

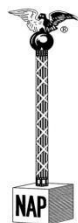
PARLIAMENTARY PROCEDURE CONCEPTS

—TEAM EVENT—

REGIONAL – 2020

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TOTAL POINTS _____ (100)

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Workplace Skills Assessment Program competition.

MULTIPLE CHOICE

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

1. 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*.

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

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

4. 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

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!"

6. 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.

7. If 40 votes are cast, a majority is
- A. 20.
 - B. 21.
 - C. 19.
 - D. 18.
8. 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*.
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 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.
11. Which motion listed below has the lowest precedence or rank?
- A. *Amend*
 - B. *Main*
 - C. *Adjourn*
 - D. *Commit (or Refer)*
12. 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.
13. 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.

14. 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.
15. 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.
16. 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.
17. Main motions should start with the words
- A. "I move that . . ."
 - B. "I so move . . ."
 - C. "I wish to move . . ."
 - D. "I motion that . . ."
18. A short intermission that does not end the meeting is called a (an)
- A. *recess*.
 - B. *temporary adjournment*.
 - C. *adjournment sine die*.
 - D. motion to *Fix the Time to Which to Recess*.
19. If you were the presiding officer, what would be the next step you would pursue after an amendment to a main motion was adopted?
- A. More new business
 - B. Debate on the amended main motion
 - C. Debate on the adopted amendment
 - D. A motion to adjourn
20. An assembly is a
- A. body of people who come together as a group.
 - B. special meeting of the members of an organization.
 - C. session of an executive board of a larger organization.
 - D. series of meetings.

21. The term rules of order refers to the
- A. rules of parliamentary procedure.
 - B. agenda.
 - C. adopted bylaws.
 - D. general order of business.
22. 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.
23. Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?
- A. *Parliamentary Question of Privilege*
 - B. *Point of Parliamentary Information*
 - C. *Parliamentary Inquiry*
 - D. *Parliamentary Authority Opinion*
24. When a member is assigned the floor by the chairman, the member may
- A. debate the pending motion.
 - B. move a secondary motion.
 - C. debate a pending motion and conclude by moving a secondary motion.
 - D. Any of the above
25. A standing committee of an organization reports to the
- A. executive board.
 - B. assembly.
 - C. president.
 - D. board of directors.
26. 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
27. Which one of the following motions is amendable?
- A. *Lay on the Table*
 - B. *Commit (or Refer)*
 - C. The privileged motion to *Adjourn*
 - D. *Raise a Question of Privilege*

28. 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.
29. 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.
30. 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*
31. A member who has been assigned the floor may be interrupted for the purpose of
- A. amending a motion.
 - B. limiting debate.
 - C. raising a question of privilege.
 - D. moving the previous question.
32. 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
33. 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.
34. 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.

35. 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.
36. 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*
37. 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.
38. One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it
- A. takes precedence over no other motions.
 - B. can be debated in detail before being proposed.
 - C. takes precedence over all other motions.
 - D. has a higher precedence than subsidiary motions.
39. Main motions
- A. take precedence over all motions.
 - B. are not debatable.
 - C. always require a two-thirds vote to be adopted.
 - D. are out of order when another member has the floor.
40. 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.
41. 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

42. If you were chairman and a member's debate was not germane, what would you do?
- A. Loudly call the member out of order and follow with a reprimand.
 - B. Rap the gavel lightly, point out the fault, and advise the member to stay on the pending topic.
 - C. Ignore it.
 - D. Tell the parliamentarian to call the member out of order and to explain the breach of order.
43. 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?
- A. Forty
 - B. Forty-six
 - C. Sixty
 - D. Sixty-one
44. 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.
45. If a member violates the secrecy of an executive session,
- A. the member may be punished under disciplinary procedures.
 - 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
46. 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
- A. adding the word 'three.'"
 - B. substituting 'three' for 'basketballs.'"
 - C. inserting the word 'three' before the word 'basketballs.'"
 - D. inserting the word 'three.'"
47. 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
48. It is out of order to move to lay a pending question on the table if
- A. the motion on the previous question is pending.
 - B. the motion to be laid on the table has an amendment already applied to it.
 - C. another member has already moved to lay the matter on the table during the same meeting.
 - D. there is evidently no other matter urgently requiring immediate attention.

49. Assume you do not agree with the chairman's ruling on your Point of Order. What could you do?
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
 - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
 - C. From your seat, and without obtaining the floor say, "I move the previous question."
 - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
50. 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.