**DO NOT WRITE ON TEST**



**PARLIAMENTARY PROCEDURE CONCEPTS**

**~OPEN EVENT~**

(592)

**REGIONAL 2022**



**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_100 Points**

**Test Time: 60 minutes**

**MULTIPLE CHOICE**

Identify 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 \_\_\_\_\_\_\_
2. officers (except the parliamentarian).
3. charter members only.
4. people who attend.
5. people who were contacted about the meeting regardless of whether they attend.
6. In different organizations, the number of members constituting a quorum \_\_\_\_\_\_
7. is always 51% of the membership.
8. may vary.
9. is dependent on a decision by the presiding officer prior to opening the meeting.
10. can be determined immediately before roll call by a majority vote of those members present.
11. Another name for a regular meeting is a (an) \_\_\_\_\_\_
12. ad hoc meeting.
13. stated meeting.
14. special meeting.
15. called meeting.
16. If a member yields the floor before speaking for a full ten minutes, the remaining time \_\_\_\_\_
17. can be allotted to the member who seconded the pending motion.
18. is added to the member's total debating time remaining.
19. is relinquished.
20. can be allotted by the chairman to another member who spoke in the affirmative on the motion.
21. Which statement below is false regarding an honorary office?
22. It is a complimentary title.
23. It may be granted to members.
24. It may be bestowed on nonmembers.
25. None of the answers are correct.
26. A mass meeting \_\_\_\_\_\_
27. is the most complicated form of a deliberative assembly.
28. always consists of one meeting.
29. does not need a large attendance to function.
30. has the same objectives as a convention.
31. The person chosen as chairman for a mass meeting should \_\_\_\_\_\_
32. personally know many of the people who attend.
33. be in sympathy with the object of the meeting.
34. be competent as a presiding officer.
35. All of the answers are correct.
36. Which statement below is false regarding a quorum?
37. At a meeting without a quorum, matters can be acted on and ratified at a later meeting.
38. In the absence of a quorum, business can be transacted if agreed to by unanimous consent.
39. If a committee of the whole does not have a quorum, it can only rise and report to the assembly.
40. In the absence of a quorum, a motion can be made "to contact absent members during a recess."
41. When a member has been assigned the floor, it is out of order for another member to call out \_\_\_\_\_
42. "Question, Question!"
43. "I move to adjourn!"
44. "Table the motion!"
45. All of the answers are correct.
46. A Division of the Assembly is in order \_\_\_\_\_\_
47. without obtaining the floor.
48. when another member has the floor.
49. immediately after the vote has been announced.
50. All of the answers are correct.
51. The motion to Lay on the Table is often incorrectly used to \_\_\_\_\_\_
52. set a motion aside in order to consider a non-urgent matter.
53. suppress a motion without debate.
54. kill a motion without a vote on it.
55. All of the answers are correct.
56. The effect of adopting the subsidiary motion to Postpone Indefinitely is to \_\_\_\_\_\_
57. postpone the main motion to the next regular meeting.
58. lay a main motion on the table.
59. reject the main motion indirectly.
60. put a main motion off to a time which is determined by the presiding officer.
61. Most people will ordinarily have some experience in a deliberative assembly such as a \_\_\_\_\_\_
62. mass meeting.
63. local branch of an organized permanent society.
64. convention.
65. board of directors or a school board.
66. The first paragraph of the minutes should not contain the \_\_\_\_\_
67. name of the society.
68. date and time of the meeting.
69. place where the meeting is held if it is not always the same.
70. names of the members who voted in the affirmative to approve the minutes of the previous meeting.
71. If an organization has both a constitution and bylaws as separate documents, which is higher ruling?
72. The bylaws
73. The constitution
74. The assembly decides by a minimum affirmative vote of two-thirds of the members present at a special meeting.
75. None of the answers are correct.
76. The privileged motion to Fix the Time to Which to Adjourn takes precedence over all other motions and the minimum affirmative vote necessary to adopt it is \_\_\_\_\_\_
77. a majority.
78. two-thirds.
79. three-fourths.
80. a unanimous confirmation.
81. In the order of business, reports of Special Committees should immediately follow the \_\_\_\_\_\_
82. Reports of Officers, Boards, and Standing Committees.
83. Reading and Approval of Minutes.
84. Unfinished Business and General Orders.
85. New Business.
86. A Main Motion is out of order \_\_\_\_\_\_
87. when any motion is pending.
88. if there is not a motion pending.
89. immediately after the chair asks for new business after a main motion is adopted.
90. after the chair makes a complete announcement of the results of a vote on a main motion.
91. Which one of the following motions does not belong with the other three?
92. Postpone Indefinitely
93. Postpone a Pending Question to a Certain Time
94. Limit or Extend Limits of Debate on a pending motion
95. To Fix the Time to Which to Adjourn while a motion is pending
96. If a meeting is restricted to members only, which officer checks credentials as people arrive at a meeting?
97. Doorkeeper
98. Curator
99. Sergeant-at-arms
100. Vice-president
101. The rule that requires previous notice of a proposed amendment to the bylaws \_\_\_\_\_\_
102. can be suspended by unanimous consent.
103. can be suspended by a unanimous vote.
104. cannot be suspended.
105. cannot be suspended by members, but officers can meet in executive session and suspend the rule.
106. General Orders are usually taken up under the heading of \_\_\_\_\_\_
107. Reports of Officers and General Orders.
108. Reports of Special Committees and General Orders.
109. Reading and Approval of the Minutes and General Orders.
110. Unfinished Business and General Orders.
111. If an organization's officers are members of the assembly, \_\_\_\_\_\_
112. they represent a quorum regardless of the number of other members in attendance.
113. they can determine the percentage of members that represents a quorum.
114. they are counted in deciding if a quorum is present.
115. and they are necessary to make a quorum, they may leave and it does not effect the quorum count.
116. Which statement below is false regarding a quorum?
117. Depending on the organization, the number of members constituting a quorum may vary.
118. In most church organizations that have no dues or a registration of members, a quorum consists of those attending.
119. A quorum refers to the actual number of members voting on a motion.
120. A quorum is often specified as a percentage of the membership.
121. Which motion below can be used to require the chairman's ruling to be submitted to a vote of the assembly?
122. Repeal
123. Appeal
124. Reconsider
125. Annul
126. An item of business can be made an order of the day by \_\_\_\_\_\_
127. being postponed to a specified time by a majority vote.
128. the chair tabling a motion.
129. the assembly adopting a motion to postpone a main motion indefinitely.
130. All of the answers are correct.
131. Formal installation of officers elected at a convention often takes place \_\_\_\_\_\_
132. immediately after each one is elected.
133. at the next regular convention.
134. as part of the closing banquet meeting.
135. at an executive meeting with only the past officers present.
136. If a motion is made to receive a committee report, it means that the report \_\_\_\_\_\_
137. is formally placed before the assembly for amendments.
138. is the immediately pending question for possible adoption.
139. may be read to the assembly.
140. is passed out and each member must receive a copy.
141. Alternate delegates at a convention are usually seated \_\_\_\_\_\_\_
142. in a group with the registered delegates.
143. in any order with the registered delegates.
144. apart from registered delegates.
145. with the guest speakers.
146. In organizing a permanent society, the next immediate business after the bylaws are adopted and a recess is taken to enroll members is \_\_\_\_\_\_
147. the nomination of permanent officers.
148. to elect permanent officers.
149. to read the roll of members.
150. new business.
151. The subsidiary motion to Commit or Refer cannot be \_\_\_\_\_\_
152. amended.
153. postponed indefinitely.
154. reconsidered in any case.
155. carried to the table when applied to a main motion.
156. The use of the word recess to describe the period between regular sessions of an assembly has \_\_\_\_
157. the same meaning as an adjournment sine die.
158. a purpose similar to the motion to Fix the Time to Which to Adjourn.
159. no correlation to the parliamentary meaning of the term.
160. the same purpose as an adjourned meeting.
161. Which one of the following have no rank among themselves and cannot be given a position in the order of precedence of motions?
162. Privileged motions
163. Incidental motions
164. Subsidiary motions
165. None of the answers are correct.
166. Which statement below is false regarding unanimous consent?
167. If a speaker's time has expired, the chair may allow him/her to finish by assuming unanimous consent.
168. An action requiring a two-thirds vote can be taken by unanimous consent.
169. Action by unanimous consent requires the presence of a quorum.
170. None of the answers are correct.
171. In a committee of the whole, unless the bylaws stipulate differently, the quorum is \_\_\_\_\_\_
172. identical as in the assembly.
173. 51% of the total membership.
174. a majority of the members present at the regular meeting.
175. decided by the secretary and it can be different at each meeting.
176. The rules of the United States House of Representatives permit the Previous Question to be adopted by a minimum affirmative vote of \_\_\_\_\_\_
177. a majority.
178. two-thirds.
179. one-fifth.
180. three-fourths.
181. The adoption of the motion to Fix the Time to Which to Adjourn does not \_\_\_\_\_\_
182. have the same effect as a motion to fix the time at which to adjourn.
183. adjourn the present meeting.
184. set a time for the present meeting to adjourn.
185. All of the answers are correct.
186. When a presiding officer appoints a committee at a regular meeting, the chairman is usually the committee member named \_\_\_\_\_\_
187. first.
188. second.
189. next to the last.
190. last.
191. Which one of the following officer titles does not belong with the other three?
192. Curator
193. Sergeant-at-arms
194. Warden
195. Warrant Officer
196. The subsidiary motion to Amend cannot \_\_\_\_\_\_
197. be laid on the table if applied to a main motion.
198. have a Division of the Question applied to it.
199. be amended.
200. be postponed indefinitely.
201. Assume you are chairman at a convention and the time has arrived for a prescheduled adjournment. What should you do?
202. Immediately ask for a motion to adjourn from any member of the assembly.
203. Announce the fact and declare the meeting adjourned.
204. Ignore it until a member of the assembly demands adjournment.
205. Take an immediate vote on the motion to adjourn.
206. If a motion is made that deviates from the correct order of business, except in the case of a special order, a Call for the Orders of the Day must be made before \_\_\_\_\_\_
207. a second to the motion is made.
208. the question is put by the chair.
209. the motion is stated by the chair.
210. the member who made the motion resumes his/her seat.
211. "Gaveling through" a motion is a procedure when the presiding officer \_\_\_\_\_\_
212. taps the gavel when a motion is seconded and again after it is adopted.
213. allows the assembly to vote on an unimportant main motion without a second and debate.
214. puts a question to a vote so fast that members cannot gain the floor.
215. interrupts a member who is making a motion by tapping the gavel several times.
216. 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?
217. Debate or other main motions are not in order.
218. A member can ask the maker of the motion to accept modifications.
219. The chair must ask for a second if a modification is accepted by the maker of the motion.
220. A member can ask the maker of the motion to withdraw it.
221. Assume you are the chairman at a meeting and a motion to Reconsider a debatable motion is adopted. What would be your next step?
222. Put the main motion to a vote.
223. Open the main motion to debate.
224. Declare the main motion adopted and ask for further new business.
225. None of the answers are correct.
226. What does the chairman say after notifying the assembly that a motion has not been seconded?
227. "Will the maker of the motion withdraw his/her motion?"
228. "The unseconded motion is postponed until the next regular meeting."
229. "The next item of business is . . ."
230. "The motion is lost."
231. Assume a speaker's time has expired in debate on a motion, and he/she asks for two more minutes. How would the chair ask the assembly for unanimous consent?
232. "The chair grants the speaker two more minutes, since no other member wishes to speak."
233. "Is there any objection to the member's time being extended two minutes?" (Pause for response) "The chair hears no objection, and it is so ordered."
234. "The chair would like the member to have his/her speaking time extended two minutes. We will vote on this request."
235. "All those in favor of unanimous consent to allow two more minutes of debating time, please say 'Aye.'" (Pause for response) "Those opposed, say 'No.'"
236. 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 \_\_\_\_\_\_
237. are debatable.
238. are amendable.
239. require a second.
240. require a minimum two-thirds affirmative vote to be adopted.
241. If the maker of the motion to Reconsider fails to state which side he/she voted on when the vote was by unanimous consent, the chair should \_\_\_\_\_\_
242. ignore the motion to Reconsider and not process it.
243. ask if the member was present at the time.
244. rule the member out of order, since the motion to Reconsider cannot be applied to a motion adopted by unanimous consent.
245. take another voice vote on the motion to Reconsider.
246. When a member uses the form, "I move the report be adopted,” this means the report is \_\_\_\_\_\_
247. "agreed to."
248. "accepted."
249. “adopted.”
250. All of the answers are correct.