

Description Parliamentary Procedure Concepts—ML :

The written objective test may include questions on parliamentary procedure principles, concepts, and terminology.

Parliamentary Procedure Concepts—ML Study Guide Created by Advisers

- 1 A quorum is _____.
 - A) the largest number that can be expected to attend a meeting, except in bad weather
 - B) a majority of the members present
 - C) the minimum number of members who must be present for business to be transacted
 - D)
- 2 A main motion _____.
 - A) brings business before the assembly
 - B) cannot be amended
 - C) is the highest ranking motion
 - D)
- 3 The term “meeting” means
 - A) An official gathering of members of an organization
 - B) All the sessions at a convention
 - C) A quarterly gathering of members of an organization
 - D) An gathering of only the officers
- 4 The terms “rules of order” refers to the
 - A) General order of business
 - B) Adopted bylaws
 - C) Rules of parliamentary procedures
 - D) Agenda
- 5 Which motion does not require a second?
 - A) Appeal
 - B) Assembly Decision
 - C) Reconsider a Motion
 - D) Suspend a Motion
- 6 Which of the following requires a 2/3 vote for adoption?
 - A) Previous Question
 - B) Discharge a Committee while the assembly is considering a partial report
 - C) Lay on the Table
 - D) Appeal
- 7 The term quorum refers to
 - A) the number present
 - B) the number voting
 - C) the number present and voting.
 - D) the number present, but not voting.
- 8 If there is a tie vote on a main motion, the result is
 - A) the motion is lost
 - B) the vote is taken again
 - C) the chair must vote to break the tie
 - D) a member appeals the vote.

- 9 Discussion without a motion
- A) Is allowable without permission of the assembly.
 - B) Violates one of parliamentary procedure's most powerful tools for expediting business.
 - C) Is not subject to a point of order.
 - D) Is allowable in particularly orderly assemblies.
- 10 When a motion is laid on the table
- A) It cannot be considered again until the next meeting.
 - B) It must be referred to a committee.
 - C) It can be considered only by action of the chair.
 - D) Considerations can be resumed at the will of a majority.
- 11 To verify a voice vote, the chair
- A) Cannot order a counted vote
 - B) Should retake it as a rising vote
 - C) Can be compelled to take a counted vote on the demand of one member
 - D) Can order the vote be retaken by ballot.
- 12 Which motion may be used to open to debate a main motion previously adopted?
- A) Rescind
 - B) Amend
 - C) Appeal from the decision of the chair
 - D) Postpone to a certain time
- 13 Subsidiary motions _____
- A) Introduce new business
 - B) Concern matters of immediate importance
 - C) Assist the assembly in treating or disposing of a main motion
 - D) Relate in different ways to the pending business or the business otherwise at hand
- 14 All remarks and debate on a motion must be *germane* to the issue, meaning
- A) Pertinent
 - B) Involve
 - C) Transferable
 - D) Original
- 15 The person who has been given "the floor" by the presiding officer has the _____.
- A) Opportunity to vote
 - B) Responsibility of serving refreshments
 - C) Job of ending the meeting
 - D) Right to speak
- 16 Subsidiary motions _____
- A) Introduce new business
 - B) Concern matters of immediate importance
 - C) Assist the assembly in treating or disposing of a main motion
 - D) Relate in different ways to the pending business or the business otherwise at hand

17 All remarks and debate on a motion must be *germane* to the issue, meaning

- A) Pertinent
- B) Involve
- C) Transferable
- D) Original

18 The person who has been given “the floor” by the presiding officer has the

- A) Opportunity to vote
- B) Responsibility of serving refreshments
- C) Job of ending the meeting
- D) Right to speak

19

- A)
- B)
- C)
- D)

20

- A)
- B)
- C)
- D)

21

- A)
- B)
- C)
- D)

22

- A)
- B)
- C)
- D)

23

- A)
- B)
- C)
- D)

24

- A)
- B)
- C)
- D)

25

- A)
- B)

	C)	
	D)	
26		
	A)	
	B)	
	C)	
	D)	

- 27 A motion that brings business before the assembly is
- A) A subsidiary motion
 - B) An incidental motion
 - C) A privileged motion
 - D) A main motion
- 28 A short intermission is called a(n)
- A) Recess
 - B) Rescind
 - C) Informal break
 - D) Point of cessation
- 29 The person presiding over the meeting is called the _____.
- A) Host
 - B) Chair
 - C) Presidential officer
 - D) Sponsor
- 30 To close a meeting when no motion is pending and there is no further business is to _____.
- A) Cancel the meeting
 - B) Amend
 - C) Table the meeting
 - D) Adjourn
- 31 The term, rules of order, refers to
- A) constitution
 - B) bylaws
 - C) written rules for an unorganized society
 - D) written rules of parliamentary procedure adopted by an organization
- 32 The order of business in a convention is known as
- A) Program
 - B) Rules of order
 - C) Standing rules
 - D) Special rules
- 33 Which is not an incidental motion?
- A) Take from the table
 - B) Appeal
 - C) Parliamentary inquiry
 - D) Create a blank

- 34 The term quorum refers to
A) the number present
B) the number voting
C) the number voting and present
D) the number present but not voting
- 35 Minutes should record
A) all names of the makers and seconders of each motion
B) all motions
C) all decisions that are made
D) all main motions whether they are adopted or lost
- 36 Members of an assembly
A) are required to vote.
B) are required to make motions.
C) may make motions, debate, and vote.
D) Are not required to vote
- 37 The term *rules of order* refers to
A) the written rules of parliamentary procedure adopted by an assembly or organization
B) the constitution
C) the bylaws
D) the written rules for an unorganized society
- 38 Which of the following would be first if all were included as bylaws articles?
A) Amendment
B) Object
C) Members
D) Officers
- 39 National FBLA honorary life members may be recommended by the
A) chapter adviser
B) board of directors
C) membership
D)
- 40 The administration of FBLA shall be vested in the
A) association president
B) FBLA president
C) Chairman of the board
D)
- 41 There are _____ specific goals of FBLA.
A) Nine
B) seven
C) Eight
D)
- 42 Which article of the bylaws explains the qualifications for holding a national FBLA office?
A) Article VIII
B) Article VI
C) Article V
D)

- 43 The order of business in a convention is known as
A) A program
B) Rules of order
C) Standing rules
D) Special rules
- 44 If the chair rules a motion is out of order, the chair's decision is subject to a/an
A) Appeal
B) Amendment
C) Special rule
D) suspension
- 45 Which of the following motions has the highest precedence?
A) Amend the main motion
B) Postpone indefinitely
C) Commit
D) Postpone to a certain time
- 46 Which one of the following motions is in order when another member has the floor and does not require a second?
A) Main motion
B) Point of information
C) Commit or refer
D) adjourn
- 47 What is a meeting at which the proceedings are secret called?
A) A group meeting
B) an executive session
C) A secret meeting
D) A hidden meeting
- 48 What is a main motion?
A) Brings business before the assembly.
B) A vote on business
C) A report from a committee.
D) The treasurer's transactions.
- 49 What is a parliamentary inquiry?
A) To obtain information about a meeting procedure.
B) A question given to the president.
C) A call to order.
D) All answers are correct
- 50 What is a quorum?
A) A majority of the members present.
B) At least five members are present.
C) The minimum number of members who must be present for business to be transacted.
D) All answers are correct

**Parliamentary Procedure Concepts--ML Study Guide Created by
Advisers
ANSWER KEY**

1	C	21	A	41	A
2	A	22	A	42	B
3	A	23	D	43	A
4	C	24	B	44	A
5	B	25	C	45	C
6	A	26	B	46	A
7	A	27	D	47	B
8	A	28	A	48	A
9	B	29	B	49	A
10	D	30	D	50	C
11	B	31	D		
12	A	32	A		
13	No Answer Given	33	A		
14	No Answer Given	34	A		
15	D	35	D		
16	No Answer Given	36	C		
17	No Answer Given	37	A		
18	D	38	B		
19	C	39	B		
20	A	40	A		