

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 7 (2013 National Parliamentary Procedure CDE)

PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: _____ STATE: _____ SCORE: _____

DIRECTIONS: Use the 11th edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the statements below, write them in the spaces and then transfer them to the answer sheet. You will be allowed 30 minutes to complete this part. **Submit this part and your copy of *Robert's Rules of Order Newly Revised* to your proctor immediately after it is completed and request Part II.**

“Although the call of a special meeting must state the purpose of the meeting, it need not give the exact content of individual motions that will be considered.”

1. Page number: _____ 2. Beginning line number: _____

“When an order limiting or extending the limits of debate finally ceases to be in force as relates to all the motions it affected, the order is said to be “exhausted.”

3. Page number: _____ 4. Beginning line number: _____

“After a motion has been withdrawn, the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting.”

5. Page number: _____ 6. Beginning line number: _____

“The minutes of the meeting are normally read and approved at the beginning of the next regular meeting, immediately after the call to order and any opening ceremonies.”

7. Page number: _____ 8. Beginning line number: _____

“A *Request for Information* (also called a *Point of Information*) is a request directed to the chair, or through the chair to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.”

9. Page number: _____ 10. Beginning line number: _____

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PART II---MULTIPLE CHOICE WRITTEN TEST

NAME: _____ STATE: _____ SCORE: _____

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. If the class of a specific motion is not named for a question, it belongs to the class on the list of permissible motions for this Career Development Event. 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 *call of a meeting* is a

- A. notice of a special meeting.
- B. demand by the presiding officer for the meeting to begin.
- C. written notice of the time and place of the meeting which is sent to all members in advance.
- D. verbal notice of the time and place of the meeting at least one year prior to the date of the meeting.

_____ 2. If a special rule of order is not in agreement with an organization's parliamentary authority, which one must be used?

- A. The parliamentary authority
- B. The special rule
- C. It is decided by a majority vote of the assembly.
- D. Neither one. The organization's secondary parliamentary authority would be consulted.

_____ 3. Calling a meeting to order is

- A. always completed after the minutes are read.
- B. the first item of business.
- C. not part of the order of business.
- D. always done by the vice-president.

_____ 4. The *second* of a motion

- A. should always raise a hand.
- B. should always stand and give his/her name.
- C. must be recognized by the chair.
- D. does not need to obtain the floor.

_____ 5. There are 26 in the affirmative and 26 in the negative on a vote for a main motion. Which way would the chairman have to vote in order for the motion to be adopted?

- A. For the negative
- B. For the affirmative
- C. The chair would have to abstain
- D. None of the above. The chair cannot vote in this situation.

_____ 6. One feature of main motions is that they

- A. can be made when other main motions are pending.
- B. rank the highest in the order of precedence of motions.
- C. are classified as one of the secondary motions.
- D. bring business before the assembly.

_____ 7. The motion to *Discharge a Committee* is made to

- A. take the matter out of the hands of a committee.
- B. allow another committee to take over the task.
- C. dissolve a committee.
- D. charge the committee with negligence of duty.

_____ 8. One feature of a *special meeting* is that

- A. it can be held at the same time as a regular meeting.
- B. as many different items as desired can be discussed during the meeting.
- C. notice of the time, place, and purpose must be mailed to members several days in advance.
- D. the president can call one at any time without notice.

_____ 9. After debate seems to have ended on a main motion, the chairman makes sure that no one else wishes to speak by asking

- A. "Are there any questions?"
- B. "Are you ready for the question?" or "Is there any further debate?"
- C. "Are there any questions that members wish to ask the maker of the motion?"
- D. the maker of the motion for permission to take a voice vote.

_____ 10. Which of the following is false regarding an amendment?

- A. An amendment can be applied to itself.
- B. Debate on an amendment is permissible only for the member who proposed the amendment.
- C. The presiding officer cannot debate an amendment unless the chair is given up to the next ranking officer.
- D. An amendment requires a majority vote to be adopted.

_____ 11. The term *recommit* is applied to a motion

- A. that proposes to refer a question a second time.
- B. if the original motion to refer is lost.
- C. that a special committee can adopt to postpone their work indefinitely.
- D. None of the above

_____ 12. The subsidiary motion to *Limit or Extend Limits of Debate*

- A. can only be applied to amendments.
- B. requires a majority vote to be adopted.
- C. is in order when another member has the floor.
- D. takes precedence over all debatable motions.

_____ 13. Which one of the following subsidiary motions can be applied to the motion to *Lay on the Table*?

- A. *Postpone Indefinitely*
- B. *Refer to a Committee*
- C. *Previous Question*
- D. None of the above. No subsidiary motion can be applied to the motion to *Lay on the Table*.

___ 14. A quorum should be established as:

- A. 2/3 of all the members of an organization
- B. The number of members, usually listed in the bylaws, that can be depended on to be present at a meeting.
- C. The number of members present at any regular meeting
- D. Half the number of dues paying members.

___ 15. 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.*

___ 16. Which statement below is true regarding a *Point of Order*?

- A. Points of order should be called on minor irregularities.
- B. A parliamentary inquiry has the same purpose as a point of order.
- C. If a motion is not seconded, and is debated and then adopted, a point of order is too late.
- D. A member must rise and be recognized by the chair before raising a point of order.

___ 17. 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?

- A. Propose an amendment that will divide the question into two, separate parts.
- B. From your seat, and without obtaining the floor say, "I call for a division."
- C. Rise to a point of order because there are two different topics pending.
- D. 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.'"

___ 18. Which of the following is NOT a motion that brings a question again before the assembly?

- A. *Withdraw a Motion.*
- B. *Take from the Table*
- C. *Rescind*
- D. *Reconsider*

___ 19. A motion that is *Taken From the Table*

- A. cannot be amended.
- B. requires a two-thirds vote to be adopted.
- C. can be laid on the table again.
- D. must be debated by the member who proposed the motion that was tabled.

___ 20. A member moves a main motion and debates it twice. The motion is lost. Later in the same meeting, the motion to Reconsider the main motion is moved. How many times is the member allowed to debate the motion to Reconsider?

- A. two times.
- B. three times.
- C. The member exhausted his right to debate when the main motion was first pending.
- D. None, the motion to reconsider is not debatable

- ___ 21. Which of the following motions does NOT require a 2/3 vote?
- A. Previous Question
 - B. Reconsider
 - C. Rescind (without previous notice)
 - D. Limit or Extend Limits of Debate
- ___ 22. Which motion below is used to make a pending question an order of the day for a future time?
- A. *Lay on the Table*
 - B. *Amend*
 - C. *Postpone to a Certain Time (Definitely)*
 - D. *Reconsider*
- ___ 23. Except for an *Appeal*, how many times can a member speak on the same motion on the same day?
- A. Once
 - B. Twice
 - C. Three times
 - D. There is no limit on the number of times a member can debate a debatable motion.
- ___ 24. A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the minimum vote required to adopt a main motion is
- A. 60.
 - B. 61.
 - C. 90.
 - D. 91.
- ___ 25. An order for a recount on a ballot vote requires a
- A. majority vote.
 - B. two-thirds vote.
 - C. three-fourths vote.
 - D. unanimous vote.
- ___ 26. One of the duties of a presiding officer of an assembly is to
- A. open the meeting only after all members are present.
 - B. allow members to debate without recognition.
 - C. allow frivolous and dilatory motions.
 - D. expedite business.
- ___ 27. Who has the right to examine the minutes of a society if requested at a reasonable time and place?
- A. Only the president
 - B. Only the officers of the organization
 - C. Any member
 - D. Any interested person
- ___ 28. The usual method of appointing assembly members to a special committee is
- A. to conduct a ballot vote.
 - B. to select a committee chairman who then chooses the committee members.
 - C. by open nominations from the floor.
 - D. usually specified in the motion that establishes the committee.
- ___ 29. Which of the following is suited for large assemblies?
- A. *Committee of the whole*
 - B. *Quasi committee of the whole*
 - C. *Informal consideration*
 - D. None of the above

- ___ 30. The first business of a meeting to organize a permanent society is to
- A. adopt bylaws.
 - B. select a committee to choose the officers.
 - C. nominate a chairman pro tem and then a secretary.
 - D. adopt a resolution to form the society.
- ___ 31. Which class of motions do not relate to pending business, but have to do with special matters of immediate and overriding importance?
- A. Subsidiary Motions
 - B. Incidental Motions
 - C. Privileged Motions
 - D. Motions that bring a question again before the assembly
- ___ 32. Nonmembers can be excluded at any time from part or all of a meeting by
- A. a ruling of the chair in cases of disorder.
 - B. an adoption of a rule on the subject.
 - C. a question of privilege and a motion to "go into executive session."
 - D. All of the above
- ___ 33. Which motion below is the lowest ranking privileged motion?
- A. Recess
 - B. Call for the Orders of the Day
 - C. Adjourn
 - D. Raise a Question of Privilege
- ___ 34. A Main Motion must be
- A. seconded.
 - B. debated.
 - C. made when another member has the floor.
 - D. adopted by a two-thirds vote.
- ___ 35. If you were chairman and a member proceeded to debate the merits of a main motion when the motion to *Postpone to a Certain Time* was the immediately pending question, what action would you take?
- A. Nothing.
 - B. Politely notify the member that debate must be confined to the merits of the motion to postpone the main motion.
 - C. Allow the member to debate for five minutes on the motion to *Postpone Definitely* and five minutes on the motion it is applied to.
 - D. Take a vote on the motion to postpone so that the main motion could be debated again.
- ___ 36. Which one of the following motions is debatable and amendable?
- A. Previous Question
 - B. Refer to a Committee
 - C. Suspend the Rules
 - D. Take From the Table
- ___ 37. A person presiding at a meeting who is not an officer should be addressed as "Mr. or Madam
- A. Chairman."
 - B. Presider."
 - C. Honorary Chairman."
 - D. Chairman Pro tem."

- ___ 38. If the chair is in doubt about the close results of a voice vote, he/she should
- A. still announce the outcome.
 - B. retake the vote using a rising vote.
 - C. ask the secretary to decide the result of the vote.
 - D. retake the vote using a roll call.
- ___ 39. Another name for a *regular meeting* is a (an)
- A. *ad hoc meeting*.
 - B. *stated meeting*.
 - C. *special meeting*.
 - D. *called meeting*.
- ___ 40. Which term below is preferred for an *amendment to a main motion*?
- A. *Privileged amendment*
 - B. *Primary amendment*
 - C. *Preferential amendment*
 - D. *Predominant amendment*
- ___ 41. Assume a main motion is pending "that we play volleyball tonight." A member then moves "that we postpone the motion to play volleyball until tomorrow." What would you do as chairman?
- A. Ask for a second and process the postponement.
 - B. Ask the member who made the main motion to change the time of the volleyball game.
 - C. Rule the motion out of order.
 - D. None of the above
- ___ 42. The motion to *Lay on the Table*
- A. cannot be qualified in any way.
 - B. requires a two-thirds vote for adoption at a special meeting.
 - C. can only be made by a member who voted in favor of the motion that may be laid on the table.
 - D. is in order when another member has the floor.
- ___ 43. When the motion to Appeal the Decision of the Chair is moved, a tie vote:
- A. Must be broken by the chair.
 - B. Sustains the chair's decision.
 - C. Must be broken by the Secretary
 - D. Reverses the chair's decision.
- ___ 44. The first paragraph of the minutes should not contain the
- A. name of the society.
 - B. date and time of the meeting.
 - C. place where the meeting is held if it is not always the same.
 - D. names of the members who voted in the affirmative to approve the minutes of the previous meeting.
- ___ 45. Until the chair states the question, the maker of the motion:
- A. Has the right to modify or withdraw the motion.
 - B. Has the right to modify the motion with the consent of the person who seconded the motion.
 - C. Has the right to withdraw the motion with the consent of the assembly.
 - D. Has not rights to modify or withdraw the motion because it belongs to the assembly.

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ANSWER KEY

PART I

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|-------------|------------------------|
| 1. Page 93 | 2. Beginning line: 15 |
| 3. Page 191 | 4. Beginning line: 32 |
| 5. Page 297 | 6. Beginning line: 24 |
| 7. Page 473 | 8. Beginning line: 28 |
| 9. Page 294 | 10. Beginning line: 19 |

PART II (Page answer source from RONR is in parentheses)

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|-----------------------|-------------------------|
| 1. C (4) | 24. B (400) |
| 2. B (16) | 25. A (419) |
| 3. C (26-footnote) | 26. D (450) |
| 4. D (35) | 27. C (460) |
| 5. B (50, 51) | 28. D (492) |
| 6. D (62) | 29. A (530) |
| 7. A (76) | 30. C (554) |
| 8. C (92, 93) | 31. C (66) |
| 9. B (120) | 32. D (644, 645) |
| 10. B (132, 133) | 33. B (4) |
| 11. A (168) | 34. A (103) |
| 12. D (192) | 35. B (22, 23 footnote) |
| 13. D (211) | 36. B (42) |
| 14. B (346) | 37. A (23) |
| 15. A (235) | 38. B (51) |
| 16. C (250) | 39. B (89) |
| 17. D (275, 276) | 40. B (135) |
| 18. A (Tinted Pg. 28) | 41. C (184) |
| 19. C (301) | 42. A (217) |
| 20. A (322) | 43. B (258) |
| 21. B (320) | 44. D (468, 469) |
| 22. C (365) | 45. A (40) |
| 23. B (389) | |