

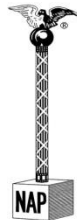
# PARLIAMENTARY PROCEDURE CONCEPTS (592)

—OPEN EVENT—

**REGIONAL – 2017**

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**Identify the choice that best completes the statement or answers the question.**

1. In preparing a written motion or resolution, it is often advisable to:
  - A. allow the parliamentarian to write the resolution
  - B. allow the secretary to write the resolution
  - C. consult with members who can be of assistance in perfecting the resolution
  - D. allow no one except the seconder to know about the resolution
  
2. Where no more than quarterly time intervals elapse between sessions, an order of the day *cannot* be made for a time:
  - A. beyond the end of the next regular business session
  - B. beyond the end of the present session
  - C. during the next regular business session
  - D. none of the above are correct
  
3. Which motion can be renewed after progress in business?
  - A. Rescind
  - B. Adjourn
  - C. Postpone indefinitely
  - D. Question of privilege
  
4. Under certain circumstances, which of the following motions may become debatable?
  - A. Motion to create a blank
  - B. Motion to reopen the polls
  - C. Motion relating to nominations made while election is pending
  - D. Point of order
  
5. Incidental motions:
  - A. are classified as secondary motions
  - B. are debatable
  - C. are incidental to immediately pending motions only
  - D. have an assigned position in the order of precedence
  
6. Boards are:
  - A. a form of an assembly
  - B. empowered to delegate their authority
  - C. essentially large committees
  - D. not empowered to appoint committees
  
7. A recess of an assembly is
  - A. always a privileged motion
  - B. the same thing as an adjournment without day
  - C. a short intermission within a meeting
  - D. in order in the committee of the whole

8. A session consists of:
  - A. several different meetings of the same society
  - B. caucuses of members of a delegation at a convention
  - C. a meeting or a series of connected meetings devoted to a single order of business
  - D. the morning or afternoon portion of an all-day meeting
  
9. The continued presence of a quorum in a meeting is presumed until:
  - A. the absence is noticed by a member who raises a point of order
  - B. all business is completed
  - C. it is waived by unanimous consent
  - D. notices are given
  
10. The first business in order after a mass meeting is called to order is:
  - A. reading the call of the meeting
  - B. election of a chairman
  - C. election of a secretary
  - D. adoption of a resolution expressing the sense of the mass meeting
  
11. In the absence of a rule establishing the method of voting:
  - A. the rule that is established by custom, if any, should be followed
  - B. the custom may not be changed at that time by the assembly
  - C. a ballot vote must be called for
  - D. a motion to create a blank which would take a 2/3 vote would decide
  
12. While members are speaking in debate, the presiding officer should:
  - A. be seated unless the view between him and the members would be obstructed
  - B. be inattentive to the speaker's remarks
  - C. remain standing
  - D. interrupt a speaker because he knows more about the matter
  
13. As an ex officio member of a committee, the president:
  - A. is not counted in determining the number required for a quorum
  - B. may not vote or make motions
  - C. must attend all committee meetings
  - D. need not be informed of meetings
  
14. If a parliamentarian is needed by an organization:
  - A. the assembly should elect the person
  - B. the board of directors should elect the person
  - C. the president should be free to appoint someone in whom he/she has confidence
  - D. the president, with the approval of the board of directors, should appoint the person
  
15. The executive committee is:
  - A. a committee within a committee
  - B. a board within a board
  - C. a subcommittee of the executive board upon adoption of a motion to that effect
  - D. one of the special committees

16. Special rules of order:
- A. modify the rules contained in the parliamentary authority
  - B. cannot conflict with the rules in the parliamentary authority
  - C. do not supersede any rules in the parliamentary authority
  - D. must be adopted separately and placed within the society's bylaws
17. Rules of order relate to:
- A. details of the administration of a society
  - B. details of conventions only
  - C. the orderly transaction of business in meetings and to the duties of officers in that connection
  - D. disciplinary procedures only
18. Special meetings may be called only:
- A. by the president
  - B. by the board of directors
  - C. if specified in the bylaws
  - D. by a certain number of members
19. Adopting or amending special rules of order placed within the bylaws requires:
- A. a two-thirds vote
  - B. a vote of a majority of the entire membership of the organization
  - C. following the procedure for amending the bylaws
  - D. a majority vote
20. What vote is required for expulsion from membership?
- A. a majority vote
  - B. a majority vote, after notice to the offending member
  - C. a unanimous vote of the members present
  - D. a two-thirds vote
21. When any paper is laid before the assembly for action:
- A. if a member was absent from the hall, he may request it be read again
  - B. even if there is debate or amendment, it may not be read again
  - C. it is the right of every member that it be read once
  - D. a request may not be made to re-read, even for information
22. If a main motion is laid on the table:
- A. all adhering questions go with it
  - B. a motion on a similar subject may be considered
  - C. it has the effect of setting aside the orders of the day
  - D. it has the effect of suspending the rules
23. Objection to the consideration of a question:
- A. can be applied to main and subsidiary motions
  - B. can be applied to petitions and communications from a superior body
  - C. requires a two-thirds vote against consideration to sustain the objection
  - D. cannot be submitted by the presiding officer on his own initiative

24. When a secondary motion is placed before the assembly, it:
- A. becomes the immediately pending question
  - B. becomes the pending question
  - C. must be voted on before another motion can be made
  - D. is not debatable
25. A call for the orders of the day can interrupt a pending question:
- A. if the neglect of a general order is involved
  - B. if the neglect of a special order is involved
  - C. if the neglect of a general or special order is involved
  - D. under no circumstances
26. After a member has been assigned the floor, but before he has begun to speak, it is in order to:
- A. give notice of intent to introduce a motion requiring notice
  - B. move to amend something previously adopted
  - C. move to lay on the table the previously adopted motion
  - D. move to adjourn
27. The terms “chair” and “chairperson”:
- A. are not acceptable in any committee meeting
  - B. are acceptable when the presiding officer is female
  - C. are acceptable variations on the term Chairman
  - D. are not acceptable in a deliberative assembly
28. The chair calls for the Good of the Order:
- A. before New Business
  - B. after the completion of New Business
  - C. before Unfinished Business
  - D. under New Business
29. The call to a mass meeting should include:
- A. candidates for office, date, place, who is invited
  - B. who is invited, date, place, future dates, purpose
  - C. names of sponsors, date hour, place purpose, who is invited
  - D. chairman, place, date, hour, who is invited
30. The report of the credentials committee:
- A. may be amended by substituting an entirely different roll of delegates
  - B. is not amendable
  - C. is amendable but is not debatable
  - D. may be amended by striking and inserting

31. The motion to postpone indefinitely can be reconsidered when:
- A. it has received a negative vote
  - B. it has received an affirmative vote
  - C. the main motion is reconsidered
  - D. the main motion is renewed
32. A motion to take a question from the table:
- A. requires previous notice in the call of the meeting if taken up at a special meeting
  - B. requires a two-thirds vote
  - C. can be made when another question is pending
  - D. must be made by the member who moved to lay the question on the table
33. The motion to fix the time to which to adjourn:
- A. adjourns this meeting
  - B. establishes the time for an adjourned meeting
  - C. sets the time for the adjournment of this meeting
  - D. is the same motion as to fix the time at which to adjourn
34. A motion that is pending after having been admitted as a question of privilege is:
- A. a privileged motion
  - B. not debatable
  - C. not amendable
  - D. treated as a main motion
35. The chair may make the motion to:
- A. postpone indefinitely
  - B. reconsider
  - C. amend
  - D. object to the consideration of the question
36. A nominating committee, when selecting nominees for candidacy:
- A. should contact members whom it wishes to place in nomination for office before the meeting of the nominating committee
  - B. may nominate more than one candidate for an office unless the bylaws prohibit it
  - C. may not nominate for office any member of the nominating committee
  - D. may not nominate more than one candidate for each office
37. If the committee of the whole originates a resolution, it concludes by voting to:
- A. recommend that the resolution be committed to a standing committee
  - B. recommend pertinent amendments to the assembly
  - C. adopt the resolution subject to ratification by the assembly
  - D. report the resolution as perfected
38. A committee that ceases to exist when the assembly receives its final report is:
- A. a committee on protocol
  - B. a standing committee
  - C. membership committee
  - D. a special committee

39. A motion to consider informally may be applied to:
- A. any debatable motion that is introduced
  - B. the main motion and its amendments
  - C. the main motion only
  - D. the main motion and any debatable subsidiaries
40. As an alternative to voting by voice, a vote by show of hands:
- A. can be used in small boards or committees
  - B. cannot be used in assemblies
  - C. may not be used to verify an inconclusive voice vote
  - D. may be used for a division of the assembly
41. The preferred wording of the chair when putting the question is:
- A. Those in favor of the motion, say aye. Those opposed, say no.
  - B. All those in favor, please say aye. All those opposed, like sign.
  - C. All in favor, please say aye. All opposed, say nay.
  - D. As many as are in favor, say aye. As many as are opposed, same sign.
42. A question is pending and the meeting is adjourned. At the next meeting, where on the agenda will that question be placed?
- A. Right after the approval of the minutes
  - B. Unfinished Business
  - C. Orders of the Day
  - D. Right after the Reports of the Officers
43. Motions to obtain a quorum are treated as:
- A. privileged motions
  - B. incidental motions
  - C. original main motions
  - D. incidental main motions
44. The program:
- A. should follow the end of the order of business
  - B. must precede the business meeting in case members wish to take action
  - C. should be given after the meeting has adjourned
  - D. may be proceeded to at any time during the meeting by special rule or practice
45. Which heading in the usual order of business is the only one generally needed for a mass meeting?
- A. Reports of Officers
  - B. Election of Chairman
  - C. Reports of Special Committees
  - D. New Business

46. If a member is elected to an office and declines the election:
- A. the person receiving the next highest votes is named to the office
  - B. there must be further notice for election at the next meeting
  - C. the election is incomplete and another vote can be taken immediately
  - D. the rules “to fill a vacancy” apply
47. The report of the nominating committee:
- A. may be amended
  - B. should be adopted
  - C. is not adopted
  - D. may not include as a nominee a member of the committee
48. Unanimous consent:
- A. implies that every member is in favor of the proposed action
  - B. should not be used, even in routine business
  - C. may mean that the opposition acquiesces
  - D. is not the same as general consent
49. If members abstain from voting:
- A. they may express their reasons for not voting
  - B. they must explain their reasons for not voting
  - C. an explanation of the reasons for not voting is not required, nor allowed
  - D. the number of abstentions is counted and recorded in the minutes
50. When the vice-president presides and the president is also on the platform, how is the vice-president addressed?
- A. Mister/Madam Vice-President
  - B. Mister/Madam President
  - C. Mister/Madam Chairman
  - D. Mister/Madam Speaker