

# Additional Questions for Conduct of a Chapter Meeting

## Duties of Officers....Stations....FFA Order of Business

- 1. In the opening ceremonies, the president is stationed by what marker?**
  - a. Bust of Washington
  - b. Shield of Friendship
  - c. Ear of Corn
  - d. Rising Sun
- 2. The Bust of Washington can be associated to which officer in the official FFA Opening Ceremonies?**
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Sentinel
- 3. Which emblem represents the Vice President?**
  - a. Plow
  - b. Shield of Friendship
  - c. Ear of Corn
  - d. Rising Sun
- 4. The advisor can be associated with which symbol?**
  - a. Rising Sun
  - b. Owl
  - c. Door
  - d. Plow
- 5. The Ear of Corn, which is grown in all 50 states, symbolizes which office?**
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Sentinel
- 6. According to the official order business in the FFA Manual, what is the last item to be done before Closing Ceremonies?**
  - a. Reports of Officers
  - b. Unfinished business
  - c. New Business
  - d. Announcements**
- 7. True/False: Unfinished business and general orders will always come after new business.**
  - a. True
  - b. False**
- 8. Which order of business is responsible for introducing new items for consideration?**
  - a. Special Orders
  - b. Unfinished Business and General Orders
  - c. New Business
  - d. Announcements

- 9. Which officer's duties call for them to appoint committees and serve on them as an ex-officio, non-voting member?**
- President
  - Vice President
  - Secretary
  - Sentinel
- 10. Which of these duties is not the responsibility of the President?**
- Preside over meetings
  - Maintain member attendance and activity records and issue membership cards
  - Coordinate the activities of the chapter and evaluate the progress of each division of the POA
  - Represent the chapter in public relations and official functions
- 11. It is the responsibility of which officer to coordinate all committee work?**
- President
  - Vice President
  - Secretary
  - Sentinel
- 12. Which of the following duties would be assigned to the Vice President?**
- Be responsible for the chapters correspondence
  - Serve as chair of the POA public relations committee
  - Collect dues and special assessments
  - Coordinate all committee work
- 13. According to the Official FFA Manual, which officer would be responsible for preparing and submitting the membership roster and dues to the National FFA Organization?**
- President
  - Secretary
  - Treasurer
  - Sentinel
- 14. Which duty would not be one of the Treasurer?**
- Supervising chapter activities year-round
  - Receive, record and deposit FFA funds and issue receipts
  - Supervise as chairperson of the finance committee
  - Collect dues and special assessments
- 15. Releasing news and information to local and regional news media would most likely be the responsibility of which officer?**
- Vice President
  - Sentinel
  - Advisor
  - Reporter
- 16. Which of the following duties would NOT be one of the Reporter?**
- Serve as the chapter photographer
  - Publish a chapter newsletter or website
  - Maintain member attendance and activity records and issue membership cards
  - Work with local media on radio and television appearances and FFA news.
- 17. Keeping the meeting room, chapter equipment and supplies in proper condition are the responsibility of which officer?**
- President
  - Vice President
  - Treasurer
  - Sentinel

**18. A common responsibility of the Sentinel would be to?**

- a. Welcome guests and visitors
- b. Serve as chair of the POA public relations committee
- c. Serve as chairperson of the finance committee
- d. Assume all duties of the president if necessary

**19. The advisor would most like be responsible for?**

- a. Presiding over meetings
- b. Preparing students for involvement in career development events and leadership programs
- c. Serve as the chapter photographer
- d. Keep the meeting room comfortable

**20. The office most responsible for building school and community support for the program is the?**

- a. President
- b. Vice President
- c. Reporter
- d. Advisor

## Key for additional questions

- 1. D
- 2. C
- 3. A
- 4. B
- 5. B
- 6. D
- 7. B
- 8. C
- 9. A
- 10. B
- 11. B
- 12. D
- 13. C
- 14. A
- 15. D
- 16. C
- 17. D
- 18. A
- 19. B
- 20. D

**WRITTEN EXAMINATION**  
**FOR THE NATIONAL**  
**2014 INVITATIONAL**  
**NOVICE PARLIAMENTARY PROCEDURE**  
**COMPETITIVE EVENT**

**WRITTEN BY THE**  
**ACCREDITATION COMMITTEE (SHANE DUNBAR, CHAIRMAN)**  
**FOR THE**  
**SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS**

NAME (Print in **CAPITAL** letters): \_\_\_\_\_ STATE: \_\_\_\_\_ SCORE: \_\_\_\_\_  
**FIRST** **LAST**

ADVISOR NAME (Print in **CAPITAL** letters): \_\_\_\_\_

**STATION ASSIGNMENT** (Circle one): President Vice-President Secretary Treasurer Reporter Sentinel Advisor

**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 shown on the table, "Rules for the Permissible Motions" for this event (Form 6). You will be allowed 30 minutes to complete the test. Remember to answer all 25 questions.

- \_\_\_ 1. **After a main motion has been made and before the question has been stated by the chair,**
- A. any member can rise and informally suggest changes to the maker of the motion.
  - B. the chairman can insist on changes and implement them without a vote.
  - C. changes are not allowed because the motion is the property of the assembly.
  - D. any member can make changes without the permission of the maker of the motion, since it is not the property of 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 adopted without debate.
- \_\_\_ 3. **To be in order, an amendment must always be**
- A. germane.
  - B. made by the member who proposed the motion that the amendment is applied to.
  - C. short.
  - D. in the form of a question.
- \_\_\_ 4. **A special committee appointed *with power* means that the committee**
- A. must report to the assembly before acting.
  - B. can act for the society in all cases that are similar.
  - C. can act for the society in specific cases.
  - D. must meet until all committee members agree on a solution to their assigned task.
- \_\_\_ 5. **If adopted, the *Previous Question* is a motion that stops**
- A. the making of all subsidiary motions.
  - B. debate and the making of amendments on the pending question.
  - C. the making of privileged motions.
  - D. the making of undebatable motions.
- \_\_\_ 6. **If a *Point of Order* is raised while an amendment is immediately pending, the**
- A. point of order is ignored.
  - B. amendment is disposed of first, and the point of order next.
  - C. point of order is disposed of first.
  - D. chair asks for a second on the point of order and then it is ruled on.
- \_\_\_ 7. **If the chair is in doubt as to which member is entitled to the floor,**
- A. it should automatically be assigned to the member who addressed the chair.
  - B. the parliamentarian should decide.
  - C. the assembly can decide by a vote.
  - D. all the officers should confer and make the decision.
- \_\_\_ 8. **When a member has *exhausted his/her right to debate* a main motion for that day, it means that the member**
- A. cannot debate other motions that have similar content on the same day.
  - B. has debated the question twice and cannot make a third speech on the same day.
  - C. cannot debate an amendment that is applied to the question.
  - D. can now solicit unused debating time from other members of the assembly.
- \_\_\_ 9. **The only time a *Main Motion* can be made is while**
- A. the regular president of the organization is presiding.
  - B. no other motion is pending.
  - C. all the members of the organization are present.
  - D. unfinished business is being considered.

- \_\_\_ 10. If a member has spoken twice on a main motion, how many times can he/she speak on an amendment that is applied to it?
- A. Once
  - B. The member cannot speak on the amendment.
  - C. Three times
  - D. Two times
- \_\_\_ 11. Which one of the following is a motion that asks an urgent question regarding outside disruptive noise that effects an FFA chapter meeting?
- A. *Postpone Indefinitely*
  - B. *Commit or Refer*
  - C. *Previous Question*
  - D. *Raise a Question of Privilege*
- \_\_\_ 12. Which motion below is not debatable, but may be amended?
- A. *Previous Question*
  - B. *Recess*
  - C. *Parliamentary Inquiry*
  - D. *Division of the Assembly*
- \_\_\_ 13. If 21 votes are cast for the *Previous Question* at an FFA meeting, what is the minimum affirmative vote required to adopt it?
- A. 16
  - B. 14
  - C. 13
  - D. 11
- \_\_\_ 14. The motion to *Amend* is used to
- A. drop a *Main Motion* without a direct vote on it.
  - B. provide a brief break.
  - C. enforce the rules.
  - D. modify a motion.
- \_\_\_ 15. Which two motions below normally require no vote and are answered by the chair?
- A. *Recess* and *Main Motion*
  - B. *Amend* and *Postpone Indefinitely*
  - C. *Parliamentary Inquiry* and *Raise a Question of Privilege*
  - D. *Previous Question* and *Commit or Refer*
- \_\_\_ 16. At an FFA chapter meeting of 30 members, what method of voting is required if a member calls for a *Division of the Assembly*?
- A. Standing (rising)
  - B. Voice
  - C. Raising hand
  - D. Ballot
- \_\_\_ 17. If all the motions below are pending, which must be voted on first?
- A. *Commit or Refer*.
  - B. To take a *Recess*.
  - C. To *Postpone Indefinitely*.
  - D. An amendment to the motion to *Recess*.

- \_\_\_ 18. The subsidiary motion to *Commit or Refer* takes precedence over the motion to
- A. *Recess*
  - B. *Raise a Question of Privilege*
  - C. *Postpone Indefinitely*
  - D. order the *Previous Question*
- \_\_\_ 19. Which two motions below both require a second, are debatable, and require a majority vote to be adopted?
- A. *Previous Question* and *Raise a Question of Privilege*
  - B. *Postpone Indefinitely* and *Amend*
  - C. *Recess* and *Main Motion*
  - D. *Division of the Assembly* and *Parliamentary Inquiry*
- \_\_\_ 20. The purpose of a *Point of Order* is to
- A. call attention to a breach of rules.
  - B. make a *Parliamentary Inquiry*.
  - C. *Raise a Question of Privilege*.
  - D. reject a motion that has been stated by the chair.
- \_\_\_ 21. The privileged motion to *Recess*
- A. can be used to close a regular FFA meeting.
  - B. is debatable, and debate can go into the merits of the motion it is applied to.
  - C. is made when business is pending.
  - D. may be made by interrupting a member who is speaking.
- \_\_\_ 22. Which two motions below are in order when another FFA member has the floor?
- A. *Previous Question* and *Postpone Indefinitely*
  - B. *Commit or Refer* and *Recess*
  - C. *Amend* and *Main Motion*
  - D. *Point of Order* and *Raise a Question of Privilege*

**THE LAST THREE QUESTIONS ARE FROM THE CURRENT EDITION OF THE OFFICIAL FFA MANUAL**

- \_\_\_ 23. Which one of the following is not a duty of the Secretary?
- A. Assume all duties of the president if necessary
  - B. Prepare and present the minutes of each chapter meeting
  - C. Prepare and post the agenda for each chapter meeting.
  - D. Be responsible for chapter correspondence
- \_\_\_ 24. For the FFA meeting opening ceremonies, the sentinel is stationed by the
- A. owl.
  - B. door.
  - C. flag.
  - D. ear of corn.
- \_\_\_ 25. What is last item in the FFA order of business?
- A. New business
  - B. Officer reports
  - C. Closing ceremony
  - D. Entertainment, recreation, and/or refreshments

**WRITTEN EXAMINATION**  
**FOR THE 2014 NATIONAL INVITATIONAL**  
**NOVICE PARLIAMENTARY PROCEDURE**  
**COMPETITIVE EVENT**

**ANSWER KEY**

1. A
2. C
3. A
4. C
5. B
6. C
7. C
8. B
9. B
10. D
11. D
12. B
13. B
14. D
15. C
16. A
17. D
18. C
19. B
20. A
21. C
22. D
23. A
24. B
25. D



**WRITTEN EXAMINATION**  
**FOR THE NATIONAL**  
**2016 INVITATIONAL**  
**NOVICE PARLIAMENTARY PROCEDURE**  
**COMPETITIVE EVENT**

**WRITTEN BY THE**  
**ACCREDITATION COMMITTEE**  
**(Shane Dunbar, Chairman)**  
**OF THE**  
**SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS**

**NAME** (Print in **CAPITAL** letters): \_\_\_\_\_ **STATE:** \_\_\_\_\_ **SCORE:** \_\_\_\_\_  
**FIRST** **LAST**

**ADVISOR NAME** (Print in **CAPITAL** letters): \_\_\_\_\_

**STATION ASSIGNMENT** (Circle one): President Vice-President Secretary Treasurer Reporter Sentinel Advisor

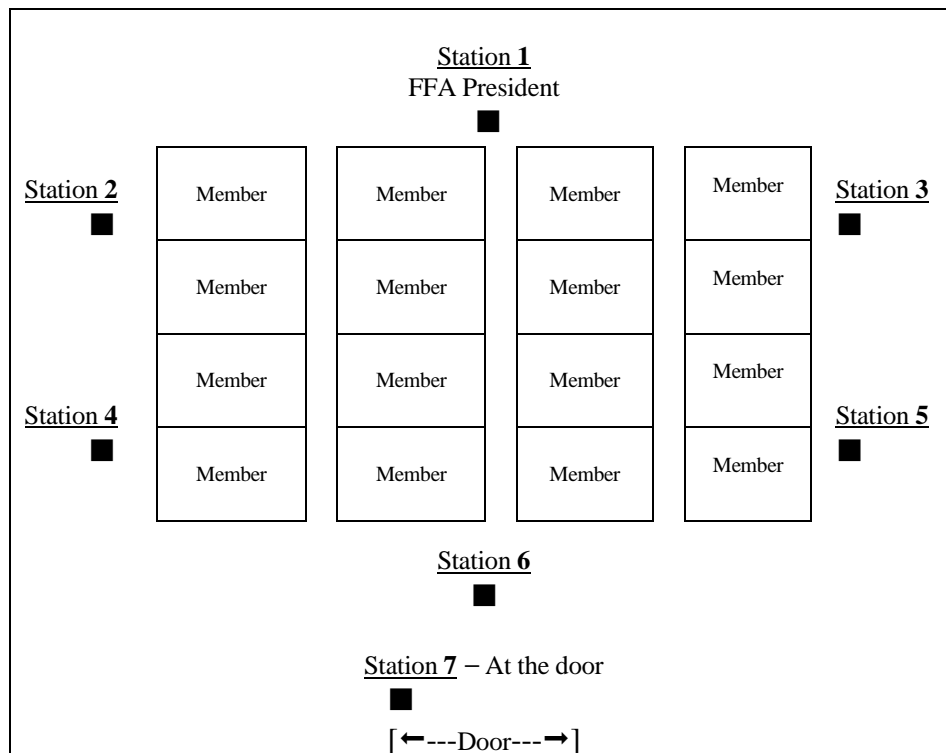
**DIRECTIONS:** Read each question carefully and place the one, **best** answer in the blank to the left of each question. Then transfer the answer to the answer sheet. If the class of a specific motion is not named for a question, it belongs to the class shown on the table, "Rules for the Permissible Motions" for this event . You will be allowed 30 minutes to complete the test. **Remember to answer all 25 questions.**

- \_\_\_\_\_ 1. **The privileged motion to take a *Recess* must be seconded and it is:**
- A. amendable as to the length of the *Recess*.
  - B. used to request that the rules be enforced.
  - C. debatable if made as a privileged motion.
  - D. used to stop debate on all pending motions.
- \_\_\_\_\_ 2. **A member who has been assigned the floor may be interrupted for the purpose of :**
- A. amending a *Main Motion*.
  - B. debating a *Main Motion* a third time.
  - C. raising a question of privilege.
  - D. moving the previous question.
- \_\_\_\_\_ 3. **If a motion for the *Previous Question* is applied to a *Main Motion* and it fails to gain the necessary votes:**
- A. debate is stopped on it.
  - B. the motion to which it was applied is lost.
  - C. debate continues on the pending motion as if the *Previous Question* had not been made.
  - D. members may not make a *Parliamentary Inquiry* for the duration of the meeting.
- \_\_\_\_\_ 4. **One rule for the subsidiary motion to *Postpone to a Certain Time (or Definitely)* is that:**
- A. a second is not required.
  - B. it is out of order when another member has the floor.
  - C. debate may go into the merits of the main question.
  - D. a two-thirds vote is always required to adopt it.
- \_\_\_\_\_ 5. **The motion to *Commit (or Refer)*:**
- A. need not be seconded.
  - B. is not debatable.
  - C. can be applied to main motions with any amendments that may be pending.
  - D. may be proposed when another member has the floor and is debating.
- \_\_\_\_\_ 6. **Rejection of the motion to *Amend* leaves the pending *Main Motion*:**
- A. rejected also.
  - B. worded as it was before the amendment was made.
  - C. closed for additional debate.
  - D. postponed to the next regular meeting.
- \_\_\_\_\_ 7. **If a *Main Motion* is pending and a motion to amend it is being debated, which one of the following motions would be out of order?**
- A. *Point of Order*
  - B. *Parliamentary Inquiry*
  - C. *Postpone Indefinitely*
  - D. *Adjourn*
- \_\_\_\_\_ 8. **A *Main Motion*:**
- A. takes precedence over all privileged motions.
  - B. can be applied to no other motion.
  - C. can be moved at any time.
  - D. requires a two-thirds vote to be adopted.
- \_\_\_\_\_ 9. **If 21 votes are cast at an FFA meeting and there are no fractional votes, a minimum majority vote is:**
- A. 10
  - B. 11
  - C. 12
  - D. 13
- \_\_\_\_\_ 10. **If a member calls for a *Division* when a voice vote is obviously a majority, the chairman should:**
- A. conduct the rising vote.
  - B. declare to the assembly that the call for a *Division* is dilatory.
  - C. conduct another voice vote.
  - D. conduct a rising, counted vote and enter the votes in the minutes.

- \_\_\_ **11. After a member makes a *Point of Order*, the chair should:**
- A. ask for a second.
  - B. determine if the maker wishes to debate it first.
  - C. ask for amendments.
  - D. make a ruling on it.
- \_\_\_ **12. The motion to *Postpone to a Certain Time (or Definitely)* is amendable and:**
- A. may interrupt a speaker.
  - B. doesn't require a second.
  - C. requires a three-fourths vote to adopt.
  - D. is debatable.
- \_\_\_ **13. Which motion below may not interrupt a speaker and is undebatable?**
- A. *Raise a Question of Privilege*
  - B. *Parliamentary Inquiry*
  - C. *Recess*
  - D. *Point of Order*
- \_\_\_ **14. The motion to *Raise a Question of Privilege*:**
- A. is an example of a debatable subsidiary motion.
  - B. requires a 2/3 vote.
  - C. may not be amended.
  - D. may not interrupt a speaker.
- \_\_\_ **15. The subsidiary motion *Previous Question*:**
- A. requires a majority vote to be adopted.
  - B. is used to close debate on a pending question.
  - C. is amendable.
  - D. may interrupt a member who is speaking.
- \_\_\_ **16. The motion to *Commit (or Refer)*:**
- A. is not amendable except when it is a privileged motion.
  - B. is undebatable.
  - C. is used to put off or delay a motion for consideration.
  - D. requires a majority vote for adoption.
- \_\_\_ **17. The motion to amend is debatable if it is applied to:**
- A. a motion that is debatable.
  - B. the subsidiary motion *Previous Question*.
  - C. any incidental motion.
  - D. the privileged motion to *Recess*.
- \_\_\_ **18. If you wanted to kill a *Main Motion* by a majority vote, which motion below would you make?**
- A. *Point of Order*
  - B. *Previous Question*
  - C. *Postpone Indefinitely*
  - D. *Postpone to a Certain Time (or Definitely)*
- \_\_\_ **19. *Main Motions* require a majority vote to be adopted and:**
- A. are amendable
  - B. are undebatable
  - C. do not need to be seconded.
  - D. may interrupt a speaker.
- \_\_\_ **20. What is the vote requirement to respond to a *Parliamentary Inquiry*?**
- A. Majority
  - B. Two-thirds
  - C. Unanimous
  - D. None. The chair responds.

- \_\_\_ **21. Which motion below requires that a standing (rising) vote be taken?**
- A. *Division of the Assembly*
  - B. *Point of Order*
  - C. *Amend*
  - D. The privileged motion to *Recess*
- \_\_\_ **22. Which motion below is normally ruled on by the chair without a vote of the assembly?**
- A. *Recess*
  - B. *Previous Question*
  - C. *Commit (or Refer)*
  - D. *Point of Order*
- \_\_\_ **23. One of the duties of the FFA Treasurer is to:**
- A. receive, record and deposit FFA funds and issue receipts.
  - B. prepare and post the agenda for each chapter meeting.
  - C. coordinate all committee work.
  - D. represent the chapter in public relations and official functions.
- \_\_\_ **24. In the FFA order of business, the reading and approval of the minutes immediately follows the:**
- A. opening ceremony.
  - B. new business.
  - C. announcements.
  - D. reports of officers.
- \_\_\_ **25. Which station number does the Advisor occupy in the FFA meeting room arrangement diagram below?**
- A. Station 2
  - B. Station 3
  - C. Station 4
  - D. Station 5

**FFA MEETING ROOM ARRANGEMENT DIAGRAM**



**WRITTEN EXAMINATION**  
**FOR THE 2016 NATIONAL INVITATIONAL**  
**NOVICE PARLIAMENTARY PROCEDURE**  
**COMPETITIVE EVENT**

**ANSWER KEY**

1. A
2. C
3. C
4. B
5. C
6. B
7. C
8. B
9. B
10. B
11. D
12. D
13. C
14. C
15. B
16. D
17. A
18. C
19. A
20. D
21. A
22. D
23. A
24. A
25. D

**WRITTEN EXAMINATION**

**FOR THE**

**2017 NATIONAL**

**FFA**

**CONDUCT OF CHAPTER MEETINGS**

**LEADERSHIP DEVELOPMENT EVENT**

**WRITTEN BY**

**SHANE D. DUNBAR, MEd**  
**PRP, PAP, LP**

**NAME** (Print in CAPITAL letters): \_\_\_\_\_ **STATE:** \_\_\_\_\_

**ADVISOR NAME** (Print in CAPITAL letters): \_\_\_\_\_

**DIRECTIONS:**

**DO NOT OPEN THIS TEST UNTIL DIRECTED BY THE EXAM PROCTOR.**

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 computer answer sheet. If the class of a specific motion is not named for a question, it belongs to the class as listed in the permissible motions list in the rules for this Leadership Development Event. You will be allowed 30 minutes to complete the test. Remember to answer all 25 questions.

- \_\_\_\_\_ 1. **The purpose of making a *Point of Order* at an FFA Chapter meeting is to:**
- A. provide a brief meeting break.
  - B. kill a *Main Motion*.
  - C. require that the chair make a ruling to enforce rules.
  - D. direct a question to the chair concerning parliamentary law.
- \_\_\_\_\_ 2. **Which subsidiary motion below cannot be amended?**
- A. *Postpone Indefinitely*
  - B. *Amend*
  - C. *Commit or Refer*
  - D. *Postpone to a Certain Time (or Definitely)*
- \_\_\_\_\_ 3. **A *Parliamentary Inquiry* may interrupt a speaker and:**
- A. requires a second.
  - B. is not amendable.
  - C. is debatable.
  - D. requires a two-thirds vote to be adopted.
- \_\_\_\_\_ 4. **The main purpose of a *Main Motion* is to:**
- A. refer a motion to a committee.
  - B. demand a vote to decide a *Point of Order*.
  - C. kill a privileged motion.
  - D. bring new business before the assembly.
- \_\_\_\_\_ 5. **Which two motions below are neither debatable or amendable?**
- A. *Main Motion* and *Amend*
  - B. *Postpone to a Certain Time (or Definitely)* and *Parliamentary Inquiry*
  - C. *Point of Order* and *Division of the Assembly*
  - D. *Recess* and *Raise a Question of Privilege*
- \_\_\_\_\_ 6. **The purpose of the subsidiary motion to *Amend* is to:**
- A. ask an urgent question regarding the privileges of the assembly.
  - B. modify a motion that is pending before it is voted on.
  - C. refer a pending motion to a committee.
  - D. require a standing vote after a voice vote is taken.
- \_\_\_\_\_ 7. **Which motion below requires a second **AND** is debatable?**
- A. *Commit or Refer*
  - B. *Previous Question*
  - C. Privileged motion to *Recess*
  - D. *Point of Order*
- \_\_\_\_\_ 8. **An example of a motion that opens the *Main Motion* to debate is:**
- A. *Parliamentary Inquiry*
  - B. *Postpone to a Certain Time (or Definitely)*
  - C. *Previous Question*
  - D. *Postpone Indefinitely*
- \_\_\_\_\_ 9. **Which motion below requires a second and can be amended and debated?**
- A. *Postpone Indefinitely*
  - B. Privileged motion for a *Recess*
  - C. *Postpone to a Certain Time (or Definitely)*
  - D. Incidental motion to call for a *Division of the Assembly*

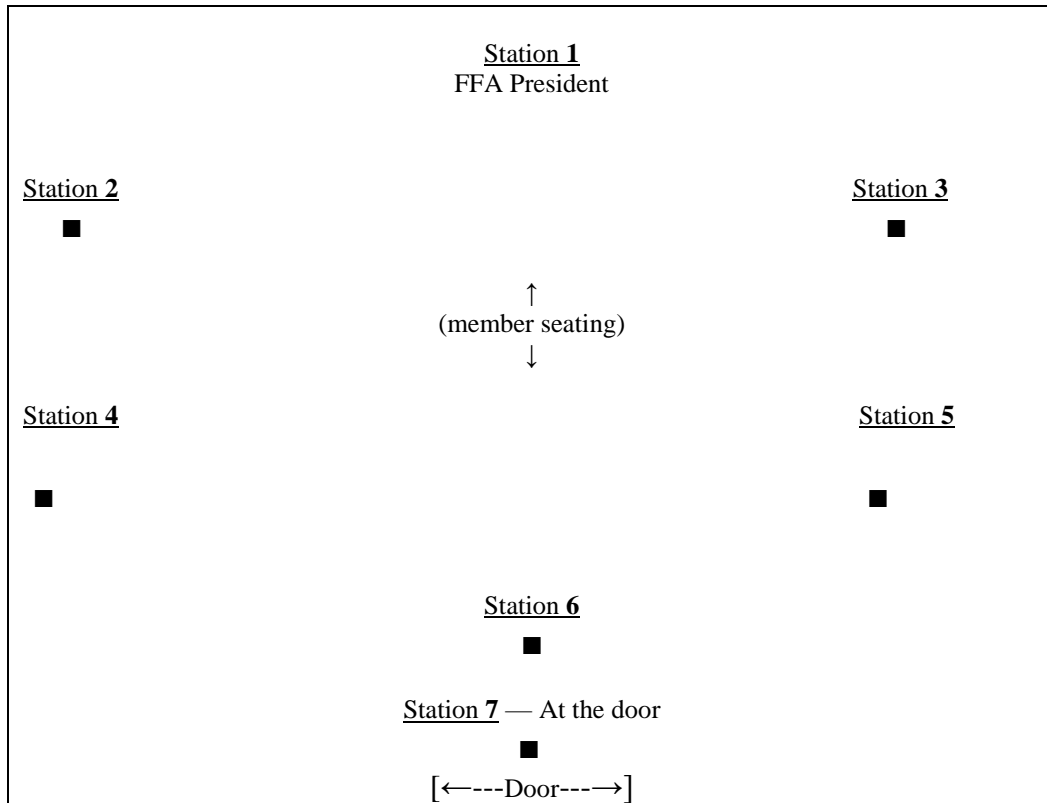
- \_\_\_ 10. Assume there are 30 FFA members at a chapter meeting. If 21 members cast a vote on the *Previous Question*, what is the minimum number of votes it would take to adopt it?
- A. 14
  - B. 16
  - C. 11
  - D. None. A vote is not taken because the chair makes a ruling.
- \_\_\_ 11. Which motion below may interrupt a speaker **AND** is not debatable?
- A. *Postpone to a Certain Time* (or *Definitely*)
  - B. *Raise a Question of Privilege*
  - C. *Amend*
  - D. *Postpone Indefinitely*
- \_\_\_ 12. Based on the *Official FFA Manual*, reading and approval of the minutes for the FFA order of business immediately follows:
- A. opening ceremony.
  - B. new business.
  - C. unfinished business.
  - D. announcements.
- \_\_\_ 13. Based on the *Official FFA Manual*, which one of the following is a duty of the FFA Vice-President?
- A. Be responsible for chapter correspondence.
  - B. Collect dues and special assessments.
  - C. Welcome guests and visitors.
  - D. Coordinate all committee work.
- \_\_\_ 14. Which one of the following motions does not need to be seconded?
- A. *Raise a Question of Privilege*
  - B. *Recess*
  - C. *Main Motion*
  - D. *Postpone Indefinitely*
- \_\_\_ 15. Which motion would you make if you wanted to stop debate on a pending motion and take a vote on it immediately?
- A. *Parliamentary Inquiry*
  - B. *Amend*
  - C. *Commit or Refer*
  - D. *Previous Question*
- \_\_\_ 16. Which statement below is **TRUE** about the motion to *Postpone to a Certain Time* (or *Definitely*)?
- A. It requires a majority vote to be adopted.
  - B. It may be used to interrupt a speaker.
  - C. It is not amendable or debatable.
  - D. It does not require a second.
- \_\_\_ 17. The subsidiary motion to *Commit or Refer*:
- A. is in order when another FFA member has the floor.
  - B. can be applied to a pending *Main Motion*.
  - C. cannot be amended.
  - D. requires a two-thirds vote to be adopted.
- \_\_\_ 18. An FFA member who has begun speaking on a motion after they have been assigned the floor cannot be interrupted by a motion to:
- A. call for a *Point of Order*.
  - B. *Raise a Question of Privilege*.
  - C. request a *Parliamentary Inquiry*.
  - D. *Amend*.



- \_\_\_ 19. Assume a *Main Motion* and the subsidiary motion to *Postpone Indefinitely* are pending at a regular FFA meeting. Which statement below is **TRUE** regarding *Postpone Indefinitely*?
- A. A member is allowed to debate it three times.
  - B. The maker of the motion cannot speak against it.
  - C. Any member can offer amendments on the motion.
  - D. A *Point of Order* cannot be called while the motion is pending.
- \_\_\_ 20. Which of the following statements is incorrect regarding a *Main Motion*?
- A. It must be seconded.
  - B. It can be amended.
  - C. It requires a unanimous vote to be adopted.
  - D. A member may not be interrupted to make it.
- \_\_\_ 21. If you wanted to ask the presiding officer a question concerning parliamentary law, you would make a motion called a:
- A. *Parliamentary Referral*.
  - B. *Parliamentary Point of Order*.
  - C. *Parliamentary Question*.
  - D. *Parliamentary Inquiry*.
- \_\_\_ 22. A *Division of the Assembly*:
- A. is classified as a privileged motion.
  - B. requires a standing vote at a meeting with 50 members in attendance.
  - C. allows a request from a member that parliamentary rules be followed.
  - D. introduces new business to the assembly.
- \_\_\_ 23. If the presiding officer does not want to make a ruling on a *Point of Order*:
- A. a ruling is not made.
  - B. the vice-president makes the ruling.
  - C. the assembly decides the ruling by a majority vote.
  - D. the decision is automatically *Postponed Indefinitely* without a vote of the assembly.
- \_\_\_ 24. Based on the *Official FFA Manual*, which FFA officer maintains member attendance and activity records and issues membership cards?
- A. Vice President
  - B. Treasurer
  - C. Sentinel
  - D. Secretary

25. Use the FFA meeting room arrangement diagram below to answer the following question:  
Which station number (2, 3, 4, or 5) is occupied by the chapter advisor?  
A. 2  
B. 3  
C. 4  
D. 5

**FFA MEETING ROOM ARRANGEMENT DIAGRAM**



**WRITTEN EXAMINATION  
ANSWER KEY  
FFA 2017 NATIONAL**

**CONDUCT OF CHAPTER MEETINGS  
LEADERSHIP DEVELOPMENT EVENT**

**WRITTEN BY**

**SHANE D. DUNBAR, MEd  
PRP, PAP, LP**

<b>QUESTION NUMBER</b>	<b>ANSWER</b>
1	C
2	A
3	B
4	D
5	C
6	B
7	A
8	D
9	C
10	A
11	B
12	A
13	D
14	A
15	D
16	A
17	B
18	D
19	B
20	C
21	D
22	B
23	C
24	D
25	D

# WRITTEN EXAMINATION

FOR THE

2018 NATIONAL FFA

CONDUCT OF CHAPTER MEETINGS

FFA LEADERSHIP DEVELOPMENT EVENT

WRITTEN BY

**SHANE D. DUNBAR**  
(MEd, PRP-R, PAP, LP)

and

**AL L. GAGE**  
(CPP, PRP, PAP)

**NAME** (Print in CAPITAL letters): \_\_\_\_\_ / \_\_\_\_\_ STATE: \_\_\_\_\_  
FIRST LAST

**ADVISOR NAME** (Print in CAPITAL letters): \_\_\_\_\_

## DIRECTIONS:

**DO NOT OPEN THIS TEST UNTIL DIRECTED BY THE EXAM PROCTOR.**

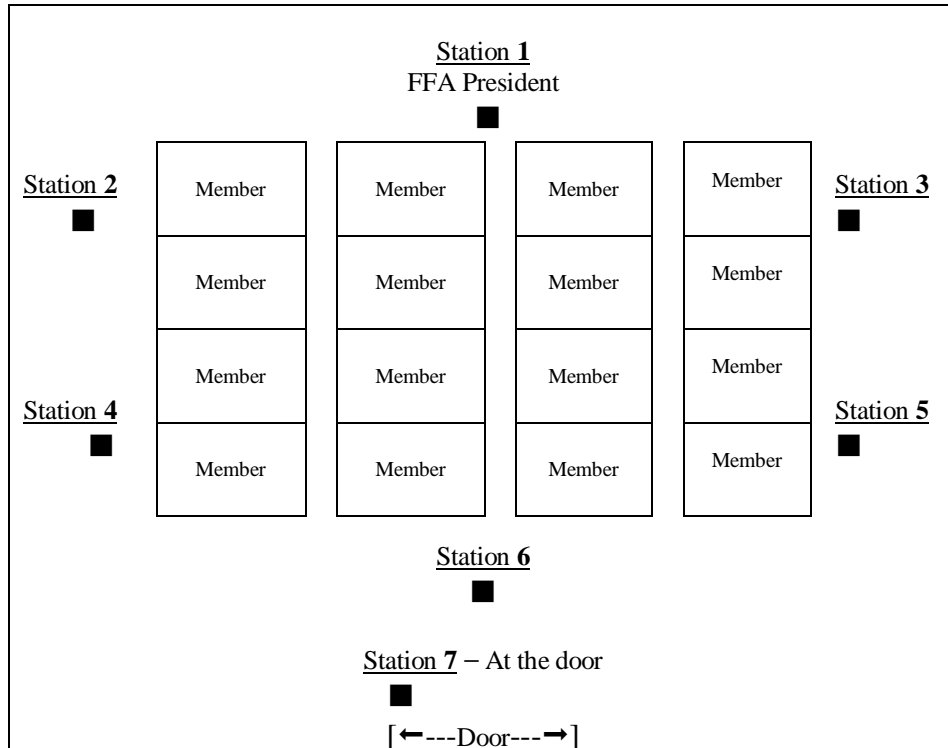
Read each question carefully and place the one, **best** answer in the blank to the left of each question. Then transfer the answer to the computer answer sheet. If the class of a specific motion is not named for a question, it belongs to the class as listed in the permissible motions list in the rules for this Leadership Development Event. You will be allowed 30 minutes to complete the test. Remember to answer all 25 questions.

- \_\_\_\_\_ 1. **An FFA member at a regular chapter meeting who wishes to second a *Main Motion* must:**
- A. Make the second before debate begins.
  - B. Have their name recorded in the minutes of the meeting as the seconder of the *Main Motion*.
  - C. Be in favor of the motion he/she seconds.
  - D. Be recognized by the president before offering a second.
- \_\_\_\_\_ 2. **The motion to *Postpone Indefinitely* can be used to:**
- A. Test the strength or support of a motion.
  - B. Avoid a direct vote on a motion.
  - C. Allow extra debates on the merits of the main motion without extending the limits of debate.
  - D. All of the above are correct.
- \_\_\_\_\_ 3. **Which motion below may interrupt a speaker and does not require a second?**
- A. *Parliamentary Inquiry*
  - B. *Previous Question*
  - C. *Amend*
  - D. *Postpone to a Certain Time (or Definitely)*
- \_\_\_\_\_ 4. **Immediately after a *Main Motion* “that our chapter have a picnic” is made and seconded, the president says:**
- A. “It has been properly moved and seconded that our chapter have a picnic. Is there any debate?”
  - B. “Is there any debate on our chapter having a picnic?”
  - C. “It is moved that our chapter have a picnic. Are there any amendments?”
  - D. “It is moved and seconded that our chapter have a picnic. Is there any debate?”
- \_\_\_\_\_ 5. **Which motion below requires a second, is debatable but not amendable, and can only be applied to a *Main Motion*?**
- A. *Postpone to a Certain Time or Definitely*.
  - B. *Postpone Indefinitely*.
  - C. *Amend*.
  - D. *Recess (Privileged)*.
- \_\_\_\_\_ 6. **The motion that allows a member to ask an urgent question regarding the rights and privileges of the assembly is:**
- A. *Raise a Point of Privilege Question*.
  - B. *Raise a Parliamentary Privilege Question*.
  - C. *Raise a Question of Privilege*.
  - D. *Raise a Privileged Previous Question*.
- \_\_\_\_\_ 7. **The motion to \_\_\_\_\_, when moved when business is pending, is classified as a privileged motion and is not debatable.**
- A. *Recess*
  - B. *Amend*
  - C. *Postpone Indefinitely*
  - D. Call for a *Division of the Assembly*
- \_\_\_\_\_ 8. **Assume there are 45 FFA members attending a chapter meeting. If 33 members cast a vote, what is the minimum vote required to adopt the *Previous Question*?**
- A. 17
  - B. 22
  - C. 23
  - D. 30
- \_\_\_\_\_ 9. **Which of the following statements is true regarding the subsidiary motion to *Amend*?**
- A. A two-thirds vote is required to adopt it.
  - B. It may be amended.
  - C. It can be classified as an incidental motion.
  - D. It may be applied to the subsidiary motion, *Postpone Indefinitely*.
- \_\_\_\_\_ 10. **A *Division of the Assembly* is a demand of a single member and requires a:**
- A. Voice vote.
  - B. Vote by a show of hands.
  - C. Rising counted vote.
  - D. Rising vote.

- \_\_\_\_\_ 11. **Each day, an FFA member may speak on a *Main Motion*:**
- A. Two times for ten minutes each time.
  - B. One time for five minutes.
  - C. Any time the member can obtain the floor.
  - D. Two times for five minutes each time.
- \_\_\_\_\_ 12. **Which one of the following motions may not interrupt a speaker?**
- A. *Raise a Question of Privilege*
  - B. *Division of the Assembly*
  - C. *Postpone to a Certain Time (or Definitely)*
  - D. *Parliamentary Inquiry*
- \_\_\_\_\_ 13. **Which statement below best describes subsidiary motions?**
- A. Deal with special matters of immediate or overriding importance to the business of the assembly
  - B. Relate to the pending business and must be decided immediately
  - C. Aid the assembly in handling or disposing of a *Main Motion*
  - D. Introduce new business to the assembly
- \_\_\_\_\_ 14. **Which of the following is a true statement regarding the motion to *Postpone to a Certain Time (or Definitely)*?**
- A. It always requires a majority vote in order to be adopted.
  - B. It is used to kill a *Main Motion*.
  - C. It requires a unanimous vote to be adopted.
  - D. Depending on its form, it may require a majority vote or a two-thirds vote to be adopted.
- \_\_\_\_\_ 15. **Which motion below has the highest precedence?**
- A. *Main Motion*
  - B. *Previous Question*
  - C. *Postpone to a Certain Time (or Definitely)*
  - D. *Commit or Refer*
- \_\_\_\_\_ 16. **If there is a tie vote on an amendment, the result is the:**
- A. Amendment is not adopted.
  - B. Amendment is adopted.
  - C. Vote is automatically retaken on the amendment.
  - D. President is required to vote to break the tie on the amendment.
- \_\_\_\_\_ 17. **A *Main Motion* is open for debate at an FFA chapter meeting immediately after:**
- A. It is made by a member.
  - B. It is stated by the chair.
  - C. A second is made by a member in favor of the motion.
  - D. A member is recognized by the chair to make a *Main Motion*.
- \_\_\_\_\_ 18. **Which one of the following motions may be made without obtaining recognition from the president at an FFA chapter meeting?**
- A. *Amend* (if applied to *Postpone Indefinitely*).
  - B. *Main Motion*.
  - C. *Commit or Refer* (when amended).
  - D. *Raise a Question of Privilege*.
- \_\_\_\_\_ 19. **When a debatable motion is pending, the FFA president has the right to:**
- A. Debate motions without relinquishing the chair.
  - B. Allow members who make motions to debate first and last.
  - C. Vote when it is by ballot, or when his/her vote will affect the result.
  - D. Deny debate of members who are not in favor of the pending motion.
- \_\_\_\_\_ 20. **What is the correct order for the three basic steps used in the consideration of a *Main Motion*?**
- A. A member makes a motion, another member seconds the motion, the chair states the question on the motion.
  - B. The chair puts the motion, members debate the motion, and the chair announces the result of the vote.
  - C. Members debate the motion, the chair puts the motion, and the chair announces the result of the vote.
  - D. The chair states the question on the motion, a member makes a motion, and a member makes a second.

- \_\_\_\_\_ **21. A Point of Order:**
- A. Is a subsidiary motion.
  - B. Is amendable as to indicate which member made the breach of order.
  - C. May interrupt a member speaking.
  - D. Requires a second if the president made the breach of order.
- \_\_\_\_\_ **22. The purpose of the motion to *Commit or Refer* is to:**
- A. Require the assembly to make a commitment to adopt a pending motion.
  - B. Stop debate on a pending motion and take a standing vote.
  - C. Reject or kill a motion before it is introduced.
  - D. None of the above are correct.
- \_\_\_\_\_ **23. Which two of the following are not a duty or responsibility of the sentinel as listed in the *Official FFA Manual*?**
- A. Keeps the meeting room comfortable and keeps the chapter equipment in proper condition.
  - B. Welcomes guests and visitors and assists the president in maintaining order.
  - C. Posts a copy of each meeting agenda and keeps on hand a copy of the chapter constitution.
  - D. Keeps the meeting room comfortable and assists with special features and refreshments.
- \_\_\_\_\_ **24. The *Official FFA Manual* lists the order of business to conduct an FFA chapter meeting. The two items immediately following unfinished business and general orders are:**
- A. Closing ceremony and announcements.
  - B. New business and special features.
  - C. Reports of officers, boards, and standing committees and reports of special (select or ad hoc) committees.
  - D. Special orders and closing ceremony.
- \_\_\_\_\_ **25. When setting up the meeting room, as described in the current edition of the *Official FFA Manual*, which station number (2, 3, 4, or 5) has an ear of corn as a station marker?**
- A. 2
  - B. 3
  - C. 4
  - D. 5

**FFA MEETING ROOM ARRANGEMENT DIAGRAM**



**WRITTEN EXAMINATION**  
**ANSWER KEY**  
**FOR THE**  
**2018 NATIONAL FFA**  
**CONDUCT OF CHAPTER MEETINGS**  
**FFA LEADERSHIP DEVELOPMENT EVENT**

**WRITTEN BY WRITTEN BY**

**SHANE D. DUNBAR**  
(MEd, PRP-R, PAP, LP)

and

**AL L. GAGE**  
(CPP, PRP, PAP)

<b>QUESTION NUMBER</b>	<b>ANSWER</b>
1	A
2	D
3	A
4	D
5	B
6	C
7	A
8	B
9	B
10	D
11	A
12	C
13	C
14	D
15	B
16	A
17	B
18	D
19	C
20	C
21	C
22	D
23	C
24	B
25	B



# WRITTEN EXAMINATION

FOR THE

**2019 NATIONAL FFA**

**CONDUCT OF CHAPTER MEETINGS**

**FFA LEADERSHIP DEVELOPMENT EVENT**

**AUTHOR:**

**SHANE D. DUNBAR**  
(MEd, PRP-R, PAP)

**EDITORS:**

**AL L. GAGE (CPP, PRP, PAP) AND JANET A. ROSEQUIST (MOE, AP)**

**NAME** (Print in CAPITAL letters): \_\_\_\_\_ / \_\_\_\_\_ **STATE:** \_\_\_\_\_  
FIRST LAST

**ADVISOR NAME** (Print in CAPITAL letters): \_\_\_\_\_

## **DIRECTIONS:**

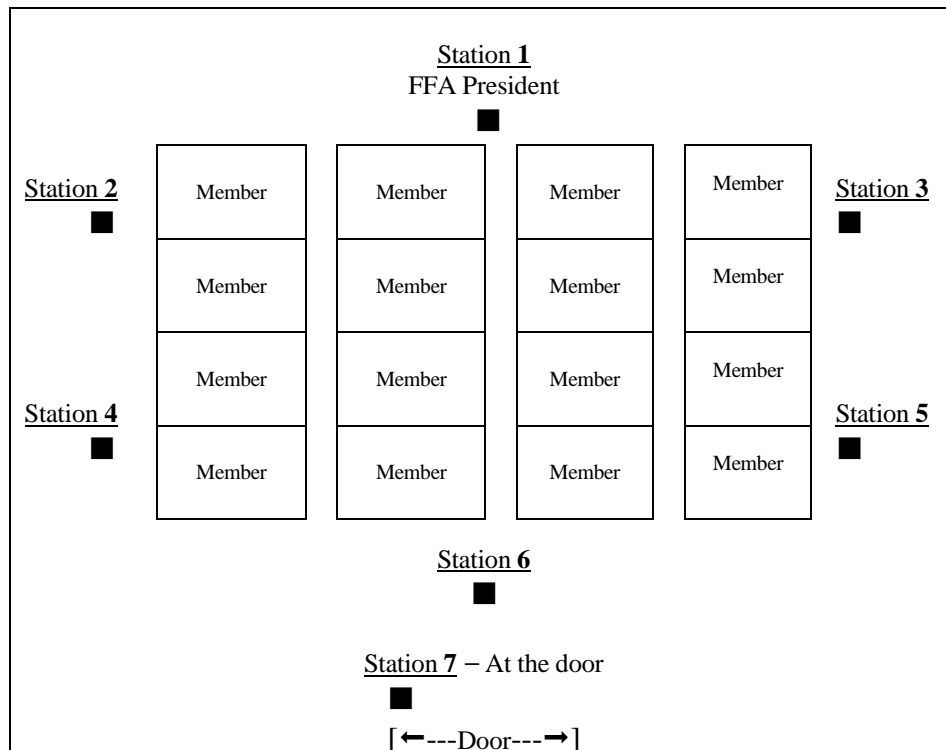
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- \_\_\_\_\_ 1. An FFA member has the right to change their vote on the motion to *Postpone to a Certain Time (or Definitely)*:
- A. after a *Point of Order* is made and granted to the requestor by the chair.
  - B. anytime after the voting result is announced by the chair.
  - C. up to the time the voting result is announced by the chair.
  - D. when the chair asks members for their vote changes.
- \_\_\_\_\_ 2. Which of the following should **not** be included in the chair's announcement of the result of a voice vote on a motion to *Commit or Refer*?
- A. A statement of which side "has it."
  - B. A statement indicating how many are in favor and how many are opposed to the motion.
  - C. A statement that the motion is adopted or lost.
  - D. If appropriate, a statement indicating the effect of the vote.
- \_\_\_\_\_ 3. When a motion to *Amend* receives a tie vote and the chair does not cast a vote, it is:
- A. lost.
  - B. adopted.
  - C. automatically voted on again by taking a standing vote.
  - D. neither adopted or lost.
- \_\_\_\_\_ 4. Assume an FFA Chapter has 30 members and there are 27 members attending a chapter meeting. If the 27 members present cast a vote, what is the minimum vote required to adopt the *Previous Question*?
- A. 16
  - B. 18
  - C. 14
  - D. 20
- \_\_\_\_\_ 5. The motion to *Postpone Indefinitely* may be debated immediately after:
- A. a member has addressed the chair.
  - B. a member has made the motion.
  - C. the motion is seconded by a member who is in favor of the question.
  - D. the motion has been stated by the chair.
- \_\_\_\_\_ 6. What is the meaning of the following statement by the chair: "Are you ready for the question?"
- A. It is a signal that members may ask the maker of the pending motion questions immediately.
  - B. It is designed to determine if the assembly is ready to vote on the pending question.
  - C. It is meant to ask the assembly if they wish to proceed with debating the motion, *Previous Question*.
  - D. Questions related to the pending motion that were recorded by the Secretary may be read aloud and discussed.
- \_\_\_\_\_ 7. If a *Main Motion* is pending and a motion to *Amend* is being debated, which one of the following motions would be in order?
- A. Another *Main Motion*
  - B. *Postpone Indefinitely*
  - C. *Recess*
  - D. An amendment to a secondary amendment
- \_\_\_\_\_ 8. Which one of the following statements is true regarding a *Point of Order*, a *Parliamentary Inquiry* and a *Division of the Assembly*?
- A. Cannot be moved if another member has the floor.
  - B. Do not require a second.
  - C. Are debatable.
  - D. Require a two-thirds vote to be adopted.
- \_\_\_\_\_ 9. The motion to *Postpone Indefinitely* made at an FFA chapter meeting, may be used by a member:
- A. who does not wish to amend the *Main Motion*.
  - B. to postpone the pending motion to the next regular indefinite meeting.
  - C. to show that he/she does not wish to take a position on the *Main Motion*.
  - D. who has moved to send a motion to a committee.

- \_\_\_ **10. An amendment would be in order that:**
- A. proposes to amend a secondary amendment.
  - B. changes one form of amending to another.
  - C. is not germane to the motion to be amended.
  - D. is hostile to or changes the intent of the motion to be amended.
- \_\_\_ **11. If the *Previous Question* is made in the unqualified form, it applies only to the:**
- A. immediately pending question.
  - B. privileged motions that are pending.
  - C. subsidiary motions that are pending.
  - D. non-amendable motions that are pending.
- \_\_\_ **12. The privileged motion to \_\_\_ is undebatable, but it can be amended.**
- A. *Recess*
  - B. *Postpone Indefinitely*
  - C. *Commit or Refer*
  - D. *Raise a Question of Privilege*
- \_\_\_ **13. In which of the following pairs of motions does neither one require a second?**
- A. *Main Motion* and *Previous Question*
  - B. *Raise a Question of Privilege* and *Division of the Assembly*
  - C. *Commit or Refer* and *Point of Order*
  - D. *Amend* and *Postpone to a Certain Time or Definitely*
- \_\_\_ **14. Which statement below best describes incidental motions?**
- A. Introduces previous business to the assembly.
  - B. Related to the pending business and must be decided immediately.
  - C. Introduce new business to the assembly.
  - D. Aid the assembly in handling or disposing of a *Main Motion*.
- \_\_\_ **15. Which statement below is always true for the motion to *Postpone to a Certain Time (or Definitely)*?**
- A. It requires a two-thirds vote.
  - B. It is classified as a subsidiary motion.
  - C. It prohibits the postponement of a main motion beyond the next regularly scheduled meeting.
  - D. The chair always makes the decision whether it is adopted.
- \_\_\_ **16. Which motion below may not interrupt a speaker and is debatable?**
- A. *Commit or Refer*
  - B. *Point of Order*
  - C. *Raise a Question of Privilege*
  - D. *Previous Question*
- \_\_\_ **17. Which one of the following is not a proper name for a process for amending a motion?**
- A. To insert words
  - B. To cut and paste words
  - C. To strike out words
  - D. To strike out and insert words
- \_\_\_ **18. Which of the following motions is debatable, but not amendable?**
- A. *Postpone to a Certain Time (or Definitely)*
  - B. *Division of the Assembly*
  - C. *Postpone Indefinitely*
  - D. *Recess*
- \_\_\_ **19. Which one of the following motions allows a member to ask a question related to the rules of the organization?**
- A. *Question of Privilege*
  - B. *Previous Question on a Parliamentary Inquiry*
  - C. *Privileged Parliamentary Request*
  - D. *Parliamentary Inquiry*

- \_\_\_20. Which one of the following is a **true** statement regarding a *Division of the Assembly*?
- It demands a standing (but not counted) vote and is not amendable.
  - It may be amended by the process of *adding*.
  - It is classified as a privileged motion that is debatable.
  - It is commonly used to refer a pending divisible motion to the assembly for further study.
- \_\_\_21. What statement is used when a member wishes to notify the chair that a breach of order has occurred?
- “Point of order!”
  - “I rise to a point of order.”
  - “Mr. president, I call the gentleman to order.”
  - All of the above are correct.
- \_\_\_22. Assume you are the chair at a regular FFA Chapter meeting and New Business has been completed. What is the correct order of business for the remainder of the meeting?
- Special features, announcements, ceremonies, closing ceremony, and entertainment, recreation and/or refreshments.
  - Special features, ceremonies, announcements, entertainment, recreation and/or refreshments, and closing ceremony.
  - Special features, ceremonies, announcements, closing ceremony, and entertainment, recreation and/or refreshments.
  - Special features, ceremonies, closing ceremony, entertainment, recreation and/or refreshments and announcements.
- \_\_\_23. Which two of the following are **not** duties of the FFA Reporter?
- Prepare and submit the membership roster and have the Official FFA Manual available at chapter meetings.
  - Serve as chair of the POA public relations committee and publish a chapter newsletter.
  - Publish a chapter website and send articles to state reporters.
  - Prepare a chapter scrapbook and plan public information programs with local television stations.
- \_\_\_24. Which one of the following is a duty of the FFA Secretary?
- Have a copy of the chapter constitution and bylaws available at meetings.
  - Coordinate all committee work.
  - Serve as chair of the Program of Activities public relations committee.
  - Take charge of candidates for degree ceremonies.
- \_\_\_25. Use the meeting room diagram below to answer the following question related to meeting room preparation:  
Which station number (4, 5, 6, or 7) is occupied by the Sentinel?
- 4
  - 5
  - 6
  - 7





**WRITTEN EXAMINATION**  
**ANSWER KEY**  
**FOR THE**  
**2019 NATIONAL FFA**  
**CONDUCT OF CHAPTER MEETINGS**  
**FFA LEADERSHIP DEVELOPMENT EVENT**

**AUTHOR:**

**SHANE D. DUNBAR**

(MEd, PRP-R, PAP)

**EDITORS:**

**Al L. Gage (CPP, PRP, PAP) AND Janet A. Rosequist (MOE, AP)**

QUESTION NUMBER	ANSWER
1	C
2	B
3	A
4	B
5	D
6	B
7	C
8	B
9	C
10	D
11	A
12	A
13	B
14	B
15	C
16	A
17	B
18	C
19	D
20	A
21	D
22	C
23	A
24	A
25	D