

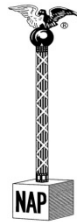
PARLIAMENTARY PROCEDURE CONCEPTS (592)

—OPEN EVENT—

REGIONAL – 2019

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TOTAL POINTS _____ (100)

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MULTIPLE CHOICE

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

1. Which of the following would *not* be classified as a principal type of *deliberative assembly*?
 - A. Legislative body
 - B. Convention
 - C. Board
 - D. Committee
2. What is the legal document that gives the name and object of a society and also other information as required by law?
 - A. Parliamentary authority
 - B. Constitution
 - C. Bylaws
 - D. Corporate Charter
3. The minimum size of a governing board for an organization is
 - A. 4.
 - B. 8.
 - C. 12.
 - D. None or the above. Boards have no minimum size and are usually smaller than assemblies.
4. 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!"
5. 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 - A. rescinded or amended.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.
6. During a regular meeting, the presiding officer refers to himself/herself as
 - A. "I."
 - B. "your presiding officer."
 - C. "the chair."
 - D. "the president."
7. 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.

8. 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.

9. 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.

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

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

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

13. Unless the motion to ***Limit or Extend Limits of Debate*** is adopted by unanimous consent, the chair puts it to a vote by
 - A. rising.
 - B. a ballot.
 - C. raising of hands.
 - D. voice.

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

15. Business is brought before an assembly by a member making a formal proposal called a/(n)
 - A. agenda.
 - B. motion.
 - C. order.
 - D. memorandum.

16. The member who proposes a main motion has the right to speak in debate
 - A. first.
 - B. first and last.
 - C. three different times.
 - D. last.

17. 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, and 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.

18. 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.

19. 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.

20. 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.

21. The basic form of motion by which business is introduced is a(n)
 - A. main motion.
 - B. incidental main motion.
 - C. privileged motion.
 - D. subsidiary motion.

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

23. 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.

24. Which vote on a motion is always taken *first* by the presiding officer?
- A. Affirmative
 - B. Negative
 - C. Abstentions
 - D. Neutral
25. 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*
26. 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 or the above.
27. 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*
28. 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.
29. 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.
30. 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*.
31. 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. *Request for Information*

32. 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.
33. The standard descriptive characteristic dealing with the vote on a motion indicates
- A. what vote is required for adoption.
 - B. when the president may vote.
 - C. when debate is allowed before the voting takes place.
 - D. the method of voting that must be taken.
34. Bylaws and special rules of order contain
- A. the eight steps to process main motions.
 - B. the provisions that are expected to have stability from session to session.
 - C. detailed directions for the presiding officer on how to handle disciplinary problems.
 - D. all the instances when members may appeal the decision of the chair.
35. 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.
36. All subsidiary motions can be applied to
- A. an original main motion.
 - B. a *point of order*.
 - C. themselves.
 - D. third degree amendments.
37. 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.
38. An *incidental main motion*
- A. can be made only with the permission of the assembly.
 - B. is in order if an original main motion is the immediate pending question.
 - C. proposes an action that is defined under parliamentary law and described by a particular parliamentary term.
 - D. is the same as a main motion, except it only can be proposed when an incidental motion is pending.
39. A meeting that is in continuation of the immediately preceding regular or special meeting is a(n)
- A. *regular meeting*.
 - B. *special meeting*.
 - C. *adjourned meeting*.
 - D. *annual meeting*.

40. Another name for a “*special meeting*” is a
- “regular meeting.”
 - “stated meeting.”
 - “session.”
 - “called meeting.”
41. After a main motion has been made and before the question has been stated by the chair,
- any member can rise and informally suggest changes to the maker of the motion.
 - the chairman can insist on changes and implement them without a vote.
 - changes are not allowed because the motion is the property of the assembly.
 - any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly.
42. *Previous notice* may be given
- only by members of the executive board.
 - by charter members.
 - by any member present at a meeting.
 - by anyone present at a meeting.
43. The motion to *Ratify* is a motion to
- delay action.
 - reconsider previous action.
 - repeal previous action.
 - confirm.
44. 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*
45. The motion to *Postpone Indefinitely* can be reconsidered when it has received a(n)
- plurality vote.
 - negative vote.
 - affirmative vote.
 - tie vote.
46. If you were chairman, what would you do after the motion for the *Previous Question* was adopted on a primary amendment?
- Declare that the amendment is adopted.
 - Vote on the motion that the amendment was applied to.
 - Call for a vote on the amendment.
 - Ask for more debate on the amendment.
47. A substitute motion offered for a main motion is a(n)
- third degree amendment.
 - incidental motion.
 - primary amendment.
 - incidental main motion.

48. The motion to *Refer to a Committee* can be applied to
- A. *Points of Order.*
 - B. *Main Motions.*
 - C. *All Secondary Motions.*
 - D. *Privileged Motions.*
49. 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
- A. executive session.
 - B. next regular session.
 - C. next special meeting.
 - D. current session.
50. In an assembly that meets as often as quarterly, a question
- A. can be postponed beyond the end of the next session.
 - B. cannot be postponed beyond the end of the next session.
 - C. cannot be postponed beyond the end of the present session.
 - D. cannot be postponed at all.