

# PARLIAMENTARY PROCEDURE CONCEPTS (592)

—OPEN EVENT—

**REGIONAL – 2020**

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## **MULTIPLE CHOICE**

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

1. 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.
  
2. The process used to amend a motion by placing words at the end of a sentence is
  - A. insertion.
  - B. striking out.
  - C. addition.
  - D. substitution.
  
3. A standing committee of an organization reports to the
  - A. executive board.
  - B. president.
  - C. assembly.
  - D. board of directors.
  
4. 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.
  
5. 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.
  
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. 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
  
8. When a member "has the floor," this means that
  - A. anyone else in the assembly may speak from their seat.
  - B. a main motion need not be seconded.
  - C. another member may also stand and make a motion.
  - D. recognition has been received from the chair.

9. 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.
  
10. The word majority means
  - A. "exactly half."
  - B. "less than half."
  - C. "more than half."
  - D. 51%.
  
11. 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 . . .?"
  
12. 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
  
13. If 40 votes are cast, a majority is
  - A. 20.
  - B. 21.
  - C. 19.
  - D. 18.
  
14. The extreme penalty that an organization can impose on a member is a (an)
  - A. reprimand.
  - B. fine.
  - C. suspension.
  - D. expulsion.
  
15. 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.
  
16. Which vote on a motion is always taken first by the presiding officer?
  - A. Affirmative
  - B. Negative
  - C. Abstentions
  - D. Neutral

17. The announcements at each meeting at a convention should immediately precede
- roll call.
  - the reading and approval of the minutes.
  - the adjournment.
  - new business.
18. Main motions should start with the words
- "I move that . . ."
  - "I so move . . ."
  - "I wish to move . . ."
  - "I motion that . . ."
19. Members have the right to change their vote
- anytime.
  - up to the time the result is announced.
  - if permission is given by the chairman.
  - when the minutes are read at the next regular meeting.
20. In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least
- 25.
  - 26.
  - 27.
  - 34.
21. 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.
22. In the absence of a quorum at an official meeting of a society, the business that may be transacted is
- tabled.
  - referred to a committee.
  - null and void.
  - always adopted by a two-thirds vote.
23. The term rules of order refers to the
- rules of parliamentary procedure.
  - agenda.
  - adopted bylaws.
  - general order of business.
24. 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?
- The manual with the latest publication date.
  - They are both considered in committee, and a compromise decision is recommended and implemented.
  - Robert's Rules of Order Newly Revised*
  - The assembly votes on the manual to use for this specific controversy.

25. The last paragraph of the minutes should state
- which motions were seconded.
  - all notices of motions.
  - all sustained points of order.
  - the hour of adjournment.
26. Which of the following is an example of a standing rule?
- Naming the organization's parliamentary authority
  - Defining a quorum for the organization
  - The maintenance of a guest register
  - Listing the duties of the chairman of all the Standing Committees
27. Which motion listed below has the lowest *precedence* or *rank*?
- Amend*
  - Main*
  - Adjourn*
  - Commit (or Refer)*
28. Which statement below is true regarding incidental motions?
- Incidental motions have no rank among themselves.
  - All incidental motions yield to the privileged motions.
  - When there is a main motion and an amendment pending, a *Point of Order* can only be applied to one of the pending motions.
  - None of the above
29. The motion to *Postpone Indefinitely* is used by
- the chair to place a main motion on the agenda at the next regular meeting.
  - 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.
30. In relatively small standing and special committees, the chairman
- may not make motions.
  - may debate motions.
  - must rise when putting questions to a vote.
  - must enforce the rule that members may only debate twice on motions.
31. 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)
- adjourned meeting.
  - executive meeting.
  - special meeting.
  - sine die meeting.
32. An appeal from the decision of the chair is a
- point of order stated in another way.
  - disagreement with the ruling of the chair.
  - demand to adhere to the agenda.
  - disagreement between members of the assembly.

33. 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.
34. 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.
35. 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
36. 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.
37. An officer who has served more than
- A. 10% of a term is considered to have served a full term.
  - B. one fourth of a term is considered to have served a full term.
  - C. half of a term is considered to have served a full term.
  - D. None of the above
38. The formal presentation of the views of committee members who do not agree with the committee report is called a
- A. "quasi committee account."
  - B. "privileged report."
  - C. "minority report."
  - D. "majority report."
39. An example of an *incidental main motion* would be a motion to
- A. take a recess when no business is pending.
  - B. place a special limit on the length of speeches throughout a meeting.
  - C. adopt recommendations a committee has proposed.
  - D. All of the above
40. 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.

41. The motion to *Limit or Extend Limits of Debate* is out of order when there is an immediately pending motion to
- Adjourn.*
  - Recess.*
  - Lay on the Table.*
  - All of the above.
42. 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.
43. 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*
44. Which of the following are examples of binding instructions which may be included in the motion to *Commit*?
- When the committee should report
  - How the committee should consider the question
  - If the committee should employ an expert consultant
  - All of the above
45. 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.'"
46. Which motion below can be applied to some subsidiary motions even though it ranks lower?
- Commit*
  - Postpone Indefinitely*
  - Amend*
  - Main Motion*
47. One principal advantage of incorporating a society is that the officers and members
- can deduct expenses from their state income taxes while serving the organization.
  - can change the bylaws without a vote of the members.
  - are protected from personal liability under obligations that may be incurred by the organization.
  - use the facilities of the organization for their personal profit.

48. All of the four lowest-ranking subsidiary motions are always debatable except the motion to
- A. *Postpone Indefinitely.*
  - B. *Postpone Definitely.*
  - C. *Amend.*
  - D. *Commit.*
49. One of the rules related to the motion to *Take From the Table* is that it
- A. must be made by the same member who proposed the tabled motion.
  - B. can be proposed during the interrupting business.
  - C. can be proposed during any pending business.
  - D. requires a majority vote for its adoption.
50. The privileged motion to Adjourn takes precedence over all motions except the motion to
- A. *Fix the Time to Which to Adjourn.*
  - B. *Recess.*
  - C. *Amend.*
  - D. *Lay on the Table.*