table*
  - Call for the Orders of the Day*
  - Main Motion*

**D, page t4**

3. Which motion below is the lowest ranking privileged motion?
- Recess*
  - Call for the Orders of the Day*
  - Adjourn*
  - Raise a Question of Privilege*

**B, page t4**

4. The highest ranking of the following motions is a (an)
- Main motion.*
  - Amendment.*
  - Amendment to the motion to Recess.*
  - Recess.*

**C, page t4**

5. Which motion below is the highest ranking subsidiary motion?
- Postpone Indefinitely*
  - Commit (or Refer)*
  - Lay on the Table*
  - Postpone Definitely*

**C, page t4**

6. All of the privileged motions are
- debatable.
  - undebatable.
  - amendable.
  - able to be laid on the table.

**B, page t4**

7. Which one of the following motions is undebatable?
- Amend*
  - Main Motion*
  - Call for the Orders of the Day*
  - Postpone to a Certain Time*

**C, page t4**

8. 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*

**D, page t4**

9. Which one of the following motions cannot be amended?
- Recess*
  - Previous Question*
  - Limit or Extend Limits of Debate*
  - Amend*

**B, page t4**

10. Which one of the following motions is amendable?
- Lay on the Table*
  - Commit (or Refer)*
  - The privileged motion to Adjourn*
  - Raise a Question of Privilege*

**B, page t4**

11. 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*

**C, page t4**

12. 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

**B, page t4**

13. 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

**D, page t4**

14. 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

**B, page t4**

15. 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

**A, page t4**

16. 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

**C, page t4**

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

**D, page t4**

18. 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."

**C, page t4**

19. 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

**C, page t4**

20. 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*

**B, page t4**

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

**D, page t4**

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

**D, page t4**

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

**D, page t4**

24. 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

**C, page t4**

25. A motion to *Lay on the Table* takes precedence over

- A. all other subsidiary motions.
- B. the motion to *Take from the Table*.
- C. all privileged motions.
- D. the motion to *Adjourn*.

**A, page t4**

26. 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

**C, page t4**

27. 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

**C, page t4**

28. 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*

C, page t4

## II. TABLE OF THE RULES RELATING TO MOTIONS

1. A *Main Motion* must be

- A. seconded.
- B. debated.
- C. made when another member has the floor.
- D. adopted by a two-thirds vote.

A, pages t6 and t7

2. If an adjournment is proposed 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.

C, pages t6 and t7

3. 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.

D, pages t6 and t7

4. What is one difference between adopting an ordinary standing rule and adopting parliamentary standing rules in a convention?

- A. Adopting ordinary standing rules do not need to be seconded.
- B. A parliamentary standing rule at a convention cannot be amended.
- C. Adopting parliamentary standing rules in a convention requires a two-thirds vote for adoption.
- D. None of the above. There is no difference.

C, pages t6-t9

5. Which one of the following motions is a subsidiary motion?

- A. *Adjourn*
- B. *Amend*
- C. *Appeal*
- D. *Consider by Paragraph*

B, pages t6, t8, t9, t10, and t12

6. Which one of the following motions does not require a second?

- A. *Adjourn* (the privileged motion)
- B. *Call for the Orders of the Day*
- C. *Postpone Indefinitely*
- D. *Rescind*

B, pages t6, t20, t22, t26, and t28

7. 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.

D, pages t8 and t9

8. 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

D, pages t8 and t9

9. What is one difference between the motion to *Amend* a pending motion and to *Amend Something Previously Adopted*?

- A. An amendment to a pending motion is a main motion.
- B. The motion to *Amend Something Previously Adopted* is always debatable.
- C. An amendment to a pending motion requires a two-thirds vote to be adopted.
- D. The motion to *Amend Something Previously Adopted* does not need a second.

B, pages t8 and t9

10. The motion to *Amend Something Previously Adopted*

- A. may be classified as an incidental main motion.
- B. does not require a second.
- C. must be adopted by a majority vote of the entire membership with notice.
- D. cannot be amended.

A, pages t8 and t9

11. The minimum affirmative vote necessary to amend parliamentary standing rules in a convention when they are not pending is

- A. a majority.
- B. two-thirds, or a majority of voting members who have registered.
- C. three-fourths.
- D. a majority of all people attending, even if they are not registered delegates.

B, pages t8 and t9

12. 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.

C, pages t10 and t11

13. 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*

C, pages t10, t11, t14, t15, t20, t21, t30 and t31

14. In which class is the motion to *Consider Informally*?

- A. Main Motions
- B. Subsidiary Motions
- C. Privileged Motions
- D. Incidental Motions

B, page t12

15. What vote is required to adopt the motion to *Consider a Question Informally*?

- A. Majority vote of the members present and voting
- B. Previous notice and two-thirds vote of members present and voting
- C. Majority of the entire membership
- D. None of the above

A, pages t12 and t13

16. **The motion to *Consider Informally***  
 A. is in order when another member has the floor.  
 B. is unamendable.  
 C. does not need a second.  
 D. is undebatable.
- B, pages t12 and t13**
17. **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.
- D, pages t14 and t15**
18. **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*
- C, pages t14, t15, t18, t19, t22, t23, t24 and t25**
19. **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*
- B, pages t12, t14, t28 and t30**
20. **Which of the following motions is never a subsidiary motion?**  
 A. *Extend Debate*  
 B. *Point of Order*  
 C. *Postpone Indefinitely*  
 D. *Previous Question*
- B, pages t14, t22, and t24**
21. **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.
- C, page t13, footnote**
22. **The motion to *Discharge a Committee* requires a**  
 A. majority vote of members present and voting with previous notice.  
 B. two-thirds vote of members present and voting.  
 C. majority vote of the entire membership.  
 D. Any of the above
- D, pages t14 and t15**
23. **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
- D, pages t14 and t15**
24. **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.
- A, pages t14 and t15**
25. **If a member wanted a counted vote on a motion, which one of the following actions is allowed?**  
 A. Debate  
 B. Two-thirds vote of members present and voting required for adoption  
 C. The maker of the motion may interrupt a speaker to propose a motion for a counted vote.  
 D. It may be reconsidered if it is not adopted.
- C, pages t14 and t15**
26. **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
- D, pages t14 and t15**
27. **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*
- A, pages t14, t16, t18, and t22**
28. **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
- D, pages t14, and t24**
29. **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
- A, pages t16 and t17**
30. **The minimum affirmative vote necessary to adopt a motion for a *Point of Information* is adopted by**  
 A. a majority of members present and voting.  
 B. two-thirds of members present and voting.  
 C. a majority of the entire membership.  
 D. None of the above
- D, pages t18 and t19**
31. **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.
- D, pages t18 and t19**

32. 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.

D, pages 18 and 19

33. 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.

D, pages t18 and t19

34. 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

D, pages t18, t19, t30 and t31

35. 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.

D, pages t22 and t23

36. The motion for an *Objection to Consideration of a Question* is not
- A. seconded.
  - B. debated.
  - C. amended.
  - D. All of the above

D, pages t20 and t21

37. 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

D, pages t22 and t23

38. 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

D, pages t22 and t23

39. 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.

C, page t24 and t25

40. 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.

B, pages t22 and t23

41. 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.

C, pages 22 and 23

42. 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.

B, page 22 and page 23, footnote

43. 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.

B, pages 24 and 25

44. The motion to *Ratify*
- A. is not amendable.
  - B. is debatable.
  - C. does not need a second.
  - D. may interrupt another member who has the floor.

B, pages t26 and t27

45. 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.

C, pages t26 and t27

46. 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.

A, pages t26 and t27

47. If the motion to *Recess* is made when no question is pending, it is called a/an
- A. *incidental main motion*.
  - B. *privileged motion*.
  - C. *subsidiary motion*.
  - D. *incidental motion*.

A, pages t26 and t27

48. 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.

D, pages t26 and t27



49. The motion to *Reconsider*, if used to bring a question before the assembly,
- must be seconded.
  - can be adopted by a vote of a majority of the members present and voting.
  - cannot be reconsidered.
  - All of the above

**D, pages t28 and t29**

50. Which of the following motions is classified as an *Incidental Main Motion*?

- Annul*
- Repeal*
- Rescind*
- All of the above

**D, page t28**

51. The motion to *Take From the Table* is classified as a (an)

- Privileged Motion.
- motion that brings a question again before the assembly.
- Main Motion.
- Incidental Motion.

**B, page t30**

52. In order to be adopted, the motion to *Rescind* must receive a

- majority vote with previous notice.
- two-thirds vote of the members present and voting.
- a majority vote of the entire membership.
- Any of the above

**D, pages t28 and t29**

53. The incidental motion to *Suspend the Rules*

- is in order when another member has the floor.
- is debatable.
- normally requires a two-thirds vote of the members present and voting for adoption.
- may be amended.

**C, pages t30 and t31**

54. The minimum affirmative vote necessary to adopt the motion to *Suspend Standing Rules* is

- a majority of the entire membership.
- a majority of members present and voting.
- two-thirds of members present and voting.
- None of the above

**B, pages t30 and t31**

55. The motion to *Take From the Table* must always be

- opened for debate by the presiding officer.
- seconded.
- amended.
- adopted by a two-thirds vote of members present and voting.

**B, pages t30 and t31**

56. After a motion has been stated by the chair, the incidental motion to *Withdraw a Motion* must be seconded if

- demand by the chairman.
- the motion is made by the person requesting permission.
- made by another member.
- it is a secondary amendment.

**B, page t32**

57. If a motion related to voting is made when no question is pending, it

- is debatable.
- is in order when another member has the floor.
- requires a two-thirds vote to be adopted.
- is classified as an incidental privileged motion.

**A, pages t30 and t31**

### III. SAMPLE FORMS USED IN MAKING MOTIONS

1. The correct form to use in proposing the ordinary motion to *Adjourn* is

- "Adjourn."
- "I declare to adjourn."
- "I move to adjourn."
- to yell out without rising, "Adjourn!"

**C, page t34**

2. 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

- "I move to amend by inserting the word . . ."
- "I move to amend by substituting . . ."
- "I move to amend by adding . . ."
- "I move to amend by striking out the . . ."

**C, page t35**

3. 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?

- "Appeal."
- Yell out without rising, "Appeal!"
- "I appeal your decision."
- "I appeal from the decision of the chair."

**D, page t35**

4. A motion to "give the president \$500 to travel to a leadership workshop" is pending. What is the form for *Creating a Blank* for the "\$500?"

- "I move to strike out '\$500.'"
- "I move to blank out '\$500.'"
- "I move to substitute '\$1000' for '\$500.'"
- "I move to create a blank by striking out '\$500.'"

**D, page t36**

5. 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?

- "I move that the question be considered informally."
- "I move that debate be extended."
- "I move the previous question."
- "I move that debate on the question be unlimited."

**A, page t37**

6. How would a member make a motion to call for an uncounted rising vote on the verification of a voice vote?

- Yell out "Question!"
- "I move for a division of the question."
- "I move that the chairman take a standing vote."
- Yell out "Division!"

**D, page t37**

7. If the chair does not order a counted vote on a *Division*, the proper form for a member of the assembly to use is

- "I move that the vote on this motion be by counted division."
- "I move for (or 'demand') tellers."
- "I move that the vote be counted."
- Any of the above

**D, page t37**

8. The correct form to use for a Request for Information ( or *Point of Information*) is

- "I have a request for information."
- "A point of information, please."
- "Will the member please yield for a question?"
- Any of the above

**D, page t38**

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."

C, page t38

10. What form would be used to read the minutes at a time later than listed in the agenda and when no business is pending?

- A. "I move to reconsider the minutes later."
- B. "I move that the reading of the minutes be dispensed with."
- C. "I move that the reading of the minutes be laid on the table."
- D. "I move that we postpone the reading of the minutes indefinitely."

B, page t39

11. 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."

A, page t40

12. 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

B, page t41

13. 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..."

C, page t42

#### IV. MOTIONS AND PARLIAMENTARY STEPS

1. Which one of the following motions is in order when another member has the floor and does not require a second?

- A. *Main Motion*
- B. *Request for Information (or Point of Information)*
- C. *Commit (or Refer)*
- D. *Adjourn*

B, page t44

2. 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*.

B, page t44

3. 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*

B, page t45

4. Which one of the following motions does not require a second and may not be made after debate on a motion has begun?

- A. *Point of Order*
- B. *Parliamentary Inquiry*
- C. *Objection to the Consideration of a Question*
- D. *Call for Division of the Assembly*

C, page t44

5. 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*

A, page t45

#### V. MOTIONS AND PARLIAMENTARY STEPS

1. 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*

B, pages t46 and t47

2. 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*

A, pages t46 and t47

3. 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*

C, page t47

4. 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*

B, page t47

5. Which of the following motions allows debate to go into the merits of the main question or the question which is the subject of the proposed action?

- A. *Discharge a Committee and Amend Something Previously Adopted*
- B. *Ratify and Rescind*
- C. *Postpone Indefinitely and Reconsider a Tabled Motion*
- D. All of the above

D, page t47

## VI. MOTIONS WHICH REQUIRE A TWO-THIRDS VOTE

1. 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*

A, page t48

2. 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*

C, pages t48 and t49

3. 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.*

D, pages t48 and t49

## VII. MOTIONS WHOSE RECONSIDERATION IS PROHIBITED OR LIMITED

1. 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*

C, page t50

2. Which one of the following motions may not be reconsidered?

- A. *Main Motion*
- B. *Amend*
- C. *Postpone Definitely*
- D. *Take from the Table*

D, page t50

3. Only the affirmative vote may be reconsidered on the motion to

- A. *Recess.*
- B. *Postpone Indefinitely.*
- C. *Adjourn.*
- D. *Amend.*

B, page t50

4. The negative vote may be reconsidered on the motion to

- A. *Consider Informally.*
- B. *Discharge a Committee.*
- C. *Rescind.*
- D. All of the above

D, pages t50 and t51

## VIII. TABLE OF RULES FOR COUNTING ELECTION BALLOTS

1. Which of the following is not credited to candidate (s)?

- A. If ballot indicates single candidate
- B. If meaning of ballot is unclear but can't affect result.
- C. If there are two or more filled out ballots folded together.
- D. All of the above

D, page t52

2. A blank ballot that indicates no preference is

- A. credited as one vote for all candidates.
- B. sent back to the voter for clarification.
- C. not credited to candidates.
- D. ruled upon by the parliamentarian.

C, page t52

## CHALLENGE MULTIPLE-CHOICE QUESTIONS

### IMPORTANT INFORMATION

THE DEGREE OF DIFFICULTY OF THE REMAINDER OF THE QUESTIONS WILL CHALLENGE THE STUDENT'S IN-DEPTH UNDERSTANDING OF PARLIAMENTARY PROCEDURE. THEY ARE NOT FROM THE TINTED (t) PAGES UNTIL QUESTION 423 ON PAGE 111.

1. 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.

C, page 2

2. If *Previous Notice* is not announced at the preceding meeting, the notice of the proposal to be brought up must be

- A. ruled by the presiding officer as not valid whenever it is made.
- B. included in the "call" of the meeting at which it is to be considered.
- C. made after roll call of the meeting at which it is to be considered.
- D. made by the secretary after the minutes are read at the meeting at which it will be considered.

B, page 4

3. Who has the right to participate at a mass meeting?

- A. Only the members listed on the charter who are members of an active Standing Committee
- B. All of the members who have paid dues
- C. Only the elected officers and the parliamentarian
- D. Everyone who attends that supports the purpose of the meeting

D, page 5

4. A mass meeting

- A. is the most complicated form of a deliberative assembly.
- B. always consists of one meeting.
- C. does not need a large attendance to function.
- D. has the same objectives as a convention.

C, page 5

5. **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.

**B, page 5**

6. **Which statement below is false regarding a convention?**

- A. A constitutional convention may last for weeks or months.
- B. A convention may be convened to act on a common problem.
- C. When a convention of a state society concludes and then convenes a year later, it is a new assembly.
- D. A convention of an organized state society may not last more than one week.

**D, page 6**

7. **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.

**B, page 7**

8. **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.*

**C, page 11**

9. **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.

**B, page 11**

10. **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

**A, page 12**

11. **In an incorporated society, the articles that are generally not included in bylaws are the**

- A. *Name and Members.*
- B. *Name and Officers.*
- C. *Name and Object.*
- D. *Name and Committees.*

**C, page 12**

12. **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

**B, page 13**

13. **Special rules of order should be listed in the same booklet as the bylaws,**

- A. and should be incorporated under the same article as the executive board.
- B. but under a separate heading.
- C. and under the same heading as the parliamentary authority.
- D. but with the standing rules.

**B, page 16**

14. **Standing rules for an organization are usually adopted**

- A. before the society is organized.
- B. individually if and when the need arises.
- C. only at the first meeting.
- D. before the officers are elected.

**B, page 16**

15. **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.

**D, page 18**

16. **If an organization's officers are members of the assembly,**

- A. they represent a quorum regardless of the number of other members in attendance.
- B. they can determine the percentage of members that represents a quorum.
- C. they are counted in deciding if a quorum is present.
- D. and they are necessary to make a quorum, they may leave and it does not effect the quorum count.

**C, page 19**

17. **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."

**B, page 20**

18. **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."

**A, page 20**

19. **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

**D, page 22**

20. **In the order of business, reports of Special Committees should immediately follow the**  
 A. Reports of Officers, Boards, and Standing Committees.  
 B. Reading and Approval of Minutes.  
 C. Unfinished Business and General Orders.  
 D. New Business.  
**A, page 23**
21. **The order of business of a convention is designated as the**  
 A. *general or special order.*  
 B. *itinerary or the plan.*  
 C. *journal or the outline.*  
 D. *agenda or the program.*  
**D, page 24**
22. **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.*  
**A, page 24**
23. **If a motion is made to receive a committee report, it means that the report**  
 A. is formally placed before the assembly for amendments.  
 B. is the immediately pending question for possible adoption.  
 C. will be read to the assembly.  
 D. is passed out and each member must receive a copy.  
**C, page 25**
24. **If the presiding officer believes a member is entitled to the floor, the member is recognized by the chair announcing the member's**  
 A. name.  
 B. title.  
 C. unit that he/she represents.  
 D. Any of the above.  
**D, page 26**
25. **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.  
**C, pages 27 and 28**
26. **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  
**D, page 28**
27. **Which word(s) below refer(s) to the first step by which a motion is brought before an assembly?**  
 A. *Move a motion*  
 B. *Make a motion*  
 C. *Offer a motion*  
 D. All of the above  
**D, pages 28 and 29**
28. **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.*  
**A, page 33**
29. **Because resolutions are long and complicated, they should be put into writing before being presented and given to**  
 A. only the officers at an executive meeting.  
 B. the secretary for his/her approval two weeks before proposed.  
 C. the chair after being offered to the assembly.  
 D. None of the above  
**C, page 32**
30. **If a member did not hear a motion that was made at a meeting, it can be repeated by the**  
 A. chair.  
 B. secretary.  
 C. maker of the motion.  
 D. Any of the above  
**D, page 30**
31. **In large assemblies, a motion should be seconded by a member**  
 A. saying, "I second it," without obtaining the floor.  
 B. standing, stating his/her name without being recognized, and saying, "Mr./Madam Chairman, I second the motion."  
 C. obtaining the floor and saying, "I second the motion."  
 D. stating, "support," without standing and being recognized.  
**B, page 31**
32. **In some organizations, instead of using the word "second" to indicate that a motion shall be considered, members use the word(s)**  
 A. "sustain."  
 B. "subscribe."  
 C. "submit."  
 D. "support."  
**D, page 31**
33. **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.  
**C, page 32**
34. **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."  
**C, page 32**

35. **Committee motions require a second if the committee consists of**

- A. one person.
- B. two persons.
- C. three persons.
- D. over three persons.

**A, page 32**

36. **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.

**A, page 33**

37. **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.

**A, pages 33 and 35**

38. **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.

**C, page 36**

39. **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.

**B, page 38**

40. **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.

**A, page 39**

41. **In large assemblies during the debate on motions, the presiding officer should**

- A. not enter into debate on the pending questions.
- B. usually remain seated.
- C. not close debate if members wish to speak.
- D. All of the above

**D, page 39**

42. **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

**C, page 41**

43. **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.

**A, page 45**

44. **The announcement by the chair after a rising vote on a motion has been taken and a count has been ordered should be,**

- A. "There are 10 in the negative and 20 in the affirmative. The affirmative has it and the motion is adopted . . ."
- B. "There are 20 in the affirmative and 10 in the negative. The affirmative has it and the motion is adopted . . ."
- C. "There are 20 in the affirmative and 10 in the negative. The 'Ayes' have it and the motion is adopted . . ."
- D. "The motion is adopted because the vote was 20 for and 10 against."

**B, page 45**

45. **When there is one more vote in the affirmative than in the negative and the chair votes in the negative, the motion is**

- A. lost.
- B. adopted.
- C. always voted on again.
- D. None of the above

**A, pages 45 and 46**

46. **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

**B, page 46**

47. **A demand of a member to retake a vote by rising is called *Division of the***

- A. *Assembly*.
- B. *Members*.
- C. *House*.
- D. *Group*.

**A, page 47**

48. **Which form below should be used by the chair to obtain unanimous consent of a motion?**

- A. "Is there any objection . . . ?" (Pause for response) "Since there is no objection, the motion that . . . is adopted."
- B. "Does any member want to vote against this motion?" (Pause for response) "If not, the motion that . . . is carried."
- C. "Is there unanimous consent for . . . ?" (Pause for response) "It is adopted."
- D. "The chair feels that this motion should be adopted. Therefore, if there is no objection, it is adopted."

**A, page 49**

49. **Assume a speaker's time has expired in debate on a motion, and he/she asks for two more minutes. How would the chair ask the assembly for unanimous consent?**
- "The chair grants the speaker two more minutes, since no other member wishes to speak."
  - "Is there any objection to the member's time being extended two minutes?" (Pause for response) "The chair hears no objection, and it is so ordered."
  - "The chair would like the member to have his/her speaking time extended two minutes. We will vote on this request."
  - "All those in favor of unanimous consent to allow two more minutes of debating time, please say 'Aye.'" (Pause for response) "Those opposed, say 'No.'"

**B, page 50**

50. **Which statement below is false regarding unanimous consent?**
- If a speaker's time has expired, the chair may allow him/her to finish by assuming unanimous consent.
  - An action requiring a two-thirds vote can be taken by seeking consent.
  - Action by unanimous consent requires the presence of a quorum.
  - None of the above

**D, pages 50 and 51**

51. **Motions in the second, third, and fourth classes are all called**
- "secondary motions."
  - "incidental main motions."
  - "original main motions."
  - "motions that bring a question again before the assembly."

**A, page 53**

52. **There are five classes of motions. Which one of the following belongs to the first class?**
- Secondary motions (Privileged motions)
  - Main motions (Original and Incidental)
  - Motions that bring a question again before the assembly
  - Incidental motions

**B, page 53**

53. **Which one of the following motions does not belong with the other three?**
- Subsidiary motions
  - Privileged motions
  - Incidental motions
  - Original main motions

**D, page 53**

54. **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 does not become the pending question.
  - When a secondary motion is immediately pending, the main motion is not pending.

**A, pages 53 and 54**

55. **A main motion is the *immediately pending question***
- at all times because it is the most important motion.
  - after an amendment to it has been stated by the chair.
  - immediately after it is seconded.
  - when it is pending with no secondary motion.

**D, page 54**

56. **Motion "B" is properly made and seconded while motion "A" is pending. This means that motion "B"**
- yields to motion "A."
  - must be put to the assembly immediately.
  - takes precedence over motion "A."
  - is more important than motion "A."

**C, page 54**

57. **A main motion yields to all applicable secondary motions and takes precedence over**
- incidental main motions.
  - another pending main motion.
  - all other motions.
  - no other motion.

**D, page 54**

58. **The privileged motions rank above**
- subsidiary motions.
  - motions that bring a question again before the assembly.
  - main motions.
  - All of the above

**D, page 55**

59. **Which one of the following have no rank among themselves and cannot be given a position in the order of precedence of motions?**
- Privileged motions
  - Incidental motions
  - Subsidiary motions
  - None of the above

**B, page 55**

60. **One characteristic of subsidiary motions is that they**
- fit into an order of precedence.
  - do not change the status of the motion to which they are applied.
  - can only be applied to secondary amendments.
  - are in order before the question to which they are to be applied is stated by the chair.

**A, page 56**

61. **Which motion below can be applied to some subsidiary motions even though it ranks lower?**
- Commit*
  - Postpone Indefinitely*
  - Amend*
  - Main Motion*

**C, page 58**

62. **All of the four lowest-ranking subsidiary motions are always debatable except the motion to**
- Postpone Indefinitely*.
  - Postpone Definitely*.
  - Amend*.
  - Commit* (or Refer).

**C, page 59**

63. **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**
- allowed, but members may speak only once on each motion.
  - not permitted.
  - always allowed but members may speak only five minutes each time.
  - allowed only to the members who make them.

**B, page 59**

64. **The *Previous Question* cannot be applied to the subsidiary motion to**  
A. *Postpone Definitely*.  
B. *Commit*.  
C. *Amend*.  
D. *Lay on the Table*.

**D, page 58**

65. **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*.

**C, page 60**

66. **How many privileged motions are there?**  
A. 4  
B. 5  
C. 6  
D. 7

**B, pages 60 and 61**

67. **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*

**C, page 62**

68. **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*

**B, page 63**

69. **Which one of the following motions cannot be made while an election is pending?**  
A. To close nominations  
B. To reopen nominations  
C. To stipulate a method to nominate candidates  
D. None of the above

**D, page 64**

70. **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.

**C, page 66**

71. **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*.

**B, page 66**

72. **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*

**A, page 69**

73. **The motion to *Reconsider* can be applied to a main motion which has received an affirmative or negative vote, but the motion to *Rescind* can only be applied to a main motion which the vote was**  
A. affirmative.  
B. negative.  
C. a tie.  
D. decided upon by the chair and was lost.

**A, page 69**

74. **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

**D, pages 69 and 70**

75. **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*.

**A, pages 73 and 74**

76. **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*.

**C, page 74**

77. **When a session lasts several days, the minutes are usually read**  
A. each day at the beginning of the first meeting.  
B. at the end of the last meeting each day.  
C. when requested by the assembly at any time.  
D. immediately after the secretary has them completed each day.

**A, page 77**

78. **If a meeting adjourns without ending the session, the next meeting could be established by**  
A. the adoption of a motion to fix the time to which to adjourn.  
B. a program adopted at the beginning of the convention.  
C. a specification in a main motion to adjourn.  
D. Any of the above

**D, page 77**

79. **Another name for a *regular meeting* is a (an)**  
A. *ad hoc meeting*.  
B. *stated meeting*.  
C. *special meeting*.  
D. *called meeting*.

**B, page 80**



80. 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

D, page 83

81. The Article of the bylaws that deals with authorizing special meetings should prescribe the
- A. location where meetings will be held.
  - B. reason to call the meetings.
  - C. number of days notice that is required.
  - D. time of the meetings.

C, pages 83 and 84

82. An executive session should be normally held when considering matters relating to
- A. new business.
  - B. the election of new officers for the organization.
  - C. discipline, particularly if a trial is involved.
  - D. whether a motion will be taken from the table.

C, page 87

83. 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.

B, page 92

84. 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.

B, page 95

85. Which one of the following motions would not be in order?
- A. To Reaffirm a position previously taken
  - B. To Refer a motion to a Committee of the Whole
  - C. To Rescind action taken at the previous month's meeting
  - D. To Ratify emergency action taken at a meeting when a quorum was not present

A, page 96

86. 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

D, page 107

87. 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.

D, page 109

88. 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

C, page 109

89. Which one of the following would not be a case where the procedure of ratification is applicable?
- A. Action taken because of a crisis at a regular monthly meeting when no quorum was present
  - B. Action taken by a state society that must be approved by its constituents units
  - C. Action taken at a special meeting regarding business not mentioned in the call of the meeting
  - D. None of the above

D, pages 114 and 115

90. 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.

C, page 116

91. 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.

B, page 117

92. 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?

- A. Ask for debate on the amendment, since the motion to Postpone Indefinitely is debatable.
- B. Take an immediate vote on the amendment.
- C. Declare that the amendment is out of order.
- D. 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.

C, page 127

93. 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.

C, page 116

94. 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.

A, page 116

95. 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

C, page 120

96. The subsidiary motion to *Amend* when applied to a main motion
- A. yields to a motion to divide the main question.
  - B. takes precedence over the motion to *Postpone Indefinitely*.
  - C. takes precedence over all privileged motions.
  - D. yields to a motion to consider the main question by paragraph.

B, pages 120 and 121

97. When the subsidiary motion to *Amend* is applied to itself, the result is an "amendment to an amendment," or a
- A. *separate amendment*.
  - B. *special amendment*.
  - C. *secondary amendment*.
  - D. *subsidiary amendment*.

C, page 121

98. The subsidiary motion to *Amend* cannot
- A. be laid on the table if applied to a main motion.
  - B. have a *Division of the Question* applied to it.
  - C. be amended.
  - D. be postponed indefinitely.

D, page 122

99. 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

A, page 122

100. The minimum affirmative vote necessary to adopt an amendment, even if the motion to be amended requires a two-thirds vote to be adopted, is
- A. a tie.
  - B. a majority.
  - C. two-thirds.
  - D. more than one-fifth.

B, page 122

101. The three basic processes of amendment (*insert words, to strike out words, and to strike out and insert words*) can be used to change the wording
- A. of an entire paragraph composed of five sentences.
  - B. of secondary amendments.
  - C. within a single sentence.
  - D. All of the above

C, page 123

102. Which term below is preferred for an *amendment to a main motion*?
- A. *Privileged amendment*
  - B. *Primary amendment*
  - C. *Preferential amendment*
  - D. *Predominant amendment*

B, page 124

103. Which term below is preferred for an *amendment to an amendment*?
- A. *Separate amendment*
  - B. *Subsidiary amendment*
  - C. *Selective amendment*
  - D. *Secondary amendment*

D, page 124

104. 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

C, page 124

105. How many primary amendments and secondary amendments may be pending 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.

A, page 124

106. Assume you are chairman and a member moved "to postpone the question until 1 p.m." After this motion was seconded, another member then moved to amend the motion by "striking out 'until 1 p.m.'" and inserting "indefinitely." What would you do?
- A. Process the amendment as stated.
  - B. Demand that the member who proposed the amendment obtain immediate permission from the maker of the pending motion.
  - C. Suggest that the maker of the amendment should change the amendment to a motion to *Lay on the Table*.
  - D. Rule the amendment out of order because it would change the main question to a different kind of motion.

D, page 128

107. When a primary amendment to a main motion is made to *substitute*,
- A. debate on the substitution does not need to be germane.
  - B. every member is allowed only one speech.
  - C. the member who made the main motion has the right to debate the amendment first.
  - D. debate may go into the merits of the main motion.

D, page 142

108. The motion to *Create a Blank* is a (an)
- A. incidental motion.
  - B. privileged motion.
  - C. main motion.
  - D. subsidiary main motion.

A, page 151

109. Each proposal for a blank may be debated and is handled as a separate original motion to be voted on individually until one is approved by a minimum affirmative vote of
- A. a majority.
  - B. two-thirds.
  - C. a plurality.
  - D. three-fourths.

A, pages 154 and 155

110. **A blank can be filled with**  
 A. names.  
 B. amounts of money.  
 C. places, dates, and numbers.  
 D. All of the above  
**D, pages 155 and 156**
111. **Which amount below should be considered first in filling a blank related to spending money?**  
 A. \$125,000  
 B. \$145,000  
 C. \$149,000  
 D. \$151,000  
**D, pages 155 and 156**
112. **Which statement below is false regarding filling or creating a blank?**  
 A. The *Previous Question* cannot be ordered on a motion to create a blank.  
 B. Blanks should be filled before voting on the motion.  
 C. The vote that fills the blank decides the main motion.  
 D. Voting by ballot or roll call is seldom used except in the case of names.  
**C, pages 153 and 154**
113. **The subsidiary motion to *Commit or Refer* cannot be**  
 A. amended.  
 B. postponed indefinitely.  
 C. reconsidered in any case.  
 D. laid on the table when applied to a main motion.  
**B, page 158**
114. **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  
**A, page 160**
115. **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.  
**C, page 161**
116. **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?**  
 A. Special committee  
 B. Standing committee  
 C. Committee of the whole  
 D. Quasi committee of the whole  
**C, page 163**
117. **All the names of nonmembers appointed to special or standing committees by the chairman must be submitted for approval to the**  
 A. assembly.  
 B. vice-president of the society.  
 C. officers of the society.  
 D. chairman of each special committee and standing committee.  
**A, page 164**
118. **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.  
**A, pages 164 and 165**
119. **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  
**D, page 165**
120. **When a vacancy occurs in a committee that was appointed by the president, vacancies are filled by the**  
 A. president.  
 B. chairman of the committee.  
 C. vice-president.  
 D. assembly by secret ballot.  
**A, page 167**
121. **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."  
**C, page 168**
122. **Which form below is not correct for the motion to *Commit or Refer*?**  
 A. "I move that the motion be referred to the Membership Committee."  
 B. "I move that the assembly now resolve itself into a committee of the whole to consider the motion."  
 C. "I move that the motion be considered informally."  
 D. "I move to commit or refer."  
**D, page 168**
123. **All of the following expressions can be used to put off action on a pending motion except**  
 A. *Postpone*.  
 B. *Defer*.  
 C. *Postpone Definitely*.  
 D. *Postpone to a Certain Time*.  
**B, page 169**
124. **When a member proposes to postpone business that is not pending it is a (an)**  
 A. incidental main motion.  
 B. subsidiary motion.  
 C. incidental motion.  
 D. privileged motion.  
**A, page 169**
125. **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  
**D, pages 171 and 172**

126. 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.

B, page 172

127. 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.

B, page 174

128. Assume a main motion is pending "that we play volleyball tonight." A member then moves "that we postpone the motion to play volleyball until tomorrow." What would you do as chairman?
- A. Ask for a second and process the postponement.
  - B. Ask the member who made the main motion to change the time of the volleyball game.
  - C. Rule the motion out of order.
  - D. None of the above

C, page 174

129. Assume that you are chairman and a member wanted to postpone the officer reports and the committee reports. What would you do?
- A. Tell the member to immediately make one motion to postpone both of them.
  - B. Suggest that a motion be made to postpone each one as it is called for.
  - C. Advise that they both cannot be postponed until later in the meeting.
  - D. Notify the secretary at once that they will be postponed.

B, page 174

130. When the bylaws require the election of officers at a specific meeting, a pending election can be postponed after first adopting a motion to
- A. *Recess the Election*
  - B. *Adjourn*
  - C. *Fix the Time to Which to Adjourn*
  - D. *Reconsider*

C, page 175

131. Which statement below is false regarding an *order of the day*?
- A. Special orders are normally taken up after new business.
  - B. General orders are considered after disposing of unfinished business.
  - C. Orders of the day include *general orders and special orders*.
  - D. Special orders have precedence over general orders.

A, pages 176 and 348

132. *General orders* are taken up immediately after
- A. the minutes are read and approved by the assembly.
  - B. roll call.
  - C. new business.
  - D. unfinished business.

D, pages 176 and 348

133. 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.

B, page 175, 340, and 348

134. When a *Main Motion* is taken up again on a different day after it has been *Postponed to a Certain Time*, each member can speak on the *Main Motion*
- A. one more time.
  - B. twice again.
  - C. as many times as they wish.
  - D. only if permission is granted by the maker of the *Main Motion*.

B, page 177

135. If you want to make sure a question will be considered at the next meeting and that it will not be crowded out by other business, which motion below would you make?
- A. "I move that the question be postponed immediately to the next meeting."
  - B. "I move that the question be postponed indefinitely and be made a general order."
  - C. "I move that the question be postponed and considered at the next meeting."
  - D. "I move that the question be postponed to the next meeting and be made a special order."

D, page 178

136. 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."

D, page 178

137. 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

B, page 179

138. 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.

B, pages 179 and 180

139. 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."

C, page 180

140. 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 majority.
  - two-thirds.
  - one-fifth.
  - None of the above
- B, page 180**
141. Which statement is false regarding the subsidiary motion to *Limit or Extend Limits of Debate*?
- Any amendment applied to it is debatable.
  - It must be seconded.
  - It can be used to control debate on a series of pending questions.
  - It is out of order when another member has the floor.
- A, page 181**
142. 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?
- All the pending motions
  - The two motions with the highest precedence
  - The immediately pending motion
  - None of the motions, because the specific motion affected must be named
- C, page 182**
143. Assume you are chair and a motion "to extend debate to fifteen minutes per member" is adopted. What would you do if a motion to call for the *Previous Question* is properly made during regular debate?
- Rule the motion to call for the *Previous Question* out of order.
  - Take a vote on the *Previous Question* after it is seconded.
  - Ask for debate on the *Previous Question* after it is seconded, and then take a standing vote.
  - Take a voice vote on the *Previous Question*, and if it is a majority affirmative vote, stop debate.
- B, pages 184 and 187**
144. An order limiting or extending limits of debate is *exhausted* when the
- questions affected by the order have been referred to a committee.
  - meeting ends.
  - questions on which it was applied have been all voted on.
  - All of the above
- D, pages 185**
145. The subsidiary motion for the *Previous Question* takes precedence over the
- privileged motion to *Adjourn*.
  - incidental motion to rise to a *Point of Order*.
  - motion to *Raise a Question of Privilege*.
  - subsidiary motion to *Limit or Extend Limits of Debate*.
- D, page 188**
146. The subsidiary motion for the *Previous Question* can be applied to debatable or amendable motions
- that are immediately pending.
  - in any consecutive part of a series beginning with the immediately pending question.
  - that are an entire series of pending motions.
  - All of the above
- D, page 188**
147. The subsidiary motion for the *Previous Question* can be applied to an undebatable motion if a member wants to
- stop an amendment.
  - not allow members to ask questions.
  - delete a question asked by a member that is recorded in the minutes of the previous meeting.
  - make a motion to allow the assembly to debate it.
- A, page 188**
148. When the subsidiary motion for the *Previous Question* is immediately pending,
- a first degree amendment can be applied to it.
  - it can be proposed again to include more or less pending questions.
  - a third degree amendment can be applied to it specifying three more questions to be included.
  - the privileged motion to *Adjourn* cannot be made.
- B, page 189**
149. 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?
- Forty
  - Forty-six
  - Sixty
  - Sixty-one
- C, page 190**
150. The rules of the United States House of Representatives permit the *Previous Question* to be adopted by a minimum affirmative vote of
- a majority.
  - two-thirds.
  - one-fifth.
  - three-fourths.
- A, page 190, footnote**
151. If you wanted to close debate immediately, what form below would be used after obtaining the floor?
- "I call for the question."
  - "I call the question."
  - "I move we vote now."
  - Any of the above
- D, page 191**
152. A motion such as "I move we vote now," should be handled the same way as a motion
- to *Reconsider*.
  - for the *Previous Question*.
  - for an *Appeal*.
  - to *Call for the Orders of the Day*.
- B, page 192**
153. When using the form "I move the previous question," it applies to
- all pending questions.
  - only the immediately pending question.
  - motions after their adoption.
  - a main motion when an amendment to it is pending.
- B, page 196**
154. Which statement below is false regarding the motion to *Lay on the Table*?
- By adopting the motion, a majority can stop the consideration of the question at once.
  - The motion may be used to avoid dealing with a motion.
  - The motion may be adopted without debate.
  - The motion is out of order if the intent is to kill a motion.
- B, page 199**

155. **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.
- B, page 199**
156. **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.
- C, page 200**
157. **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.
- D, page 200**
158. **A question can be taken from the table at a *special* meeting**  
 A. if permitted by the chair.  
 B. if previous notice of such intention was indicated in the call of the meeting.  
 C. if the assembly of the special meeting decides to do so by a majority vote.  
 D. only by the member who made the motion to *Lay on the Table*.
- B, pages 202 and 284**
159. **Laying a question on the table again the same day is in order**  
 A. after material headway in business has been made.  
 B. after substantial debate has transpired.  
 C. when an unforeseen crucial matter requires immediate attention.  
 D. Any of the above
- D, page 203**
160. **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
- D, page 203**
161. **At a special meeting, it is out of order to propose a motion to**  
 A. adjourn the meeting.  
 B. lay on the table the matter for which the meeting was called.  
 C. amend an amendment to a main motion that relates to the topic for the meeting.  
 D. recommend an affirmative vote on a matter being considered by the assembly.
- B, page 204**
162. **The correct motion that should be used to dispose of a motion without a direct vote is**  
 A. to *Lay on the Table*.  
 B. to *Postpone Indefinitely*.  
 C. the *Previous Question*.  
 D. Any of the above
- B, pages 204 and 205**
163. **The motion to *Lay on the Table***  
 A. cannot be qualified in any way.  
 B. requires a two-thirds vote for adoption at a special meeting.  
 C. can only be made by a member who voted in favor of the motion that may be laid on the table.  
 D. is in order when another member has the floor.
- A, page 205**
164. **When a member makes the motion to *Lay on the Table*, he/she can also**  
 A. suggest its intended purpose.  
 B. debate it twice.  
 C. propose an amendment which will be voted on by the assembly without debate.  
 D. raise a point of order if not recognized first for debate.
- A, page 205**
165. **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*.
- C, page 208**
166. **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.
- C, page 208**
167. **If a motion is made that deviates from the correct order of business, except in the case of a special order, 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.
- C, page 209**
168. **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 above
- B, page 211**
169. **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.
- A, page 211**

170. A member of a large assembly who calls for the orders of the day does not need to
- rise.
  - address the chair.
  - be recognized by the chair.
  - None of the above

C, page 211

171. To call for the orders of the day, a member should rise, address the chair, and without being recognized, say,
- "Order, Order! I rise to call for the orders of the day."
  - "Mr. President, I call for the orders of the day."
  - "Mr. President, the orders of the day need to be called."
  - "Mr. President, I move that the assembly call for the orders this day."

B, page 211

172. 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?
- Call the member out of order.
  - Ask for a second.
  - Put the question to the assembly.
  - Direct the member to state his/her question of privilege.

D, page 212

173. 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.

C, page 217

174. If the motion to Adjourn is made in the form of "I move to adjourn" when no question is pending, it
- may be amended.
  - need not be seconded to be considered by the assembly.
  - is not debatable.
  - is classified as a privileged subsidiary motion.

C, page 222

175. The privileged motion to Adjourn is not in order
- when a main motion is pending.
  - after an amendment is made and seconded.
  - while the assembly is engaged in voting by voice.
  - if the motion to Commit is immediately pending.

C, page 222

176. The privileged motion to Adjourn can be applied to the motion to
- Postpone Indefinitely.
  - Lay on the Table.
  - Postpone to a Certain Time.
  - None of the above

D, page 222

177. The minimum affirmative vote necessary to adopt the privileged motion to Adjourn is
- a majority.
  - two-thirds.
  - three-fourths.
  - one-fifth.

A, page 222

178. After a special committee 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

C, page 224

179. When the privileged motion to Adjourn is pending, members may
- give notice of a motion that will be made at the next meeting.
  - make a primary amendment to the privileged motion to Adjourn.
  - debate the reasons for the adjournment.
  - request a standing vote when a vote is taken on the privileged motion to Adjourn because it requires a two-thirds vote for adoption.

A, page 225

180. A meeting is not closed by a motion to Adjourn until the chair has
- taken the negative vote on a motion to adjourn.
  - stated that the meeting "is adjourned."
  - asked for more business after declaring that the meeting "stands adjourned."
  - left the platform where he/she was presiding.

B, page 225

181. Assume you are the chairman at a regular meeting and a member calls out, "I move to adjourn" without obtaining the floor. What would you do?
- Declare the motion out of order.
  - Ignore the motion.
  - Process the motion by unanimous consent.
  - Declare that the meeting "stands adjourned."

C, page 226

182. Assume you are chairman at a convention and the time has arrived for a prescheduled adjournment. What should you do?
- Immediately ask for a motion to adjourn from any member of the assembly.
  - Announce the fact and declare the meeting adjourned.
  - Ignore it until a member of the assembly demands adjournment.
  - Take an immediate vote on the motion to adjourn.

B, pages 226 and 227

183. After a motion to Adjourn has been made and seconded when there is no other business, what would the chairman say to the assembly to adjourn by unanimous consent?
- "If there is no objection, the meeting will now adjourn." (Pause for response) "Since there is no objection, the meeting is adjourned."
  - "Does a member wish to move to adopt the motion to adjourn by unanimous consent?" (Pause for response, and after the motion is made, seconded and voted on by the assembly) "The 'ayes' have it, and the motion to adjourn is adopted by unanimous consent."
  - "The chair moves that the meeting adjourn by unanimous consent." (Pause for objection) "The meeting is adjourned."
  - None of the above. The chair cannot make the decision to adjourn by unanimous consent.

A, page 228

184. 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
- does not need to be seconded.
  - is debatable.
  - requires a two-thirds vote to be adopted.
  - is in order when another member has the floor.
- B, page 228**
185. The privileged motion to *Fix the Time to Which to Adjourn* yields to a
- Point of Order*.
  - Second Degree Amendment*.
  - Recess*.
  - All of the above
- A, page 229**
186. The privileged motion to *Fix the Time to Which to Adjourn* is amendable as to the
- date.
  - hour.
  - place.
  - All of the above
- D, page 229**
187. 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?
- Take a vote on the amendment.
  - Ask for debate on the amendment.
  - Notify the assembly that the motion cannot be amended.
  - Declare that the amendment will be voted on after the motion to *Fix the Time to Which to Adjourn* is adopted.
- A, page 229**
188. The privileged motion to *Fix the Time to Which to Adjourn* takes precedence over all other ranking motions and the minimum affirmative vote necessary to adopt it is
- a majority.
  - two-thirds.
  - three-fourths.
  - a unanimous confirmation.
- A, page 229**
189. At an adjourned meeting, everything is taken up from the point at which the previous meeting adjourned except
- unfinished business is called first.
  - special committee reports are presented after roll call.
  - the minutes are read first.
  - primary amendments must be made immediately after the minutes are read.
- C, page 230**
190. The adoption of the motion to *Fix the Time to Which to Adjourn* does not
- have the same effect as a motion to fix the time at which to adjourn.
  - adjourn the present meeting.
  - set a time for the present meeting to adjourn.
  - All of the above
- D, page 230**
191. A *Point of Order*
- is in order when another member has the floor.
  - can interrupt a member presenting a special committee report.
  - can interrupt a person debating a main motion.
  - All of the above
- D, page 235**
192. A *Point of Order* normally
- is adopted by a two-thirds voice vote after previous notice.
  - can be adopted by a majority vote without a second.
  - is not voted on unless the chair is in doubt or the chair's ruling is appealed.
  - must be explained to the assembly and ruled upon by the parliamentarian.
- C, page 235**
193. Which statement below is normally false?
- The chair should correct a breach of the rules immediately.
  - Any two members can appeal a ruling on a *Point of Order* made by the chair.
  - A member can make a *Parliamentary Inquiry* if he/she is not certain on whether to make a *Point of Order*.
  - Points of order should be raised on all trivial irregularities that are very technical.
- D, pages 235 and 236**
194. A member must make a *Point of Order*
- immediately after debate concludes if it is called on a *Main Motion*.
  - immediately after another member makes a *Parliamentary Inquiry*.
  - as soon as the breach occurs.
  - only after the parliamentarian notifies the assembly that a breach of order has occurred.
- C, page 236**
195. If you were chairman, after a member makes a *Point of Order*, you should immediately ask
- the assembly for a second.
  - the member to "state your point."
  - the assembly for debate.
  - None of the above
- B, page 2239**
196. When a member of an assembly states, "I rise to a point of order," what should another member who is speaking do?
- Complete the speech and then be seated
  - Complete the speech and remain standing
  - Immediately be seated
  - None of the above
- C, page 239**
197. After a member rises and states a point of order, he/she should
- be allowed to debate the reasons for the point of order.
  - ask the member to explain the reason for breaking the rule.
  - be seated.
  - remain standing while the chair makes a ruling.
- C, page 239**
198. After a member rises to a *Point of Order* and states his/her point, the chairman immediately
- states if the member is "right" or "wrong."
  - takes a ballot vote to determine how to rule.
  - rules whether the "point of order is (is not) well taken," and then states the reason.
  - reprimands the member who made the parliamentary error.
- C, page 239**
199. Which officer would the chair consult if in doubt on how to rule on a point of order?
- Vice-president
  - Parliamentarian
  - Treasurer
  - Secretary
- B, page 240**



200. When a point of order that is submitted to the assembly for a decision is debatable, no member of the assembly can debate more than once except the
- A. chair, who can speak first and last.
  - B. parliamentarian.
  - C. member who made the point of order.
  - D. member who broke the rule.

A, page 220

201. 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.

C, page 245

202. 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.

B, page 244

203. When a member disagrees with the ruling of the chair on a *Point of Order*, a motion should be made to
- A. withdraw the decision of the chair.
  - B. postpone the chair's decision indefinitely.
  - C. appeal the decision of the chair.
  - D. call for the chair's previous question.

C, page 245

204. Which of the following may not be suspended?
- A. Local, state, or national laws
  - B. The fundamental principles of parliamentary law
  - C. Rules protecting absentees
  - D. All of the above

D, page 246

205. 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.

A, page 248

206. 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.

C, page 249

207. 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

A, page 251

208. 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

B, page 254

209. 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.

B, page 255

210. 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.

A, page 256

211. Motions to divide amendments
- A. are permissible.
  - B. are never allowed.
  - C. require a minimum two-thirds affirmative vote to be adopted.
  - D. are in order when another member has the floor.

A, page 256

212. Assume a member proposes a motion "to collect \$10 from each member and give the money to the local high school." After a second, another member moves to divide the motion into two parts: "To collect \$10 from each member," and "give the money to the local high school." What would you do if you were chairman?
- A. Rule the motion out of order because the second half cannot stand alone.
  - B. Ask for a second for the motion to divide the motion.
  - C. Take a vote of the assembly to determine if the motion to divide is allowed.
  - D. Put the motion "to collect \$10 from each member," and then declare the motion "give the money to the local high school" lost because it is not correctly stated.

A, page 257

213. Which statement below is false regarding a motion for a **Division of the Assembly**?
- The chair can take a rising vote without permission from the assembly.
  - No subsidiary motion can be applied to it.
  - Debate is allowed if the vote is to be counted and entered in the minutes.
  - The chair can order that a vote be counted.
- C, page 265**
214. A **Division of the Assembly** is in order
- without obtaining the floor.
  - when another member has the floor.
  - immediately after the vote has been announced.
  - All of the above
- D, page 265**
215. When a **Division of the Assembly** is made by a member of the assembly, which vote does the chair take first?
- Affirmative
  - Negative
  - Abstentions
  - None of the above
- A, page 265**
216. A motion to take a roll call vote on a pending motion
- takes precedence over the motion being voted on.
  - can be moved after the question on another motion has been stated.
  - does not have a higher rank than the motion being voted on.
  - does not yield to privileged motions.
- A, page 267**
217. Incidental motions related to nominations must
- be seconded.
  - never yield to a motion to adjourn.
  - never be allowed to be reconsidered.
  - All of the above
- A, page 270**
218. The minimum affirmative vote necessary to adopt incidental motions related to nominations is
- a majority.
  - two-thirds.
  - a majority, except a motion to close nominations, which requires two-thirds.
  - two-thirds, except a motion to open nominations, which requires two-thirds.
- C, page 270**
219. When different suggestions are proposed regarding the methods of nominating and they are treated as filling blanks, which method below would be voted on first?
- From the floor (open nominations)
  - By a committee
  - By ballot
  - By the chair
- D, page 271**
220. Which one of the following motions does not belong with the other three?
- Parliamentary Inquiry*
  - To Read Papers*
  - Call for the Orders of the Day*
  - Point of Information*
- C, page 275**
221. All of the following motions are not debatable or amendable except
- a *Parliamentary Inquiry*.
  - a *Request to Be Excused from a Duty*.
  - a *Point of Information*.
  - To Read papers*.
- B, pages 275 and 276**
222. If a member suggests a change to the maker of a motion before it is stated by the chair, who must approve it?
- The assembly
  - The chairman
  - The maker of the motion
  - The member who seconded the motion
- C, page 278**
223. If a member withdraws his/her second to a modified motion, it is unnecessary for another second because the
- other member who suggested the changes has essentially seconded it.
  - chairman technically seconds it by stating the question.
  - original second remains because it cannot be withdrawn.
  - member who made the original motion has the option of demanding a second.
- A, page 278**
224. Which statement below is true regarding reading pages?
- any member can read papers without permission of the assembly.
  - short, pertinent, printed extracts may never be read in debate.
  - when any paper is laid before the assembly for action, it can be read once.
  - All of the above.
- C, page 281**
225. The motion to **Take From the Table** generally cannot be moved while any other question is pending because
- it must be made after the vote on the motion to *Adjourn* is announced.
  - there is unlimited debate on the motion to *Take From the Table* and it would consume too much time.
  - it is a main motion.
  - it takes precedence over no pending motion.
- D, page 283**
226. Which one of the following motions below must be seconded and is debatable and amendable?
- Rescind*
  - Object to Consideration*
  - Call for the Previous Question*
  - Reconsider*
- A, page 289**
227. The motion to **Discharge a Committee**
- must be seconded.
  - takes precedence over nothing.
  - can be moved only when no other question is pending.
  - All of the above
- D, page 294**
228. Debate on the motion to **Discharge a Committee**
- must relate only to the reasons for taking the matter out of the committee's hands.
  - is limited to one speech for each member.
  - can go into the merits of the question that was referred to the committee.
  - must allow for the committee chairman to speak first.
- C, page 294**

229. **When a special committee is discharged from considering a matter, it**  
 A. continues to meet with committees that were referred similar business.  
 B. ceases to exist.  
 C. is always dissolved *after* presenting its report.  
 D. is required that all members of the committee be immediately assigned to a comparable standing committee.
- B, page 296**
230. **The form to use in making the motion to *Discharge a Special Committee* is**  
 A. **MEMBER:**-(After obtaining the floor) "I move that the committee to which was referred the motion related to . . . be discharged."  
 B. **MEMBER:**-(Rising, and without obtaining the floor) "I move that we discharge the special committee studying . . ."  
 C. **MEMBER:**-(From his/her seat and without obtaining the floor) "Discharge, discharge the committee!"  
 D. **MEMBER:**-(Rising, and without obtaining the floor) "I move that the special committee be discharged."
- A, page 297**
231. **The purpose of the motion to *Reconsider* a vote on a motion is to permit correction of action that was**  
 A. hasty.  
 B. ill-advised.  
 C. erroneous.  
 D. Any of the above
- D, page 298**
232. **The motion to *Reconsider* can be applied to the vote on any motion except**  
 A. an affirmative vote dealing with a contract when the party to the contract has been informed of the outcome.  
 B. a vote on the motion to *Reconsider*.  
 C. a vote which can be renewed within a feasible time.  
 D. All of the above
- D, page 301**
233. **The seconding of the motion to *Reconsider* a vote on a motion must be done by a member who voted on the**  
 A. prevailing side.  
 B. losing side.  
 C. prevailing or losing side.  
 D. None of the above
- C, page 302**
234. **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.
- C, page 303**
235. **When a member calls up the motion to *Reconsider*,**  
 A. the member does not need to address the chair.  
 B. the chair states the question on it when special orders are considered.  
 C. no second is needed.  
 D. recognition from the chair is not necessary after the member addresses the chair.
- C, page 302**
236. **If reconsideration takes place on a different day in which the vote to be reconsidered was taken,**  
 A. debate ceases for all members in the reconsideration of a question.  
 B. only the members who voted on the prevailing side may debate the question that is being reconsidered.  
 C. every member may debate twice in the reconsideration of a question.  
 D. members who voted on the losing side may not debate.
- C, page 308**
237. **If there is debate on a motion to reconsider an amendment to a pending main motion,**  
 A. only the reasons for reconsideration may be debated.  
 B. debate may go into the value of the main motion.  
 C. the merits of the amendment may be debated.  
 D. All of the above
- C, page 311**
238. **When can a motion to *Reconsider* a vote be made and taken up during a committee meeting?**  
 A. At any time after the vote is taken  
 B. Only on the same day the vote to be reconsidered was taken  
 C. Only on the day after the vote to be reconsidered was taken.  
 D. None of the above
- A, page 314**
239. **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.
- A, page 315**
240. **If the maker of the motion to *Reconsider* fails to state which side he/she voted on when the vote was by unanimous consent, the chair should**  
 A. ignore the motion to *Reconsider* and not process it.  
 B. ask if the member was present at the time.  
 C. rule the member out of order, since the motion to *Reconsider* cannot be applied to a motion adopted by unanimous consent.  
 D. take another voice vote on the motion to *Reconsider*.
- B, page 315**
241. **Assume you are the chairman at a meeting and a motion to *Reconsider* a debatable motion is adopted. What would be your next step?**  
 A. Put the main motion to a vote.  
 B. Open the main motion to debate.  
 C. Declare the main motion adopted and ask for further new business.  
 D. None of the above
- B, page 315**
242. **Which motion below cannot be renewed after there has been material progress in business or debate?**  
 A. *Take From the Table*  
 B. *Commit*  
 C. *Call for the Orders of the Day*  
 D. *Main Motion*
- D, page 321**

243. **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.

**B, page 326**

244. **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.

**C, pages 328 and 329**

245. **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.

**B, page 328**

246. **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.

**C, page 328**

247. **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.

**A, page 329**

248. **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."

**B, pages 330 and 331**

249. **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.

**C, page 331**

250. **A member can make a point of order to notify the assembly that a quorum is absent**
- A. provided that the member does not interrupt a person who is speaking.
  - B. if the secretary is in agreement.
  - C. after the parliamentarian gives permission.
  - D. only if one other member has also determined the absence of a quorum.

**A, page 332**

251. **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

**C, page 332**

252. **Which statement below is false regarding a *Call of the House*?**
- A. After a *Call of the House* has been ordered, no motions are in order except if they related to the call.
  - B. When a *Call of the House* is ordered, the clerk calls the names of absent members first.
  - C. After the clerk completes taking roll when a *Call of the House* is ordered, no member is permitted to leave.
  - D. A *Call of the House* is not used in societies whose membership is voluntary.

**B, page 333**

253. **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."

**A, page 337**

254. **An appropriate item of business that was laid on the table can be taken from the table when no business is pending under the heading of**
- A. *Unfinished Business and General Orders.*
  - B. *Reports of Special Committees.*
  - C. *Reports of Officers, Boards, and Standing Committees.*
  - D. Any of the above

**D, pages 338, 339, and 340**

255. **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

**C, page 338**

256. ***General Orders* are usually taken up under the heading of**
- A. *Reports of Officers and General Orders.*
  - B. *Reports of Special Committees and General Orders.*
  - C. *Reading and Approval of the Minutes and General Orders.*
  - D. *Unfinished Business and General Orders.*

**D, page 340**

257. **The chairman should not ask, "Is there any unfinished business," but should instead**
- direct a specific member to repeat the question to the assembly under this heading.
  - state the question on the first item of business under this heading.
  - determine by a majority vote if the assembly wishes the question to be considered.
  - allow the secretary to read the topic under consideration and put the question.
- B, page 341**
258. **Under the heading of *Good of the Order, General Good and Welfare, or Open Forum*, members may**
- adopt amendments related to previous business without a vote.
  - debate motions on any matter that have been previously adopted.
  - Present informal observations associated with the work of the organization.
  - Discuss non-disciplinary motions that are tabled.
- C, page 344**
259. **Which statement below is false regarding taking business out of its proper order?**
- The assembly can depart from the prescribed order of business if adopted by a minimum two-thirds vote.
  - The chair can depart from the prescribed order of business without permission of the assembly.
  - It is not in order to postpone a class of questions.
  - A main motion that is immediately pending can be postponed.
- B, page 345**
260. **If you were chairman and wanted to depart from the order of business, what would you say?**
- "The chair moves that we proceed to take up . . ."
  - "If there is no objection, the chair proposes at this time to proceed to take up . . ."
  - "Would a member of the assembly move to take up . . ."
  - "The assembly will now proceed to take up . . . Is there a second?"
- B, page 345**
261. **One way an order of the day can be taken up before the time for which it is set is by**
- a decision and an announcement from the chair.
  - a member rising to a point of order immediately after a quorum is determined.
  - the assembly suspending the rules by a two-thirds vote.
  - the secretary demanding that the order be immediately considered.
- C, page 345**
262. **A special order can be interfered with by proposing a motion to**
- adjourn.
  - recess.
  - raise a question of privilege.
  - All of the above
- D, page 346**
263. **An item of business can be made an order of the day by**
- being postponed to a specified time by a majority vote.
  - the chair tabling a motion.
  - the assembly adopting a motion to postpone a main motion indefinitely.
  - All of the above
- A, page 347**
264. **Assume the hour fixed for a general order has been reached. This order can only be taken up when no**
- motion for reconsideration interferes.
  - special order interferes.
  - other business is pending.
  - All of the above
- D, page 349**
265. **Assume an entire meeting is devoted to one subject and it is made the special order for a meeting. This special order will be taken up immediately after**
- roll call.
  - announcements have been made.
  - the minutes have been approved.
  - the secretary grants permission to the presiding officer.
- C, page 352**
266. **If an agenda or program has been adopted by the assembly, it cannot be changed except by a**
- majority affirmative vote.
  - unanimous consent vote.
  - two-thirds affirmative, a unanimous consent vote, or a vote of a majority of the entire membership.
  - minimum majority affirmative vote and previous notice.
- C, pages 353 and 354**
267. **Assume you are the presiding officer and a member rises and addresses you when the privileged motion to *Adjourn* is immediately pending. What action would you take?**
- Immediately call the member out of order.
  - Allow the member to speak on the privileged motion to *Adjourn*.
  - Ask, "For what purpose does the member rise?"
  - Conduct a vote of the assembly to determine if the member should be recognized.
- C, page 358**
268. **Assume member "A" rises before the floor was yielded. Member "B" rises and addresses the chair after the floor is yielded. As chairman, you should allow**
- member "A" to have the floor.
  - member "A" to have the floor first and member "B" to have the floor second.
  - member "B" to have the floor.
  - neither member to have the floor.
- C, page 359**
269. **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**
- "preference in being recognized."
  - "a question of personal preference."
  - "preference due to previous consideration."
  - "precedence in assignment of the floor."
- A, page 359**
270. **If the immediately pending question is undebatable and not amendable, a member can be assigned the floor who wants to make a motion that has**
- a lower precedence over the immediately pending question.
  - a higher precedence over the immediately pending question.
  - the same precedence as the immediately pending question.
  - None of the above
- B, page 361**

271. A member who indicated in debate that he/she would make a different motion on the same subject as the motion that was voted down is
- A. never entitled to any preference in recognition.
  - B. entitled to preference in recognition.
  - C. allowed to make the new motion without obtaining the floor.
  - D. permitted to debate the new motion in length before proposing it.

**B, page 362**

272. If no question is pending and no series of motions has been started, another member is entitled to preference in recognition to
- A. move to reconsider a vote.
  - B. give previous notice.
  - C. call up the motion to *Reconsider*.
  - D. All of the above.

**D, page 362**

273. Usually the decision of the chair in assigning the floor can be appealed by two members except in a (an)
- A. convention.
  - B. mass meeting.
  - C. ad hoc committee meeting.
  - D. special meeting.

**B, page 363**

274. 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

**D, page 363**

275. A committee member who is presenting a report and gives it to the secretary to read
- A. has the floor after the reading is completed.
  - B. does not have the floor after the secretary is finished reading it.
  - C. may have the floor after the reading is finished only to amend the report.
  - D. has the floor immediately if granted by the secretary.

**A, page 365**

276. When a member has been assigned the floor, it is out of order for another member to call out
- A. "Question, Question!"
  - B. "I move to adjourn!"
  - C. "Table the motion!"
  - D. All of the above

**D, page 365**

277. If a main motion is not pending, the chair should not allow a
- A. question of privilege.
  - B. parliamentary inquiry.
  - C. point of information directed to the chair.
  - D. member to debate.

**D, page 366**

278. "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.

**C, page 367**

279. When the chair takes a vote a second time by a *Division* for verification, debate cannot continue again except by
- A. unanimous consent.
  - B. a two-thirds affirmative vote.
  - C. a majority affirmative vote.
  - D. a 51% affirmative vote.

**A, page 367**

280. 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.

**C, page 368**

281. Except for the chairman, members of the assembly are limited to speak on an *Appeal*
- A. once.
  - B. twice.
  - C. three times.
  - D. None of the above

**A, page 368**

282. When a member asks a question or makes a brief suggestion
- A. he/she automatically relinquishes one time of debate for each occurrence.
  - B. the time is deducted from the member's total time for debating the pending question.
  - C. they are not counted as speaking in debate.
  - D. the chair should always rule the member out of order.

**C, pages 368 and 369**

283. 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.

**B, page 369**

284. The allowed number of speeches can be reduced on a pending question by adopting the motion to *Limit Debate* by a minimum affirmative vote of
- A. a majority.
  - B. two-thirds.
  - C. three-fourths.
  - D. None of the above

**B, page 370**

285. The rules changing general limits of debate for a pending question can be accomplished by adopting a motion
- A. to *Limit Debate*.
  - B. to *Extend Limits of Debate*.
  - C. for the *Previous Question*.
  - D. All of the above

**D, page 370**

286. After a member speaks twice on a question when it is considered informally, he/she can speak again
- A. two more times on the same question even if it is considered again on another day.
  - B. as many times as desired on the same question.
  - C. only if special permission is granted by the parliamentarian.
  - D. a total of two times on the same question on the same day.

**D, page 371**

287. When words such as "lie," "fraud," or "liar" are used about a member during debate, the chair should
- A. allow the debate to be completed and then reprimand the member using the words.
  - B. permit the member to whom the words were directed to defend himself/herself.
  - C. correct the matter at once and not allow it to occur again.
  - D. direct the parliamentarian to call the member who stated the words out of order.

C, page 371

288. It is acceptable to refer to one's self while debating in the
- A. first person.
  - B. second person.
  - C. third person.
  - D. None of the above

A, page 372

289. The presiding officer does not leave the chair when debating a (an)
- A. *Main Motion*.
  - B. *Appeal*.
  - C. *Amendment*.
  - D. motion to *Postpone Indefinitely*.

B, page 374

290. 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

D, pages 160, 376 and 377

291. Which motion below is debatable?
- A. The subsidiary motion to *Limit Debate*
  - B. *Previous Question*
  - C. *Lay on the Table*
  - D. None of the above

D, pages 376 and 377

292. 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.

B, page 379

293. 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.

A, page 380

294. A two-thirds vote is required to adopt a motion that
- A. amends a secondary amendment.
  - B. raises a point of order.
  - C. takes away membership or office.
  - D. is classified as a privileged motion to adjourn.

C, page 380

295. 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.

D, page 381

296. 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

A, page 382, footnote

297. A presiding officer can vote to
- A. break a tie.
  - B. make a tie.
  - C. cause or block the reaching of the necessary two-thirds.
  - D. All of the above

D, page 384

298. If the presiding officer's vote created a tie on an *Appeal*, the chair's decision is
- A. sustained.
  - B. reversed.
  - C. automatically voted on again by secret ballot.
  - D. decided by the other officers in executive session.

A, page 385

299. Members may not explain why they voted in the affirmative or negative
- A. because it would consume too much time.
  - B. because it would be the same as debating.
  - C. except if they make the motion being voted on.
  - D. unless the vote is taken by voice.

B, page 386

300. A member of a very large assembly who believes a vote must be counted should
- A. call out without rising, "I demand a count!"
  - B. ask the members to raise their hands for a count after recognition from the chair.
  - C. move that the vote be counted.
  - D. Any of the above

C, page 388

301. Voting by ballot is usually followed in
- A. the election of officers.
  - B. admission to membership.
  - C. any vote related to charges after a member's trial.
  - D. All of the above

D, page 390

302. Which statement below is true regarding voting by ballot?
- A. Motions may be made to disclose a member's ballot vote.
  - B. The minimum affirmative vote to order a vote by ballot is two-thirds.
  - C. A vote related to proposed charges after a trial of a member should be done by ballot.
  - D. It is in order for the president to cast a ballot for the assembly.

C, page 390

303. Which statement below is false regarding the procedure in voting by ballot?
- A. It is the teller's responsibility to make sure no member votes more than once.
  - B. The chair may vote after the polls are closed without permission of the assembly.
  - C. Each ballot should be folded.
  - D. It is usually best to rely on the chair to close the polls.

**B, pages 392 and 393**

304. After the polls are closed on a vote by ballot, the minimum affirmative vote required to reopen them is
- A. a majority.
  - B. two-thirds.
  - C. three-fourths.
  - D. None of the above.

**A, page 393**

305. In the Congress of the United States, the minimum size of the minority that can order a roll call vote is
- A. one-third of those present.
  - B. one-fourth of those present.
  - C. one-fifth of those present.
  - D. one-sixth of those present.

**C, page 398**

306. In a roll call vote, members who are in favor of adopting a resolution answer
- A. "aye."
  - B. "yes."
  - C. "yea."
  - D. Any of the above

**D, page 399**

307. In a roll call vote, members who are opposed to adopting a resolution answer
- A. "nay."
  - B. "reject."
  - C. "disapprove."
  - D. "oppose."

**A, page 399**

308. In a roll call vote, members can change their votes
- A. anytime
  - B. if permission is granted by the chair.
  - C. only if they voted in the negative.
  - D. before the result is announced.

**D, page 399**

309. In roll call voting,
- A. the names of those who failed to answer should not be called again.
  - B. a record of how each member voted should be entered in the minutes.
  - C. the results of the voting are announced by the secretary.
  - D. at larger conventions, roll is always called of individual members rather than entire delegations.

**B, page 399**

310. At a mass meeting, the chairman is commonly nominated by the
- A. members of the assembly.
  - B. standing committee stated in the bylaws which deals with nominations.
  - C. person who called the meeting to order.
  - D. officers in executive session after the first meeting.

**C, page 409**

311. When nominations for officers are made from the floor, the proper form after a member rises is to say,
- A. "I nominate Mr. Smith because . . ."
  - B. "I nominate Mr. Smith, and I have asked Ms. Jones to second the nomination."
  - C. "I nominate Mr. Smith for president because all of the other candidates do not have . . ."
  - D. "I nominate Mr. Smith."

**D, page 410**

312. 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.

**B, page 411**

313. 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.

**A, pages 411 and 412**

314. The minimum affirmative vote required to close nominations is
- A. a majority.
  - B. two-thirds.
  - C. a majority and previous notice.
  - D. two-thirds and previous notice.

**B, page 414**

315. The minimum affirmative vote needed to reopen nominations after they are closed is
- A. a majority.
  - B. two-thirds.
  - C. a majority and previous notice.
  - D. two-thirds and previous notice.

**A, page 414**

316. If a member is elected by ballot as both the president and secretary of an organization, how is it determined which office he/she will accept?
- A. The assembly decides, even if the member elected to the two offices is present.
  - B. The member must take the higher ranking office.
  - C. The member who was elected to the two offices chooses if he/she is present.
  - D. The former president of the organization makes the decision.

**C, page 418**

317. The term used both for the person who is presiding and the presiding officer's station is
- A. *the chairman.*
  - B. *the lectern.*
  - C. *the bench.*
  - D. *the chair.*

**D, page 426**

318. Which of the following is not a duty of the presiding officer of an assembly?
- A. To announce the proper sequence of business
  - B. To allow the assembly to decide all questions of order
  - C. To enforce the rules of debate
  - D. To allow the assembly to appeal rulings made by the chair on questions of order

**B, pages 427 and 428**



319. Which officer below precedes the first vice-president in the right to preside?  
A. President-elect if specified in the bylaws  
B. Second vice-president  
C. Parliamentarian  
D. Secretary

A, page 430

320. The office of an elected or appointed chairman pro tem can be terminated by the  
A. entrance of the vice-president.  
B. election of another chairman pro tem.  
C. arrival of the president.  
D. Any of the above

D, page 430

321. A member who has completed a full term as president-elect will become the organization's  
A. vice-president.  
B. president.  
C. second vice-president.  
D. president pro tem.

B, page 434

322. If the president of an organization resigns, who normally becomes the first vice-president?  
A. The second vice-president  
B. The treasurer  
C. The parliamentarian  
D. The secretary

A, page 436

323. Which one of the following is not a duty of a secretary?  
A. To keep a file of all committee reports  
B. To modify the bylaws to compose an order of business for all meetings  
C. To make the minutes available to members upon request  
D. To send out the notice of each meeting to members

B, pages 437 and 438

324. Which one of the following does not belong with the other three?  
A. *Directors*  
B. *Auditors*  
C. *Trustees*  
D. *Managers*

B, page 440

325. Which officer below is responsible to write a narrative account of the society's activities?  
A. Historian  
B. Trustee  
C. Librarian  
D. Director

A, page 440

326. Which one of the following officer titles does not belong with the other three?  
A. *Curator*  
B. *Sergeant-at-arms*  
C. *Warden*  
D. *Warrant Officer*

A, page 440

327. 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

A, page 441

328. Directors should always be  
A. appointed by the president.  
B. elected.  
C. selected by an ad hoc committee.  
D. chosen by all the officers of the organization.

B, page 441

329. Which statement below is false regarding an honorary office?  
A. It is a complimentary title.  
B. It may be granted to members.  
C. It may be bestowed on nonmembers.  
D. None of the above

D, page 441

330. Honorary presidents and vice-presidents should sit  
A. next to the president because they may be called on to preside.  
B. in the front row with the assembly.  
C. on the platform.  
D. with nonmembers in the audience.

C, page 441

331. A parliamentarian for an organization should be appointed by the  
A. officers.  
B. president.  
C. assembly.  
D. None of the above

B, page 443

332. 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.

A, pages 443 and 444

333. 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.

C, pages 444 and 445

334. The *minutes* of a meeting of legislative bodies sometimes are called the  
A. *record*.  
B. *journal*.  
C. *ledger*.  
D. *register*.

B, page 446

- 335. The first paragraph of the minutes of a regular meeting should contain the**
- motions that were withdrawn, including the members who proposed them.
  - secondary motions that were not lost and the vote on each one.
  - fact that the organization's regular president and secretary were in attendance.
  - time of adjournment.
- C, page 446**
- 336. The first paragraph of the minutes should not contain the**
- name of the society.
  - date and time of the meeting.
  - place where the meeting is held if it is not always the same.
  - names of the members who voted in the affirmative to approve the minutes of the previous meeting.
- D, page 446**
- 337. The *minutes* of a meeting should not contain**
- if the minutes of the previous meeting were read and approved.
  - all the main motions.
  - the opinions of the secretary on each adopted motion.
  - all notices of motions.
- C, pages 446, 447 and 448**
- 338. All of the following should be entered in the minutes when an assembly goes into a committee of the whole except the**
- proceedings of the committee of the whole.
  - committee report.
  - fact that the assembly went into a committee of the whole.
  - All of the above
- A, page 448**
- 339. When a question is considered informally, the information that should be included in the minutes should not include the**
- member who made the motion.
  - disposition of the motion.
  - details of debate for motions.
  - exact wording of adopted main motions.
- C, pages 448 and 449**
- 340. When the assembly orders a committee report "to be entered in the minutes," this means the secretary must**
- enter an outline of the report in the minutes.
  - copy the entire report into the minutes.
  - write his/her interpretation of the report in the minutes.
  - immediately begin copying it into the minutes as it is read.
- B, page 449**
- 341. The minutes of a meeting should be signed by the**
- secretary.
  - treasurer.
  - secretary and parliamentarian if there are points of order.
  - vice-president.
- A, page 449**
- 342. When the secretary signs the minutes, the words *Respectfully Submitted* should**
- always be used.
  - only be used if the president signs them.
  - not be included.
  - only be used for the minutes of the annual meeting and ad hoc committee meetings.
- C, page 449**
- 343. If a motion is referred to a committee, what must be included in the minutes?**
- Only the name of the committee chairman
  - The committee members' names that are appointed by the chair
  - The names of the members of the organization who voted in favor of the motion to refer
  - The reasons for referring the motion to a committee
- B, page 450**
- 344. In conventions lasting five days, the minutes of the previous day's meetings are usually read and approved at the**
- fifth day of the convention.
  - end of each day's business.
  - next convention.
  - beginning of each day's business.
- D, page 451**
- 345. When "minutes" are to be published, they contain**
- a list of the members who spoke pro and con on every question.
  - an abstract of each speech.
  - committee reports exactly as they were submitted to the secretary.
  - All of the above
- D, page 453**
- 346. The "Treasurer's report" for a regular meeting should contain**
- dates of each receipt.
  - dates of each disbursement.
  - a balance on hand.
  - the reason for each purchase.
- C, page 454**
- 347. Personal board member approval of a proposed action obtained separately by telephone**
- has the same effect as approval at a regular meeting.
  - must be ratified at the next regular board meeting.
  - always requires a minimum affirmative vote of two-thirds to be adopted.
  - should never be used because it breaches all parliamentary laws.
- B, page 463**
- 348. During debate in small board meetings, the chairman**
- must relinquish the chair to speak.
  - can speak without rising or leaving the chair.
  - can make a motion and speak against it.
  - can only speak against motions while presiding.
- B, page 465**
- 349. Which statement below is false regarding a committee?**
- A committee may be elected or appointed by an assembly.
  - A committee can be directed to take action on specific matters.
  - A committee is considered as a form of assembly.
  - A committee may consist of one person.
- C, page 466**
- 350. Unless the bylaws state otherwise, members of standing committees usually serve**
- until the president of the organization changes them.
  - the same length of term as the officers of the organization.
  - until the bylaws are revised.
  - as long as they desire.
- B, page 467**

351. Which one of the following committees does not belong with the other three?
- A. Special
  - B. Standing
  - C. Select
  - D. Ad hoc

**B, page 468**

352. 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

**B, page 474**

353. 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.

**C, page 476**

354. 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

**A, page 477**

355. The motion to "rise" is never used in
- A. standing committees.
  - B. ad hoc committees.
  - C. select committees.
  - D. special committees.

**A, page 476**

356. 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.

**C, page 478**

357. The presenter of a committee report is usually the committee
- A. chairman.
  - B. secretary.
  - C. member chosen by the committee chairman.
  - D. co-chairman.

**A, page 481**

358. When a member of the assembly makes a motion to implement the recommendations of a report rather than the person presenting the report, the motion
- A. need not be seconded.
  - B. must be seconded by the person who made the report.
  - C. should be seconded.
  - D. must be seconded by two different members of the assembly.

**C, pages 482 and 483**

359. When an assembly acts favorably on a committee report, it is usually best to use the word(s)
- A. *adopt*.
  - B. *agree to*.
  - C. *accept*.
  - D. *endorse*.

**A, page 483**

360. A board report is usually signed by
- A. a consultant who is not a member of the board.
  - B. an ad hoc committee chairman appointed by the president of the board.
  - C. every member of the board.
  - D. the president and secretary of the board.

**D, page 485**

361. Which wording below is not correct for the opening statement of a special committee report?
- A. "The committee appointed to . . . submits the following report . . ."
  - B. "The committee to which was referred . . . reports that . . ."
  - C. "The committee has studied . . . and we have decided that . . ."
  - D. "The committee appointed to . . . reports that . . ."

**C, page 486**

362. If a written committee report is very important, it should be signed by
- A. only the committee chairman and secretary.
  - B. all the committee members.
  - C. the concurring committee members.
  - D. the chairman of the committee and the officers of the society.

**C, page 487**

363. If a motion is referred to a committee while the motion to postpone it indefinitely is immediately pending, the
- A. appointed committee decides whether to postpone the motion indefinitely.
  - B. motion to *Postpone Indefinitely* is not taken up by the assembly when the committee reports.
  - C. chair should rule the motion to refer out of order.
  - D. chair should suggest that the motion to *Postpone Indefinitely* be laid on the table.

**B, page 493**

364. Which statement below is false regarding a report that includes amendments recommended by a committee?
- A. Complex amendments should be in writing.
  - B. Simple amendments do not need to be submitted in writing.
  - C. A single motion can be made to adopt all the amendments.
  - D. The resolution that was referred should follow the proposed amendments.

**D, page 495**

365. After a committee makes a report that contains only details of work completed, it is usually
- A. filed and no action should be taken on it.
  - B. voted on by the assembly.
  - C. added to the minutes.
  - D. debated and tabled to a specific meeting for further consideration.

**A, page 498**

366. Which one of the following does not belong with the other three?

- A. Committee of the Whole
- B. Mass Meeting
- C. Quasi Committee of the Whole
- D. Informal Consideration

**B, pages 503 and 504**

367. In a committee of the whole

- A. the chairman of the committee is appointed.
- B. it is technically not "the assembly."
- C. the committee adopts a report to be made to the assembly.
- D. All of the above

**D, pages 504 and 505**

368. Which motion below is not in order in committee of the whole?

- A. *Amend*
- B. *Recess*
- C. *Division of the Assembly*
- D. *Point of Order*

**B, page 506**

369. Which motion below is in order in committee of the whole?

- A. *Adjourn*
- B. *Fix the Time to Which to Adjourn*
- C. *Appeal from the Decision of the Chair*
- D. *Call for Orders of the Day*

**C, page 507**

370. Which statement below is false regarding a committee of the whole?

- A. An appeal from the decision of the chair must be voted on immediately.
- B. A committee of the whole can refer a matter to another special committee.
- C. A committee of the whole cannot force the assembly to make decisions on disciplinary matters related to members.
- D. Only the chair can order a counted rising vote.

**B, page 507**

371. When the assembly goes into a quasi committee of the whole,

- A. the secretary takes detailed notes on action which is included in the minutes of the regular meeting.
- B. it is the same as an ad hoc committee.
- C. the presiding officer remains in the chair throughout its proceedings.
- D. the motion to rise is also used in closing the meeting.

**C, page 511**

372. Before a mass meeting, the sponsors should agree on all of the following except who should

- A. read the proposed bylaws.
- B. call the meeting to order.
- C. make the initial speech explaining the purpose of the meeting.
- D. be nominated for secretary.

**A, page 516**

373. The person chosen as chairman for a mass meeting should

- A. personally know many of the people who attend.
- B. be in sympathy with the object of the meeting.
- C. be competent as a presiding officer.
- D. All of the above

**D, page 517**

374. What should you do as chairman if your mass meeting was attended by several people who were not invited?

- A. Ask them to leave.
- B. Allow the assembly to determine if they should be allowed to remain.
- C. Allow them to remain but do not recognize them.
- D. Direct the sergeant-at-arms to seat them away from those who were invited.

**A, page 517**

375. Which statement below is false regarding a mass meeting?

- A. Mass meetings are normally run according to common parliamentary law.
- B. Standing rules may be adopted at a mass meeting.
- C. If no qualification was placed in the call of a mass meeting, anyone who attends has the same rights.
- D. The people who attend may change the original purpose of the mass meeting.

**D, page 518**

376. A chairman and secretary of a mass meeting are elected by the assembly

- A. at the second meeting.
- B. after the first meeting is called to order
- C. after recommendations from the Nominating Committee.
- D. when the chairman pro tem grants permission to the elected vice-president to begin the process.

**B, page 518**

377. Which statement is true regarding the election of officers for a mass meeting?

- A. Nominations should never be allowed from the floor.
- B. The chairman and secretary should be elected by secret ballot.
- C. The name chosen by the sponsors should be placed in nomination first for each office.
- D. The treasurer if desired, should be appointed by the chairman.

**C, page 518**

378. After elections are completed at a mass meeting, the officer who reads the call of the meeting is the

- A. president.
- B. secretary.
- C. vice-president.
- D. treasurer.

**B, page 519**

379. If resolutions have not been written in advance for a mass meeting,

- A. a committee should be designated at the meeting to draft them.
- B. they should be drafted in accordance with the bylaws.
- C. the officers must draft them before the second meeting.
- D. discussions should not be allowed and the meeting should be immediately adjourned.

**A, page 519**

380. After a committee has been selected to draft bylaws to form a permanent society, the next step should be the introduction and adoption of a motion to

- A. adjourn.
- B. elect officers for the organization.
- C. set the dues and membership qualifications.
- D. fix the date, hour, and place of the next meeting.

**D, page 526**

**381. The committee selected to draft bylaws for an incorporated society should**

- A. consult a professional parliamentarian.
- B. confer with an attorney.
- C. prepare copies of the proposed bylaws for the second organizational meeting.
- D. All of the above

**D, page 526**

**382. If there is not a proposal for a corporate charter, the report of the bylaws committee are received at the second organizational meeting of a permanent society immediately after the**

- A. president calls the meeting to order.
- B. minutes are approved.
- C. new business.
- D. unfinished business.

**B, page 528**

**383. In organizing a permanent society, the next immediate business after the bylaws are adopted and a recess is taken to enroll members is**

- A. the nomination of permanent officers.
- B. to elect permanent officers.
- C. to read the roll of members.
- D. new business.

**C, page 530**

**384. A committee to draft proposed bylaws is normally designated when the society is being formed at the**

- A. first organizational meeting.
- B. second organizational meeting.
- C. third organizational meeting.
- D. None of the above

**A, page 536**

**385. If the existing bylaws of an organization require a minimum three-fourths affirmative vote to amend, a revision of the bylaws would require a minimum affirmative vote of**

- A. two-thirds.
- B. a majority.
- C. three-fourths.
- D. a majority with previous notice.

**C, page 539**

**386. Articles of bylaws are commonly designated with**

- A. Roman numerals.
- B. Greek numerals.
- C. Arabic numerals.
- D. English numerals.

**A, page 540**

**387. Which one of the following article titles does not belong with the other three?**

- A. *Article I: Name*
- B. *Article II: Object*
- C. *Article III: Members*
- D. *Article IV: Officers' Names*

**D, pages 541 and 542**

**388. Article VIII: Parliamentary Authority in the bylaws refers to**

- A. naming a person to serve as a parliamentary authority for the Society.
- B. listing a committee of members who will confer when decisions need to be made regarding parliamentary practices.
- C. an outline of the duties of the Society's parliamentarian.
- D. naming a specific manual of parliamentary practice to govern the Society.

**D, pages 549 and 550**

**389. The motion to amend the bylaws is a (an)**

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

**D, page 560**

**390. A motion to amend the bylaws**

- A. is not amendable.
- B. does not require a second.
- C. cannot be reconsidered if it is an affirmative vote.
- D. may interrupt another member who has the floor.

**C, page 560**

**391. Unless it is nearly unanimous, the final vote on a bylaw amendment should**

- A. not be counted.
- B. be counted and recorded in the minutes.
- C. be entered in the minutes with the names of the members and how they voted.
- D. always be verified by taking another vote by the viva voce method.

**B, page 563**

**392. Amendments to proposed bylaw amendments may not be**

- A. adopted by a minimum affirmative majority vote.
- B. offered in the second degree.
- C. made to increase the modification of the article or rule to be amended.
- D. made without previous notice.

**C, page 563**

**393. During a meeting, a member can give notice of a bylaw amendment during**

- A. new business.
- B. the interval between new and unfinished business.
- C. the time after adjournment before the chair has declared the meeting adjourned.
- D. Any of the above

**D, page 564**

**394. The place of the president of a state unit who is unable to attend the national convention of an established society is taken by the unit's**

- A. vice-president.
- B. treasurer.
- C. secretary.
- D. parliamentarian.

**A, page 571**

**395. Alternate delegates at a convention are usually seated**

- A. in a group with the registered delegates.
- B. in any order with the registered delegates.
- C. apart from registered delegates.
- D. with the guest speakers.

**C, page 572**

- 396. Registered convention delegates have a duty to**  
 A. attend the convention.  
 B. not relinquish their delegate position to an alternate except for an important reason.  
 C. be present at the business meetings and report to their unit after the convention.  
 D. All of the above  
**D, page 573**
- 397. The term *caucus* is sometimes applied to a**  
 A. standing committee that will support an issue to be brought up.  
 B. strategy meeting of members of a convention who are avowed supporters of an issue.  
 C. meeting between the officers and the parliamentarian to plan an agenda for a session.  
 D. an adjourned meeting.  
**B, page 573**
- 398. Which committee below screens and recommends action on original main motions at a convention?**  
 A. Resolutions Committee  
 B. Credentials Committee  
 C. Committee on Standing Rules  
 D. Program Committee  
**A, page 575**
- 399. One of the responsibilities of the Credentials Committee is to**  
 A. draft standing rules for a convention.  
 B. plan and submit the proposed schedule of meetings, proceedings, and special events of the convention.  
 C. make arrangements for registration to take place at a convention.  
 D. screen all original main motions.  
**C, page 579**
- 400. In a convention lasting several days, it is recommended that registration begin**  
 A. a month prior to the announcement of the convention opening date.  
 B. one or two days before the convention begins.  
 C. the same day the convention opens.  
 D. None of the above  
**B, page 580**
- 401. The standing rules of a convention**  
 A. are discontinued at the adjournment of the session that adopted them.  
 B. cannot involve modifications of the rules in the parliamentary authority.  
 C. should be drafted without the consultation of the parliamentarian.  
 D. should be given to each member upon adjournment of the convention.  
**A, page 584**
- 402. The Program Committee of a convention prepares and submits the proposed schedule of**  
 A. special events.  
 B. proceedings.  
 C. meetings.  
 D. All of the above  
**D, page 590**
- 403. Convention committee reports that are informational and do not need action should be brought up**  
 A. separately at any time during a session.  
 B. when demanded by each committee chairman.  
 C. in succession at the same place in the order of business.  
 D. immediately when called by any member of the assembly.  
**C, page 594**
- 404. 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.  
**C, page 594**
- 405. The minutes of a convention's preceding day's meetings should be read at the first meeting each day immediately after**  
 A. opening ceremonies.  
 B. new business.  
 C. the report of the parliamentarian.  
 D. the treasurer's report.  
**A, page 594**
- 406. The minutes of the last day's meeting at a convention are usually approved by**  
 A. the new officers of the organization.  
 B. the delegates at the next convention.  
 C. a board or special committee.  
 D. a standing committee dealing with the program.  
**C, page 594**
- 407. Formal installation of officers elected at a convention often takes place**  
 A. immediately after each one is elected.  
 B. at the next regular convention.  
 C. as part of the closing banquet meeting.  
 D. at an executive meeting with only the past officers present.  
**C, page 595**
- 408. Which statement below is false regarding the Convention Arrangements Committee?**  
 A. The committee is usually appointed by the convention board.  
 B. The committee may be empowered to consult experts.  
 C. Duties of the committee may be delegated to separate committees.  
 D. None of the above  
**D, page 597**
- 409. Which example below is not a punishment that a society may impose?**  
 A. Expulsion  
 B. Suspension  
 C. Reprimand  
 D. None of the above (they all may be imposed)  
**D, page 608**
- 410. The presiding officer never uses the gavel to**  
 A. drown out a disorderly member.  
 B. call a meeting to order.  
 C. adjourn the meeting.  
 D. signal a recess.  
**A, page 610**

411. **During a regular meeting, nonmembers that are attending**  
A. have no rights regarding the proceedings.  
B. are allowed to debate only once each meeting.  
C. may vote in the place of a regular member.  
D. can only propose amendments to main motions.

**A, page 612**

412. **Which statement below is false regarding a trial by a society?**  
A. Witnesses are not sworn.  
B. The society has the right to let anyone know the reason why an expelled member has been found guilty.  
C. The consideration of all resolutions leading up to a trial should take place when nonmembers are not present.  
D. The society can disclose the fact that the accused is no longer a member if expelled.

**B, page 620**

413. **The first step in a fair disciplinary process should be a**  
A. formal notification to the public that a member is accused.  
B. trial by members of the society.  
C. confidential investigation by a committee.  
D. report of resolutions either exonerating the accused or preferring specific charges.

**C, page 621**

414. **If an organization's bylaws do not include a method of charge and trial,**  
A. members cannot be investigated without amending the bylaws.  
B. a member should offer a resolution to appoint an investigating committee.  
C. the president and secretary can pursue an independent investigation.  
D. the matter should be immediately referred to the local police.

**B, page 621**

415. **An appointed investigative committee does not have the power to**  
A. require the accused to appear before it.  
B. conduct a complete investigation.  
C. make an effort to learn all the relevant facts.  
D. meet with and hear the accused side.

**A, page 622**

416. **The "managers" at a trial**  
A. act as prosecutors.  
B. must be nonmembers of the society.  
C. present the evidence against the accused.  
D. All of the above

**C, page 626**

417. **If a trial is ordered before a committee or a regular assembly, the secretary should send to the accused notification of the**  
A. date, place, and hour of the trial.  
B. charge (s).  
C. fact that the accused is directed to appear as cited.  
D. All of the above

**D, page 627**

418. **Nonmembers who are witnesses at a trial should be in the room**  
A. during the entire trial.  
B. only while testifying.  
C. until the closing arguments are completed.  
D. None of the above

**B, page 628**

419. **The second step in the procedure of a trial is**  
A. opening statements by both sides.  
B. the testimony of witnesses.  
C. for the chair to ask the accused how he/she pleads.  
D. closing arguments.

**C, page 628**

420. **If the accused is found guilty at a trial, a motion can be made for expulsion, which requires a minimum affirmative vote of**  
A. a majority.  
B. two-thirds.  
C. a majority with notice.  
D. three-fourths with notice.

**B, page 631**

421. **Some professional societies have a standing committee on discipline. Which one of the following is not normally a prescribed duty of this committee?**  
A. To impose a penalty  
B. To manage a trial for the society  
C. To investigate disciplinary problems  
D. To hear a trial

**A, pages 632 and 633**

422. **The usual duties for a standing committee regarding discipline are to**  
A. investigate.  
B. introduce resolutions.  
C. manage the trial.  
D. All of the above

**D, page 633**

**QUESTIONS 423-453 ARE FROM THE TINTED (t) SECTION OF ROBERT'S RULES OF ORDER NEWLY REVISED**

423. **Which one of the following motions does not belong with the other three?**  
A. *Postpone a Pending Motion to a Certain Time*  
B. *Main Motion*  
C. *Commit (or Refer) a pending motion*  
D. *Amend a pending motion*

**B, page t4**

424. **Which one of the following motions does not belong with the other three?**  
A. The unqualified motion to *Adjourn*  
B. *Recess* when business is pending  
C. *Lay on the Table*  
D. The privileged motion to *Raise a Question of Privilege*

**C, page t4**

425. **Which one of the following motions does not belong with the other three?**  
A. *Postpone Indefinitely*  
B. *Postpone a Pending Question to a Certain Time*  
C. *Limit or Extend Limits of Debate* on a pending motion  
D. *To Fix the Time to Which to Adjourn* while a motion is pending

**D, page t4**

426. **Which one of the following motions does not belong with the other three?**  
A. To make a motion to *Recess* while business is pending  
B. *Main Motion*  
C. The privileged motion to *Adjourn*  
D. *To Fix the Time to Which to Adjourn* while a question is pending

**B, page t4**

427. **A Main Motion is out of order**  
 A. when any motion is pending.  
 B. if there is not a motion pending.  
 C. immediately after the chair asks for new business after a main motion is adopted.  
 D. after the chair makes a complete announcement of the results of a vote on a main motion.
- A, pages t4 and t5**
428. **The Previous Question is out of order when**  
 A. a main motion is immediately pending.  
 B. a motion to *Commit* is immediately pending.  
 C. a motion which cannot be debated or amended is immediately pending.  
 D. any one of the debatable subsidiary motions are immediately pending.
- C, pages t4 and t5**
429. **The subsidiary motion to Postpone Indefinitely is not in order when**  
 A. the Previous Question has been ordered.  
 B. an amendment is immediately pending.  
 C. any motion except the main question is pending.  
 D. All of the above
- D, pages t4 and t5**
430. **Which motion below must be pending if a member wants to make a motion to Postpone Indefinitely?**  
 A. *Main Motion*  
 B. *Primary Amendment*  
 C. *Commit (or Refer)*  
 D. *Recess*
- A, page t4 and t5**
431. **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
- D, pages t4 and t5**
432. **Which one of the following does not belong with the other three?**  
 A. *Adjourn at or to a future time*  
 B. *Main Motion or Question*  
 C. *Adjourn, ordinary case in societies*  
 D. *Adopt ordinary standing rules*
- C, page t6**
433. **The minimum affirmative vote necessary to adopt a proposal for filling a blank is**  
 A. three-fourths.  
 B. two-thirds.  
 C. a majority.  
 D. None of the above
- C, pages t10 and t11**
434. **A minimum affirmative vote of two-thirds is normally required to adopt a motion to**  
 A. Create a Blank.  
 B. Close Nominations.  
 C. Postpone Definitely.  
 D. Withdraw a Motion.
- B, pages t10, t11, t20, t21, t22, t23, t32, and t33**
435. **Which one of the following motions does not belong with the other three?**  
 A. *Consider by Paragraph or Seriatim*  
 B. *Commit* a pending question  
 C. *Consider informally*  
 D. *Limit or Extend Limits of Debate on a pending question*
- A, page t14**
436. **To refer a matter that is not pending to a committee is classified as a main motion and is therefore**  
 A. debatable.  
 B. allowed when another member has the floor.  
 C. adopted by a minimum affirmative vote of a majority with notice.  
 D. All of the above
- A, pages t12 and t13**
437. **The incidental motion to immediately change an adopted convention agenda is never**  
 A. debatable.  
 B. amendable.  
 C. in order when another member has the floor.  
 D. All of the above
- D, pages t12 and t13**
438. **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*
- D, page t14**
439. **The main motion to Limit or Extend Limits of Debate for the duration of a meeting is never**  
 A. debatable.  
 B. amendable.  
 C. adopted by a minimum affirmative vote of a majority.  
 D. reconsidered.
- C, pages t14 and t15**
440. **Which statement below is true regarding the main motion to Fix the Time to Which to Adjourn?**  
 A. It is never amendable.  
 B. Debate is allowed when it is pending.  
 C. It is in order when another member has the floor.  
 D. A minimum affirmative vote of two-thirds is required for adoption.
- B, pages t16 and t17**
441. **Motions to make, close, or reopen nominations are all**  
 A. adopted by a minimum affirmative vote of two-thirds.  
 B. amendable.  
 C. never in order when another member has the floor.  
 D. debatable.
- C, pages t18 and t19**
442. **One similarity that the motions to Lay on the Table, to Postpone to a Certain Time, and to Postpone Indefinitely have in common is that they all**  
 A. are debatable.  
 B. are amendable.  
 C. require a second.  
 D. require a minimum two-thirds affirmative vote to be adopted.
- C, pages t18, t19, t22 and t23**



443. 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*

D, pages t20, t21, t22 and t23

444. 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.

A, pages t22 and t23

445. Which one of the following does not belong with the other three?

- A. *Postpone an event or action previously scheduled*
- B. *Postpone Indefinitely*
- C. *Postpone to a Certain Time*
- D. *Previous Question*

A, page t24

446. 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

C, pages t24 and t25

447. If a motion is made by a member to grant another member permission to read papers,

- A. the chair makes a ruling on whether the motion is allowed.
- B. a second is not required.
- C. it cannot be reconsidered.
- D. amendments are allowed.

B, page t26

448. Which statement below is false if a motion is made to *Reconsider* in a committee?

- A. It does not need to be seconded.
- B. It cannot be reconsidered.
- C. It is not amendable.
- D. It always requires a minimum affirmative two-thirds vote to be adopted.

D, pages t28 and t29

449. If a motion is made related to voting while a question is pending,

- A. debate is not allowed.
- B. it is classified as a main motion.
- C. a second is not required.
- D. it may not be amended.

A, pages t30 and t31

450. Which form below would you use to make a nomination?

- A. "I move to nominate Lori Johnson."
- B. "I vote we nominate Lori Johnson."
- C. "I nominate Lori Johnson."
- D. "I urge you all to vote for the nomination of Lori Johnson."

C, page t39

451. When a member uses the form, "I move the report be adopted," this means the report is

- A. "agreed to."
- B. "accepted."
- C. "adopted."
- D. All of the above

D, page t34

452. The proper form to use for *Filling a Blank* is

- A. "I suggest \$500."
- B. "I move that the blank be \$500."
- C. "I advise that we insert \$500 in the blank."
- D. "I recommend that \$500 be in the blank because . . ."

A, page t36

453. Which form below should be used to grant permission to *Read Papers*?

- A. **MEMBER:-**"I move that the member be allowed to read his statement."
- B. **MEMBER:-**"I move that the member be permitted to read her statement."
- C. **MEMBER:-**"I move that I be allowed to read a statement."
- D. Any of the above

D, page t41

# **DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS I**

## **THIS PRACTICAL MANUAL**

- . . . contains 1600 multiple-choice questions;**
- . . . uses the current edition of *Robert's Rules of Order Newly Revised* as the exclusive reference;**
- . . . lists the answer and page source directly beneath each question;**
- . . . is an ideal guide to use when preparing for parliamentary procedure examinations;**
- . . . includes questions from every section and the tinted pages of *Robert's Rules of Order Newly Revised*;**
- . . . has the questions arranged in chronological order so they can be easily used as a guide for self-study;**
- . . . is a perfect training reference for parliamentary procedure teams;**
- . . . offers a variety of multiple-choice question formats written in different levels of difficulty;**
- . . . is also available on a menu driven computer disk (CD).**

# Parliamentary Procedure Test Minutes and Other Records Practicum Ag Bowl SMSU 2024



- 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 session.
  
- 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.
  
- 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.

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

- 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 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
- 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."
- 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.
- 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

**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.

**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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.



# 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.
  
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
  
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.
  
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.
  
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.

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

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.
  
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 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.
  
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
  
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.
  
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.



12. A special order automatically interrupts any business that is pending except a
- Motion to adjourn.
  - Motion to recess.
  - Question of privilege.
  - All of the above
13. After a member obtains the floor to debate a motion, he/she can speak no longer than
- 10 minutes.
  - 20 minutes.
  - 30 minutes.
  - Decided by the chair.
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. The word majority means
- "exactly half."
  - "less than half."
  - "more than half."
  - 51%.
16. The method of voting by rising is usually used to verify an inconclusive voice vote and
- On the initial vote of a main motion in a large assembly.
  - On motions requiring a two-thirds vote for adoption.
  - On all motions that require a majority vote for adoption.
  - In small assemblies in the place of a show of hands.
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?
- Ask for a motion to close nominations.
  - Call for a majority vote to close nominations.
  - Declare that nominations are closed.
  - Tell the nominating committee chairman to close nominations.

18. One of the duties of a presiding officer of an assembly is to
- Open the meeting only after all members are present.
  - Allow members to debate without recognition.
  - Allow frivolous and dilatory motions.
  - Expedite business.
19. At a regular meeting, the parliamentarian should be seated
- In an inconspicuous place.
  - Next to the chairman.
  - In the front row of the assembly.
  - Between the secretary and the chairman.
20. Assume that your organization holds business meetings less often than quarterly. How can a main motion go over to the next session?
- Make the motion a special order.
  - Refer the motion to a committee to report at the next meeting.
  - Table the motion and take it from the table at the next meeting.
  - Make a motion to reconsider the motion and it will be taken up at the next meeting.
21. The Latin term sine die means without \_\_\_\_\_.
- A division.
  - An official signature for a document such as the minutes of a meeting.
  - A voice vote.
  - Day.
22. Which one of the following is a standard descriptive characteristic of a motion?
- Other motions which are applicable to the motion
  - The number of times members may debate on the motion
  - The duties of the secretary regarding the motion
  - When the minority may speak
23. The lowest ranking privileged motion is
- Raise a Question of Privilege
  - Recess
  - Call For the Orders of the Day
  - Fix the Time to Which to Adjourn

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.
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.