

**DO NOT WRITE ON TEST**



**Parliamentary  
Procedure Concepts  
~Team~**

**(550)**

**REGIONAL 2025**

*TOTAL POINTS*

\_\_\_\_\_ *100 Points*

**Test Time: 60 minutes**

### Multiple Choice Questions

**Directions: Identify the letter of the choice that best completes the statement or answers the question.**

1. 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
2. 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
3. Another name for a regular meeting is a (an) \_\_\_\_\_.
  - A. ad hoc meeting
  - B. stated meeting
  - C. special meeting
  - D. called meeting
4. 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
5. 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 answers are correct.
6. A Division of the Assembly is in order \_\_\_\_\_.
  - A. without obtaining the floor
  - B. when another member has the floor
  - C. immediately after the vote has been announced
  - D. All of the answers are correct.

7. 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 answers are correct.
8. 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
9. 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
10. 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
11. An item of business can be made an order of the day by \_\_\_\_\_.
  - A. being postponed to a specified time by a majority vote
  - B. the chair tabling a motion
  - C. the assembly adopting a motion to postpone a main motion indefinitely
  - D. All of the answers are correct.
12. 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
13. 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. may be read to the assembly
  - D. is passed out and each member must receive a copy

14. 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
15. 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
16. 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
17. Which statement below is false regarding unanimous consent?  
A. If a speaker's time has expired, the chair may allow him/her to finish by assuming unanimous consent.  
B. An action requiring a two-thirds vote can be taken by unanimous consent.  
C. Action by unanimous consent requires the presence of a quorum.  
D. None of the answers are correct.
18. The rules of the United States House of Representatives permit the Previous Question to be adopted by a minimum affirmative vote of \_\_\_\_\_.  
A. a majority  
B. two-thirds  
C. one-fifth  
D. three-fourths
19. 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
20. 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

21. Assume you are chairman at a convention and the time has arrived for a prescheduled adjournment. What should you do?
- A. Immediately ask for a motion to adjourn from any member of the assembly
  - B. Announce the fact and declare the meeting adjourned
  - C. Ignore it until a member of the assembly demands adjournment
  - D. Take an immediate vote on the motion to adjourn
22. Which statement below is false regarding action that can be taken on a main motion after it has been made and before it is stated by the chair?
- A. Debate or other main motions are not in order.
  - B. A member can ask the maker of the motion to accept modifications.
  - C. The chair must ask for a second if a modification is accepted by the maker of the motion.
  - D. A member can ask the maker of the motion to withdraw it.
23. 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."
24. 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
25. 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 answers are correct.