

Name: \_\_\_\_\_

State: \_\_\_\_\_

## 2022 National FFA Parliamentary Procedure LDE & SAEP Accreditation Exam - PART II

### DIRECTIONS:

Read each question carefully and place the one, best answer in the blank to the left of each question. Then transfer the answer to the answer sheet. You will be allowed one hour to complete this part. *Robert's Rules of Order Newly Revised* cannot be used for this part. Remember to answer all 45 questions.

- \_\_\_\_\_ 1. The quorum of an assembly is:
  - a. Two-thirds (2/3) of the members present at a meeting.
  - b. The largest number that can be depended on to attend any meeting.
  - c. The number of members who must be present for business to be legally transacted.
  - d. The number of members who always vote on motions brought before the assembly.
- \_\_\_\_\_ 2. If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?
  - a. An ad hoc committee studies it and reports back at the next regular meeting.
  - b. It is brought back under the heading of Unfinished Business at the next regular meeting.
  - c. It is killed for the duration of the session.
  - d. It is automatically passed without debate.
- \_\_\_\_\_ 3. The motion to *Lay on the Table* is commonly misused in meetings in the place of the motion to:
  - a. Adjourn
  - b. Postpone to a Certain Time
  - c. Reconsider
  - d. Commit (or Refer)
- \_\_\_\_\_ 4. If a motion to adjourn is qualified in any way (example: "I move we adjourn in 10 minutes"), it is classified as a(an):
  - a. Main motion.
  - b. Privileged motion.
  - c. Subsidiary motion.
  - d. Incidental motion.
- \_\_\_\_\_ 5. The motion to Raise a Question of Privilege takes precedence over all the motions below except the motion to:
  - a. Amend
  - b. Commit (or Refer)
  - c. Limit Debate
  - d. Recess
- \_\_\_\_\_ 6. 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.

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- \_\_\_\_\_ 7. Which one of the following motions is debatable?
- \_\_\_\_\_ a. Raise a Question of Privilege.
  - \_\_\_\_\_ b. Previous Question.
  - \_\_\_\_\_ c. The privileged motion to Fix the Time to Which to Adjourn.
  - \_\_\_\_\_ d. Postpone Indefinitely.
- \_\_\_\_\_ 8. The privileged motion to Call for the Orders of the Day is used primarily to:
- \_\_\_\_\_ a. Order the chairman to take an immediate recess.
  - \_\_\_\_\_ b. Require that a meeting conform to its agenda.
  - \_\_\_\_\_ c. Indicate to members when a point of order may be called.
  - \_\_\_\_\_ d. Write orders for all committees to complete their tasks by a specific time.
- \_\_\_\_\_ 9. Motions that assist the assembly in treating or disposing of a main motion are called:
- \_\_\_\_\_ a. Main motions.
  - \_\_\_\_\_ b. Subsidiary motions.
  - \_\_\_\_\_ c. Incidental motions.
  - \_\_\_\_\_ d. Privileged motions.
- \_\_\_\_\_ 10. With a main motion and an amendment pending, which of the following motions would be out of order?
- \_\_\_\_\_ a. Lay on the Table.
  - \_\_\_\_\_ b. Recess.
  - \_\_\_\_\_ c. Postpone Indefinitely.
  - \_\_\_\_\_ d. Refer to a Committee.
- \_\_\_\_\_ 11. When an amendment is pending:
- \_\_\_\_\_ a. Debate on the amendment is limited to one speech from each member.
  - \_\_\_\_\_ b. The motion to be amended may not be discussed.
  - \_\_\_\_\_ c. Debate can extend into the merits of the motion to be amended.
  - \_\_\_\_\_ d. Another primary amendment may be applied to the motion to be amended.
- \_\_\_\_\_ 12. A meeting that is in continuation of the immediately preceding regular or special meeting is a(an):
- \_\_\_\_\_ a. Regular meeting.
  - \_\_\_\_\_ b. Special meeting.
  - \_\_\_\_\_ c. Adjourned meeting.
  - \_\_\_\_\_ d. Annual meeting.
- \_\_\_\_\_ 13. The motion calling for a Division of a Question is used to:
- \_\_\_\_\_ a. Obtain a standing vote on the pending question.
  - \_\_\_\_\_ b. Divide the pending question into parts and assign the parts to ad hoc committees.
  - \_\_\_\_\_ c. Separate, debate, and vote on different, distinct parts of a motion.
  - \_\_\_\_\_ d. Determine if debate should be divided equally between members.
- \_\_\_\_\_ 14. After the presiding officer calls a meeting to order, the next order of business is usually:
- \_\_\_\_\_ a. New business.
  - \_\_\_\_\_ b. Reports of officers.
  - \_\_\_\_\_ c. Unfinished business.
  - \_\_\_\_\_ d. Reading and approval of the minutes.

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- \_\_\_\_\_ 15. Which motion below has the highest precedence?
- Fix the Time to Which to Adjourn.
  - Lay on the Table.
  - Call for the Orders of the Day.
  - Main Motion.
- \_\_\_\_\_ 16. When a motion to Recess is made while another motion is pending it is a(an):
- Incidental motion.
  - Privileged motion.
  - Incidental main motion.
  - Main motion.
- \_\_\_\_\_ 17. Which of the following must be ordered after a demand by only one member?
- Object to the Consideration of a Question.
  - Division of the Assembly.
  - Withdrawal of a Motion (during debate).
  - Previous Question.
- \_\_\_\_\_ 18. Which one of the following is a motion that brings a question again before the assembly?
- Lay on the Table
  - Reopen Nominations
  - Postpone Definitely
  - Take from the Table
- \_\_\_\_\_ 19. To be in order, an amendment must always be:
- Germane.
  - Made by the member who proposed the motion that the amendment is applied to.
  - Short.
  - In the form of a question.
- \_\_\_\_\_ 20. The subsidiary motion to *Limit or Extend the Limits of Debate*:
- Can only be applied to amendments.
  - Requires a majority vote to be adopted.
  - Is in order when another member has the floor.
  - Takes precedence over all debatable motions.
- \_\_\_\_\_ 21. Which one of the following motions is amendable?
- Lay on the Table.
  - Commit (or Refer).
  - The privileged motion to Adjourn.
  - Raise a Question of Privilege.
- \_\_\_\_\_ 22. The questions acted upon in a deliberative assembly are normally decided by the:
- Officers of the organization.
  - Members who are present at a regular meeting.
  - Members who vote by mail.
  - Entire membership of the organization.

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- \_\_\_\_\_ 23. Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?
- Adjourn
  - Fix the Time to Which to Adjourn
  - Recess
  - Call for the Orders of the Day
- \_\_\_\_\_ 24. In contrast to the motion to Reconsider, the motion to Rescind:
- Does not need to be seconded.
  - Is never debatable.
  - Can be made by any member.
  - Requires a majority vote of all the members of a society to be adopted.
- \_\_\_\_\_ 25. Main motions:
- Take precedence over all motions.
  - Are not debatable.
  - Always require a two-thirds (2/3) vote to be adopted.
  - Are out of order when another member has the floor.
- \_\_\_\_\_ 26. Which statement below is true regarding the subsidiary motion to Move the *Previous Question*?
- A second is not needed.
  - The chairman must call on members for and against this motion when it is debated.
  - It does not prevent the making of privileged or incidental motions.
  - It is in order when another member has the floor.
- \_\_\_\_\_ 27. To withdraw a motion that has been stated by the chair requires:
- A secondary amendment.
  - Approval of the member who seconded the motion to be withdrawn.
  - Permission of the assembly.
  - Approval of the secretary.
- \_\_\_\_\_ 28. The incidental motion to Appeal is used:
- To have the chairman's ruling voted on by the assembly.
  - If a member wishes to appeal to the maker of a motion to accept an amendment.
  - When an accurate standing vote is needed on a main motion.
  - To point out that another member's debate is not germane.
- \_\_\_\_\_ 29. When an organization needs to make a decision that requires more than a majority vote, common requirements are a:
- Rising vote.
  - Ballot vote.
  - 2/3 vote or previous notice
  - 3/4 vote and previous notice

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- \_\_\_\_\_ 30. Your organization has 60 regular members in attendance at a regular meeting and the president, who is the presiding officer. If all 60 regular members voted, how many would have to vote in favor of the motion to Move the Previous Question for it to be adopted? Assume the president does not vote.
- 20
  - 40
  - 30
  - 31
- \_\_\_\_\_ 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. The object of the incidental motion to Suspend the Rules is to suspend one or more rules contained in the:
- Parliamentary authority.
  - Special rules of order.
  - Standing rules of the assembly.
  - All of the above.
- \_\_\_\_\_ 33. All of the following should be included in *Article IV: Officers* of the bylaws except:
- The specific date new officers are to assume their duties.
  - How the officers will be elected.
  - The method of nominating officers.
  - The length of term of officers.
- \_\_\_\_\_ 34. The actual reading of the minutes by a society's secretary may be waived if:
- The chairman decides they are not important.
  - They are too long.
  - They are sent to all members in advance and no member objects to not reading them.
  - The secretary does not have time.
- \_\_\_\_\_ 35. Which statement below is true regarding debate?
- A member is entitled to debate two consecutive times.
  - The chair should recognize members who have the same opinion as often as possible.
  - The chair should alternate between those favoring and those opposing a measure.
  - The member who made a pending motion can speak on the question as many times as desired.
- \_\_\_\_\_ 36. The minimum affirmative vote necessary to suspend Standing Rules is:
- A majority with notice.
  - A majority without notice.
  - Two-thirds without notice.
  - Two-thirds with notice.

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- \_\_\_\_\_ 37. When a member makes a Point of Order, how is it normally decided?
- The chair rules on it.
  - It can be adopted by a majority vote of the assembly after it is seconded.
  - It can be adopted by a two-thirds vote of the assembly after it is seconded.
  - The parliamentarian rises after the breach of order is described by the member and immediately rules on it.
- \_\_\_\_\_ 38. A Request for Information (or Point of Information) is a request directed to the chair, or through the chair to another member, for information relevant to:
- Parliamentary procedure.
  - A motion that was adopted at the last regular meeting.
  - The business at hand, but not concerned with parliamentary procedure.
  - The comfort of the meeting room.
- \_\_\_\_\_ 39. In the absence of a society's president and vice-president:
- Any standing committee chairman can preside.
  - A chairman pro tem should be elected.
  - The secretary can put questions to a vote.
  - Any volunteer from the assembly may preside.
- \_\_\_\_\_ 40. The highest ranking of the following motions is a(an):
- Main motion.
  - Amendment.
  - Amendment to the motion to Recess.
  - Recess.
- \_\_\_\_\_ 41. To take a motion out of its proper order at a meeting requires:
- A two-thirds vote in the affirmative.
  - A majority vote in the affirmative.
  - The chairman's approval.
  - A three-fourths affirmative vote by ballot.
- \_\_\_\_\_ 42. Which motion below would you make if an original main motion is proposed that is strongly undesirable?
- Division of a Question.
  - Objection to the Consideration of a Question.
  - Objection to the Previous Question.
  - Appeal the Question.
- \_\_\_\_\_ 43. Which of the following is not a characteristic of the motion to Reconsider?
- It must be made only on the same day the vote to be reconsidered was taken.
  - It must be made only by a member who voted with the prevailing side.
  - It can only be moved by a member who voted "Aye" if the motion was adopted, or "No" if the motion was lost.
  - It requires a two-thirds vote or a majority vote with previous notice.
- \_\_\_\_\_ 44. A committee that has a continuing existence and is in the society's bylaws is called a(an):
- Special committee.
  - Standing committee.
  - Ordinary committee.
  - Whole committee.

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- \_\_\_\_\_ 45. The purpose of the motion to *Commit* or *Refer* is to send a pending question to a committee so that:
- a. It may be delayed.
  - b. They can amend it and take action without permission from the assembly.
  - c. The question may be carefully investigated and put into better condition for the assembly to consider.
  - d. They can Lay it on the Table during informal discussions at a committee meeting.