

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 13 (2015 National Parliamentary Procedure CDE)

### PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: \_\_\_\_\_ STATE: \_\_\_\_\_ SCORE: \_\_\_\_\_

**DIRECTIONS:** Use the 11<sup>th</sup> 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.**

“Experience has shown that some of the rules of a society should be made more difficult to change, or to suspend—that is, to set aside for a specific purpose—than others.”

1. Page number: \_\_\_\_\_ 2. Beginning line number: \_\_\_\_\_

“During the recess, members may leave the hall or room in which the meeting is being held, but they are expected to remain nearby.”

3. Page number: \_\_\_\_\_ 4. Beginning line number: \_\_\_\_\_

“A matter that the bylaws require to be attended to at a specified session, such as the election of officers, cannot, in advance and through a main motion, be postponed to another session.”

5. Page number: \_\_\_\_\_ 6. Beginning line number: \_\_\_\_\_

“Even in the absence of a quorum, the assembly may fix the time to which to adjourn (**22**), adjourn (**21**), recess (**20**), or take measures to obtain a quorum.”

7. Page number: \_\_\_\_\_ 8. Beginning line number: \_\_\_\_\_

“The use by the secretary of a recording device can be of great benefit in preparing the minutes, but a transcription from it should never be used as the minutes themselves.”

9. Page number: \_\_\_\_\_ 10. Beginning line number: \_\_\_\_\_

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 13 (2015 National Parliamentary Procedure CDE)

### 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. **Large boards follow parliamentary procedure**  
A. in the same way as any assembly.  
B. to a lesser degree than other deliberative assemblies.  
C. only for items that are brought from the previous meeting.  
D. when the presiding officer feels it will benefit the organization.
- \_\_\_\_\_ 2. **If an organization has adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority and another manual disagrees with a specific rule, which manual is binding?**  
A. The assembly votes and chooses the binding manual by a majority vote.  
B. The parliamentarian decides which manual is binding.  
C. *Robert's Rules of Order Newly Revised* is binding.  
D. The officers meet in executive session to decide which manual should be binding.
- \_\_\_\_\_ 3. **In the absence of a provision in the bylaws, the quorum of an organized society is**  
A. two-thirds of the registered members.  
B. a majority of the entire membership.  
C. a majority of the members who answer roll call.  
D. two-thirds of its officers in attendance.
- \_\_\_\_\_ 4. **When a member "has the floor," this means that**  
A. anyone else in the assembly may speak from their seat.  
B. a main motion need not be seconded.  
C. another member may also stand and make a motion.  
D. recognition has been received from the chair.
- \_\_\_\_\_ 5. **The seconder of a motion has the right to withdraw his/her second**  
A. anytime during a meeting.  
B. if the maker of the motion modifies the motion that was seconded before it is stated by the chair.  
C. immediately after the motion is stated by the chair.  
D. after the minutes are read for approval by the assembly.
- \_\_\_\_\_ 6. **Immediately after stating the question, the chair should turn toward the maker of the motion to see if he or she**  
A. wants to recommend a member to second the motion.  
B. wishes the motion to be repeated.  
C. wishes to be assigned the floor to debate.  
D. wants the assembly to debate the motions.

- \_\_\_\_\_ 7. Assume that a motion to *Postpone* the main motion to a certain time is immediately pending. Which motion below may be proposed?
- A. *Commit (or Refer)*
  - B. *Postpone Indefinitely*
  - C. *Lay on the Table*
  - D. *Main Motion*
- \_\_\_\_\_ 8. If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can
- A. make a motion for *Division of the Question*.
  - B. move to *Postpone Indefinitely*.
  - C. request that the chair divide the question.
  - D. make a second degree *Amendment* to separate the motion into two parts.
- \_\_\_\_\_ 9. One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it
- A. takes precedence over all other motions.
  - B. can be debated in detail before being proposed.
  - C. takes precedence over no other motions.
  - D. has a higher precedence than subsidiary motions.
- \_\_\_\_\_ 10. The motion to *Ratify* is a motion to
- A. delay action.
  - B. reconsider previous action.
  - C. repeal previous action.
  - D. confirm.
- \_\_\_\_\_ 11. Assume you know for certain that a motion that is pending will be bad for your organization and you want to stop it immediately. What would you do?
- A. Rise, and without obtaining the floor say, "I rise to a point of order."
  - B. Obtain the floor and say, "I move that the motion be postponed indefinitely."
  - C. Obtain the floor and say, "I move the previous question."
  - D. From your seat, and without obtaining the floor say, "I move to lay this motion on the table."
- \_\_\_\_\_ 12. Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?
- A. Obtain the floor and say, "I move to postpone the main motion to our next regular meeting."
  - B. Obtain the floor and say, "I move to postpone the main motion indefinitely to our next regular meeting."
  - C. Obtain the floor and say, "I move to table the motion to our next regular meeting."
  - D. Obtain the floor and say, "I move to rescind the motion to our next regular meeting."
- \_\_\_\_\_ 13. If a motion to close debate in ten minutes is adopted, it is not then in order to
- A. move to refer the matter to a committee.
  - B. move to lay the question on the table.
  - C. move the previous question.
  - D. raise a point of order.
- \_\_\_\_\_ 14. Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?
- A. *Fix the Time to Which to Adjourn*
  - B. *Adjourn*
  - C. *Recess*
  - D. *Call for the Orders of the Day*
- \_\_\_\_\_ 15. Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?
- A. Suggest that the member should call for a *Division*.
  - B. Ignore the appeal.
  - C. Take another voice vote.
  - D. Take a vote on the appeal.

- \_\_\_ 16. **The motion to call for a *Division of the Assembly***  
A. does not require a second.  
B. is debatable.  
C. requires a vote.  
D. is amendable.
- \_\_\_ 17. **If you were chairman, and a member offered an amendment to a pending motion and the maker of the motion "accepted" it, what would you do?**  
A. Accept the amendment and ask for a second.  
B. Tell the member that the amendment is accepted and will be included as part of the adopted main motion.  
C. Notify the assembly that the amendment has to be put in the form of a motion before it can be considered.  
D. None of the above.
- \_\_\_ 18. **Which rule below is false regarding the motion to *Reconsider* as it relates to special and standing committees?**  
A. There is no limit to the number of times a question can be reconsidered.  
B. The motion to *Reconsider* can be made by a member who did not vote.  
C. The motion to *Reconsider* can be made by a member who was absent.  
D. It always requires a majority to adopt the motion to *Reconsider*.
- \_\_\_ 19. **Which motion below can be renewed after there has been material progress in debate or business?**  
A. *Main Motion*  
B. *Adjourn*  
C. *Postpone Indefinitely*  
D. *Reconsider*
- \_\_\_ 20. **The chair should announce the heading of *Unfinished Business and General Orders***  
A. to determine if they will be amended.  
B. only if the minutes show that there is some.  
C. after a request from a member to put them on the floor.  
D. after all new business has been processed.
- \_\_\_ 21. **Which motion below is not always debatable?**  
A. *Postpone Indefinitely*  
B. *Amend*  
C. *Commit (or Refer)*  
D. *Postpone to a Certain Time*
- \_\_\_ 22. **Which one of the following results could result in a main motion to be adopted if the presiding officer decided to vote in the affirmative?**  
A. 18 in favor and 22 opposed  
B. 19 in favor and 20 opposed  
C. 20 in favor and 20 opposed  
D. 21 in favor and 22 opposed
- \_\_\_ 23. **When there is only one candidate for the office of president and vice president in a viva voce election, and the bylaws do not require a ballot vote, the chairman can**  
A. ask the candidate to further explain their credentials to the assembly.  
B. declare that the nominees are elected without a vote.  
C. take another vote by a division of the assembly.  
D. Any of the above
- \_\_\_ 24. **An effective presiding officer**  
A. should know more parliamentary procedure than any other member.  
B. must not allow members to move so rapidly that parliamentary steps are omitted.  
C. should never be more technical than necessary.  
D. All of the above

- \_\_\_ 25. Which one of the following statements is generally false regarding honorary officers and honorary members of an organization?
- A. They can attend meetings.
  - B. They can make motions and vote.
  - C. They must be authorized by the bylaws.
  - D. They may speak at meetings.
- \_\_\_ 26. Unless special permission is given, the minutes of board proceedings are accessible only to the
- A. members of the board.
  - B. recording secretary.
  - C. president of the society.
  - D. parliamentarian to check their accuracy.
- \_\_\_ 27. Which statement is false regarding the *informal consideration* of a motion?
- A. It is well suited for small meetings.
  - B. The regular presiding officer remains in the chair.
  - C. Members can only debate amendments one time.
  - D. The votes taken are recognized as decisions of the assembly.
- \_\_\_ 28. If a member is ignored on a *point of order* that was called because the presiding officer refused to put a motion, what action can be taken?
- A. The assembly can immediately elect a new chairman.
  - B. The vice-president can conduct a vote on the motion.
  - C. The maker of the motion can put the motion from the floor.
  - D. All of the above
- \_\_\_ 29. All of the privileged motions are
- A. debatable.
  - B. undebatable.
  - C. amendable.
  - D. able to be laid on the table.
- \_\_\_ 30. If all the following motions are pending, which is the immediately pending question?
- A. *Main Motion*
  - B. *Postpone to a Certain Time*
  - C. *Commit (or Refer)*
  - D. *Recess*
- \_\_\_ 31. Both of the motions to *Amend* a pending motion and to *Amend an Amendment* of a pending motion
- A. are subsidiary motions.
  - B. must be seconded.
  - C. require a majority vote for adoption.
  - D. All of the above
- \_\_\_ 32. If you wanted to amend a pending main motion by placing words at the end of the motion, the proper form would be to say
- A. "I move to amend by inserting the word . . ."
  - B. "I move to amend by substituting . . ."
  - C. "I move to amend by adding . . ."
  - D. "I move to amend by striking out the . . ."
- \_\_\_ 33. If an organization's officers are members of the assembly,
- A. they represent a quorum regardless of the number of other members in attendance.
  - B. they can determine the percentage of members that represents a quorum.
  - C. they are counted in deciding if a quorum is present.
  - D. and they are necessary to make a quorum, they may leave and it does not effect the quorum count.

- \_\_\_\_ 34. **Which statement below is true regarding secondary motions?**  
A. A secondary motion can be made while a main motion is pending.  
B. Secondary motions generally are not seconded before being stated by the chair.  
C. When a secondary motion is placed before the assembly, it does not become the pending question.  
D. When a secondary motion is immediately pending, the main motion is not pending.
- \_\_\_\_ 35. **When a main motion places a special limit on the number of speeches each member may make at a meeting, the minimum affirmative vote required for adoption is**  
A. a majority.  
B. two-thirds.  
C. a majority and notice.  
D. two-thirds and notice.
- \_\_\_\_ 36. **The minimum affirmative vote required to adopt the subsidiary motion to *Commit or Refer* is**  
A. a majority.  
B. two-thirds and previous notice.  
C. three-fourths.  
D. None of the above
- \_\_\_\_ 37. **When the subsidiary motion for the *Previous Question* is immediately pending,**  
A. a first degree amendment can be applied to it.  
B. it can be proposed again to include more or less pending questions.  
C. a third degree amendment can be applied to it specifying three more questions to be included.  
D. the privileged motion to *Adjourn* cannot be made.
- \_\_\_\_ 38. **A member must make a *Point of Order***  
A. immediately after debate concludes if it is called on a *Main Motion*.  
B. immediately after another member makes a *Parliamentary Inquiry*.  
C. only after the parliamentarian notifies the assembly that a breach of order has occurred.  
D. as soon as the breach occurs.
- \_\_\_\_ 39. **If a member suggests a change to the maker of a motion before it is stated by the chair, who must approve it?**  
A. The assembly  
B. The chairman  
C. The member who seconded the motion  
D. The maker of the motion
- \_\_\_\_ 40. **Which statement below is false regarding a quorum?**  
A. Depending on the organization, the number of members constituting a quorum may vary.  
B. In most church organizations that have no dues or a registration of members, a quorum consists of those attending.  
C. A quorum is often specified as a percentage of the membership.  
D. A quorum refers to the actual number of members voting on a motion.
- \_\_\_\_ 41. **Assume member "A" rises before the floor was yielded. Member "B" rises and addresses the chair after the floor is yielded. As chairman, you should allow**  
A. member "A" to have the floor.  
B. member "A" to have the floor first and member "B" to have the floor second.  
C. neither member to have the floor.  
D. member "B" to have the floor.
- \_\_\_\_ 42. **"Gaveling through" a motion is a procedure when the presiding officer**  
A. taps the gavel when a motion is seconded and again after it is adopted.  
B. allows the assembly to vote on an unimportant main motion without a second and debate.  
C. puts a question to a vote so fast that members cannot gain the floor.  
D. interrupts a member who is making a motion by tapping the gavel several times.

- \_\_\_\_\_ 43. Which of the following is not a duty of the presiding officer of an assembly?
- A. To announce the proper sequence of business
  - B. To allow the assembly to decide all questions of order
  - C. To enforce the rules of debate
  - D. To allow the assembly to appeal rulings made by the chair on questions of order
- \_\_\_\_\_ 44. When the secretary signs the minutes, the words *Respectfully Submitted* should
- A. always be used.
  - B. only be used if the president signs them.
  - C. only be used for the minutes of the annual meeting and ad hoc committee meetings.
  - D. not be included.
- \_\_\_\_\_ 45. Which statement below is true regarding the main motion to *Fix the Time to Which to Adjourn*?
- A. It is never amendable.
  - B. Debate is allowed when it is pending.
  - C. It is in order when another member has the floor.
  - D. A minimum affirmative vote of two-thirds is required for adoption.

# **THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS**

## **ACCREDITATION EXAMINATION NUMBER 13 (2015 National Parliamentary Procedure CDE)**

### **ANSWER KEY**

#### **PART I**

- |              |                        |
|--------------|------------------------|
| 1. Page 10.  | 2. Beginning line: 15  |
| 3. Page 82.  | 4. Beginning line: 19  |
| 5. Page 185. | 6. Beginning line: 8   |
| 7. Page 347. | 8. Beginning line: 30  |
| 9. Page 471. | 10. Beginning line: 26 |

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

- |                  |                  |
|------------------|------------------|
| 1. A (9)         | 24. D (454, 456) |
| 2. C (16)        | 25. B (463)      |
| 3. B (21)        | 26. A (487)      |
| 4. D (29)        | 27. C (530)      |
| 5. B (40)        | 28. C (651)      |
| 6. C (42)        | 29. B (4)        |
| 7. C (65)        | 30. D (4)        |
| 8. A (70, 71)    | 31. D (8, 9)     |
| 9. C (79)        | 32. C (31)       |
| 10. D (124)      | 33. C (22)       |
| 11. B (129)      | 34. A (60)       |
| 12. A (189)      | 35. B (103)      |
| 13. A (194)      | 36. A (171)      |
| 14. A (242)      | 37. B (200)      |
| 15. A (259)      | 38. D (250)      |
| 16. A (281)      | 39. D (296)      |
| 17. C (298)      | 40. D (345, 346) |
| 18. D (329, 330) | 41. D (378)      |
| 19. B (340)      | 42. C (387)      |
| 20. B (359)      | 43. B (449, 450) |
| 21. B (397)      | 44. D (471)      |
| 22. C (405)      | 45. B (16, 17)   |
| 23. B (443)      |                  |



# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 16 (2016 National Parliamentary Procedure CDE)

### PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**DIRECTIONS:** Use the 11<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the following statements and write them in the spaces provided below each statement. 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.**

“A motion is a formal proposal by a member, in a meeting, that the assembly take certain action.”

1. Page: \_\_\_\_\_ 2. Beginning line number: \_\_\_\_\_

“A *special meeting* (or *called meeting*) is a separate session of a society held at a time different from that of any regular meeting,  
and convened only to consider one or more items of business specified in the call of the meeting.”

3. Page: \_\_\_\_\_ 4. Beginning line number: \_\_\_\_\_

“By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without  
debate.”

5. Page: \_\_\_\_\_ 6. Beginning line number: \_\_\_\_\_

“Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated.”

7. Page: \_\_\_\_\_ 8. 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.”

9. Page: \_\_\_\_\_ 10. Beginning line number: \_\_\_\_\_

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 16 (2016 National Parliamentary Procedure CDE)

### 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. 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. It is decided by a majority rule of the assembly
  - C. The special rule.
  - D. Neither one. The organization's secondary parliamentary authority would be consulted.
- \_\_\_\_ **2. A standing rule remains in effect until**
- A. rescinded or amended.
  - B. the end of the meeting.
  - C. the member who proposed the rule withdraws it.
  - D. the parliamentarian decides it has no value for the organization.
- \_\_\_\_ **3. Before proposing a main motion, a member may**
- A. not offer an explanation for the motion or debate it.
  - B. offer an explanation of a few words.
  - C. explain all the reasons in detail for making the motion.
  - D. debate the motion up to ten minutes.
- \_\_\_\_ **4. When a member's motion is not in order, the chair says,**
- A. "You are out of order because ..."
  - B. "I rule your motion is out of order because ..."
  - C. "I'm sorry, Mary, you made a mistake and you are out of order because ..."
  - D. "The chair rules that the motion is out of order because ..."
- \_\_\_\_ **5. When the presiding officer puts the question, this means that the chair**
- A. is asking for a second.
  - B. proceeds to take a vote on the pending motion.
  - C. is going to ask the maker of the motion a question.
  - D. is going to put the pending motion on temporary hold.

- \_\_\_ 6. **If there is a tie vote on a motion and the chair does not vote, the chair**
- A. must take another vote.
  - B. must vote to break the tie.
  - C. declares that the motion is lost.
  - D. declares the motion is adopted.
- \_\_\_ 7. **The lowest ranking privileged motion is**
- A. *Raise a Question of Privilege*
  - B. *Recess*
  - C. *Call For the Orders of the Day*
  - D. *Fix the Time to Which to Adjourn*
- \_\_\_ 8. **Which one of the following is not a standard descriptive characteristic of a motion?**
- A. Whether the motion requires a second
  - B. The vote required for the adoption of the motion
  - C. Which members can debate the motion
  - D. Whether the motion is amendable
- \_\_\_ 9. **An *original main motion* is a main motion that**
- A. amends another motion.
  - B. introduces a substantive question as a new subject.
  - C. is related to the business of the assembly or its past or future action.
  - D. allows the maker of the motion to serve as chairman if it is referred to a committee.
- \_\_\_ 10. **If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?**
- A. *Point of Order*
  - B. *Limit Debate*
  - C. *Postpone Indefinitely*
  - D. *Adjourn*
- \_\_\_ 11. **"An amendment must be 'germane' to be in order." This means that**
- A. the amendment must be made by a process called "insertion."
  - B. the date and purpose of the proposed change must be included.
  - C. an amendment must in some way involve the same question that is raised by the motion to which it is applied.
  - D. the amendment must always be proposed by the member who proposed the main motion.
- \_\_\_ 12. **The subsidiary motion to *Postpone to a Certain Time* takes precedence over the motion to**
- A. *Adjourn*.
  - B. *Limit Debate*.
  - C. *Lay on the Table*.
  - D. *Amend*.

- \_\_\_13. When the *Previous Question* is ordered on a series of pending motions, they are voted on in the
- A. same order in which they were proposed.
  - B. order as determined by the chairman.
  - C. reverse order in which they were made.
  - D. order that the proposer of each motion demands.
- \_\_\_14. One of the rules related to the motion to *Take From the Table* is that it
- A. must be made by the same member who proposed the tabled motion.
  - B. can be proposed during the interrupting business.
  - C. can be proposed during any pending business.
  - D. requires a majority vote for its adoption.
- \_\_\_15. How does the chair handle a recess if it is provided for in an adopted agenda?
- A. The chair requests that a member make a motion to have a recess.
  - B. The chair appoints a committee to determine the proper procedure for announcing the recess.
  - C. The chair declares the recess at the specified time.
  - D. A member calls for the order of the day, it is seconded, and the chair conducts a voice vote.
- \_\_\_16. MEMBER:-(After obtaining the floor) "I move that when this meeting adjourns, it adjourn to meet at 9 a.m. next Wednesday." The adoption of this motion establishes a (an)
- A. *postponed* meeting.
  - B. *adjourned* meeting.
  - C. *recessed* meeting.
  - D. *special* meeting.
- \_\_\_17. When a member wishes to do something at a meeting that he/she cannot do without violating one or more of its regular rules, the assembly can adopt a motion to
- A. appeal the decision of the chairman.
  - B. raise a question of privilege.
  - C. suspend the rules.
  - D. allow the chairman to change the rule without notice.
- \_\_\_18. You have made a motion "to have a dance next Saturday." Immediately after it has been seconded and before the chair has stated the motion to the assembly, you realize that the club's picnic is the same day. How could you cancel your motion?
- A. Obtain the floor and say, "I move to amend my motion by withdrawing it."
  - B. Rise, and without obtaining the floor say, "I move to suspend the rules allowing my motion."
  - C. Rise, and without obtaining the floor say, "I move to withdraw my motion."
  - D. Rise, and without obtaining the floor say, "I withdraw the motion."
- \_\_\_19. Under which circumstance below might a motion to *Postpone Indefinitely* be renewed?
- A. If amendments have substantially changed the main motion
  - B. If a substitute motion has replaced the main motion
  - C. If a motion to refer the matter to a committee has been voted down
  - D. None of the above. The motion to postpone indefinitely cannot be renewed in connection with the same main motion during the same session

- \_\_\_20. **A motion arising out of a report of an officer, board, or committee is taken up**
- A. at the next meeting.
  - B. immediately after the report is given.
  - C. under new business.
  - D. under unfinished business.
- \_\_\_21. **When an interruption occurs, the member who has the floor**
- A. loses it permanently.
  - B. sits while the interrupting matter is attended to.
  - C. stands while the interrupting matter is attended to.
  - D. gives permission to the chair to be interrupted.
- \_\_\_22. **The word *majority* means:**
- A. "exactly half."
  - B. "less than half."
  - C. "more than half."
  - D. 51%.
- \_\_\_23. **If you were chairman and were not in favor of a main motion that just received a tie vote from the assembly, what would you do?**
- A. Vote against the motion and announce that the motion is lost.
  - B. Tell the assembly you were not in favor of the motion, but couldn't vote.
  - C. Have the other officers decide the outcome.
  - D. Announce that the motion is lost.
- \_\_\_24. **Another name for the secretary is the**
- A. *clerk*.
  - B. *recording secretary*.
  - C. *scribe*.
  - D. All of the above
- \_\_\_25. **Normally, in most organizations, the minutes of each meeting are read and approved**
- A. by the officers when they meet to plan the next meeting.
  - B. at the end of the regular meeting before adjournment.
  - C. at the beginning of the next regular meeting after the meeting is called to order and opening ceremonies are completed.
  - D. whenever the chairman determines there will be adequate time to discuss them in detail.
- \_\_\_26. **A quorum of a board, if not provided in the bylaws, is**
- A. two-thirds of the members elected.
  - B. a majority of the standing committee chairmen.
  - C. more than half the members.
  - D. all of the officers.

- \_\_\_27. **Usually the article on members in the bylaws covers all of the following except**
- A. the names of the members.
  - B. classes of members.
  - C. qualifications or eligibility of members.
  - D. the required fees and dues and the payable due dates.
- \_\_\_28. **A member who uses objectionable or disorderly words in a meeting can be removed by**
- A. a vote of the assembly.
  - B. any member.
  - C. the chair.
  - D. the sergeant-at-arms.
- \_\_\_29. **Which series of motions below is arranged from highest to lowest precedence?**
- A. Recess, Adjourn, Main Motion, Amend
  - B. Adjourn, Amend, Recess, Main Motion
  - C. Main Motion, Amend, Recess, Adjourn
  - D. Adjourn, Recess, Amend, Main Motion
- \_\_\_30. **Which one of the following statements is not true regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- A. It requires a two-thirds vote of the members present and voting for adoption.
  - B. Debate is not allowed.
  - C. It is amendable.
  - D. A member may interrupt another member who is debating to propose it.
- \_\_\_31. **Which form below would be used if a member wanted to make a motion so that members could speak in debate as often as they could obtain the floor?**
- A. "I move that the question be considered informally."
  - B. "I move that debate be extended."
  - C. "I move the previous question."
  - D. "I move that debate on the question be unlimited."
- \_\_\_32. **The usual term used in *Robert's Rules of Order Newly Revised* that refers to a combination of the bylaws and constitution is**
- A. *Charter*.
  - B. *Statutes*.
  - C. *Bylaws*.
  - D. *Constitution*.
- \_\_\_33. **During the debate of a measure, the chair should alternate between**
- A. the maker of the motion and members who oppose it.
  - B. officers and members who are not officers.
  - C. members who want to speak pro and con.
  - D. members and nonmembers.

- \_\_\_34. **A main motion yields to all applicable secondary motions and takes precedence over**
- A. incidental main motions.
  - B. another pending main motion.
  - C. all other motions.
  - D. no other motion.
- \_\_\_35. **The subsidiary motion to *Postpone Indefinitely***
- A. yields only to main motions.
  - B. can be applied to any motion.
  - C. is the lowest-ranking subsidiary motion.
  - D. is used to bring a motion back for consideration at the same meeting.
- \_\_\_36. **When a presiding officer appoints a committee at a regular meeting, the chairman is usually the committee member named**
- A. first.
  - B. second.
  - C. next to the last.
  - D. last.
- \_\_\_37. **Which statement is false regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- A. Any amendment applied to it is debatable.
  - B. It must be seconded.
  - C. It can be used to control debate on a series of pending questions.
  - D. It is out of order when another member has the floor.
- \_\_\_38. **The privileged motion to *Adjourn* can be applied to the motion to**
- A. *Postpone Indefinitely*.
  - B. *Lay on the Table*.
  - C. *Postpone to a Certain Time*.
  - D. None of the above
- \_\_\_39. **MEMBER:- (Rising, and without waiting to be recognized) "Mr. President, I object to the consideration of the motion." What is the major effect of the above motion?**
- A. To object to the consideration of amendments to the pending motion
  - B. To not consider the immediately pending motion during the meeting
  - C. To object to the fact that a motion has been considered and adopted by a majority vote
  - D. To demand that the maker of the motion explain the objective of the pending motion immediately
- \_\_\_40. **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**
- A. ignore the motion to *Reconsider* and not process it.
  - B. ask if the member was present at the time.
  - C. rule the member out of order, since the motion to *Reconsider* cannot be applied to a motion adopted by unanimous consent.
  - D. take another voice vote on the motion to *Reconsider*.

- \_\_\_ 41. **When a member is not the first to rise and address the chair, and still is assigned the floor, this member is said to be entitled to**
- A. "preference in being recognized."
  - B. "a question of personal preference."
  - C. "preference due to previous consideration."
  - D. "precedence in assignment of the floor."
- \_\_\_ 42. **If 21 votes are cast at a meeting and there are no fractional votes, a minimum majority vote is**
- A. 10
  - B. 11
  - C. 12
  - D. 13
- \_\_\_ 43. **A parliamentarian for an organization should be appointed by the**
- A. officers
  - B. president.
  - C. assembly.
  - D. None of the above
- \_\_\_ 44. **The presenter of a committee report is usually the committee**
- A. chairman.
  - B. secretary.
  - C. member chosen by the committee chairman.
  - D. co-chairman.
- \_\_\_ 45. **Which motion below must be pending if a member wants to make a motion to *Postpone Indefinitely*?**
- A. *Main Motion*
  - B. *Primary Amendment*
  - C. *Commit (or Refer)*
  - D. *Recess*



# **THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS**

## **ACCREDITATION EXAMINATION NUMBER 16 (2016 National Parliamentary Procedure CDE)**

### **ANSWER KEY**

#### **PART I**

- |              |                     |
|--------------|---------------------|
| 1. Page 27.  | Beginning line: 18. |
| 2. Page 91.  | Beginning line: 28. |
| 3. Page 210. | Beginning line: 5.  |
| 4. Page 386. | Beginning line: 6.  |
| 5. Page 473. | Beginning line: 28. |

#### **PART II**

- |                  |                        |
|------------------|------------------------|
| 1. C (16)        | 24. D (458)            |
| 2. A (18)        | 25. C (473)            |
| 3. B (34)        | 26. C (487)            |
| 4. D (39)        | 27. A (571)            |
| 5. B (44)        | 28. A (647)            |
| 6. C (54)        | 29. D (4, TINTED)      |
| 7. C (67)        | 30. D (12, 13, TINTED) |
| 8. C (80)        | 31. A (33, TINTED)     |
| 9. B (100)       | 32. C (12)             |
| 10. C (126,127)  | 33. C (31)             |
| 11. C (136)      | 34. D (60, 61)         |
| 12. D (180)      | 35. C (126)            |
| 13. C (203)      | 36. A (175)            |
| 14. D (213, 301) | 37. A (192, 193)       |
| 15. C (232)      | 38. D (236)            |
| 16. B (244)      | 39. B (269)            |
| 17. C (260)      | 40. B (331)            |
| 18. D (296)      | 41. A (378)            |
| 19. D (338)      | 42. B (400)            |
| 20. B (356)      | 43. B (465)            |
| 21. B (384, 385) | 44. A (506)            |
| 22. C (400)      | 45. A (4, 5)           |
| 23. D (405)      |                        |



# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## 2017 National FFA Parliamentary Procedure LDE (#SuperBowlLDE) Accreditation Exam (#17)

### PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: \_\_\_\_\_ STATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DIRECTIONS:** Use the 11<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* to locate the beginning page number to the following statements and write them in the spaces provided below each statement. Then transfer the answers to the answer sheet (Example: Page 152 enter the three digit number 152). 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.**

1. "After the presentation of the report of an officer, a board, or a committee, one or more motions to carry out recommendations contained in the report may be introduced."

Page: \_\_\_\_\_

2. "A *special meeting* (or *called meeting*) is a separate session of a society held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting."

Page: \_\_\_\_\_

3. "Questions of privilege are of two types: (1) those relating to the privileges of the assembly as a whole; and (2) questions of personal privilege."

Page: \_\_\_\_\_

4. "Unless the assembly has a special rule providing otherwise, no member can speak more than twice to the same question on the same day—except that in the case of an *Appeal* (24), only the presiding officer can speak twice (the second time at the close of the debate), all other members being limited to one speech."

Page: \_\_\_\_\_

5. "A committee report should always be worded in the third person—that is, as shown in the next paragraph (not "I report . . ." or "We recommend . . .")."

Page: \_\_\_\_\_

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## 2017 National FFA Parliamentary Procedure LDE (#SuperBowlLDE) Accreditation Exam (#17)

### 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 Leadership 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 basic principle of decision in a deliberative assembly is that:**
- A. Propositions must be adopted by a majority vote.
  - B. It takes two members to demand a rising vote.
  - C. A  $\frac{2}{3}$  vote is required for all amendments.
  - D. All the decisions of the presiding officer may be reversed by a two-thirds vote.
- \_\_\_\_\_ 2. **Special rules of order:**
- A. Should be adopted as part of the bylaws.
  - B. Cannot be suspended.
  - C. Should be adopted separately from the bylaws.
  - D. Should be voted on by the officers before being proposed to the organization.
- \_\_\_\_\_ 3. **Before a member of an assembly is allowed to speak or propose a motion, he or she must "obtain the floor."**  
**This means that the member must:**
- A. Rise and come before the assembly before speaking.
  - B. Obtain permission from the assembly before addressing the chairman and speaking.
  - C. Rise, address the chair, and wait to be recognized before speaking.
  - D. Address the chair and then speak.
- \_\_\_\_\_ 4. **The statement by the chair, "Are you ready for the question?" means the:**
- A. Assembly may not debate the pending question.
  - B. Assembly must decide if it is ready to ask questions.
  - C. Members may debate the pending question.
  - D. Members may ask the maker of the motion questions.
- \_\_\_\_\_ 5. **Which one of the following motions is an incidental motion?**
- A. Appeal
  - B. Extend Debate
  - C. Recess
  - D. Postpone an event.

- \_\_\_\_\_ **6. The motion to *Postpone Indefinitely* can be reconsidered when it has received a (an)**
- A. Affirmative vote.
  - B. Negative vote.
  - C. Plurality vote
  - D. Tie vote.
- \_\_\_\_\_ **7. The motion to Postpone to a Certain Time:**
- A. When a subsidiary motion, is debatable, amendable and may be reconsidered.
  - B. If adopted, makes the item postponed a special order.
  - C. Always includes a clock time.
  - D. Is identical to *Lay on the Table* except for terminology.
- \_\_\_\_\_ **8. When the chair takes a vote on a main motion, the abstentions are:**
- A. Called for first
  - B. Called for last and used to calculate the majority number.
  - C. Not taken.
  - D. Usually added to the affirmative votes.
- \_\_\_\_\_ **9. 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):**
- A. Special Meeting
  - B. Adjourned Meeting
  - C. Annual Meeting
  - D. Sine die Meeting
- \_\_\_\_\_ **10. The motion to *Reconsider* is debatable if:**
- A. The member who proposed the motion to Reconsider voted on the prevailing side.
  - B. The motion that is to be reconsidered is debatable.
  - C. Members debate only in favor of the motion to be reconsidered.
  - D. There are amendments applied to the reconsidered motion.
- \_\_\_\_\_ **11. Who has the duty to determine if a quorum is present before a meeting is called to order?**
- A. Secretary
  - B. Parliamentarian
  - C. Presiding Officer
  - D. Vice-president
- \_\_\_\_\_ **12. How can an item of business be taken out of its proper order?**
- A. The chair simply makes an announcement.
  - B. A recess is called, and it is handled during that time.
  - C. Adopt a motion to suspend the rules.
  - D. Postpone the pending motion indefinitely, and then take up the necessary business.
- \_\_\_\_\_ **13. Which one of the following is a rule that members should obey during debate?**
- A. Address all remarks through the chairman.
  - B. Use members' names for clarity.
  - C. Speak against your own motions.
  - D. Attack members' motives.
- \_\_\_\_\_ **14. In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least**
- A. 25
  - B. 26
  - C. 27
  - D. 34

- \_\_\_\_ **15. When counting a rising vote, the:**
- A. Affirmative is always counted first.
  - B. Chair should always make the count without assistance.
  - C. Negative is always counted first.
  - D. Chair must report the abstentions when announcing the final results.
- \_\_\_\_ **16. The presiding officer of a large assembly should be chosen chiefly on his or her:**
- A. Congeniality.
  - B. Loyalty to the organization.
  - C. Ability to preside.
  - D. Experience serving as vice-president.
- \_\_\_\_ **17. When an individual is conferred an honorary office or membership in an organization, it:**
- A. Is an honor that confers all the rights of a regular member.
  - B. Must be renewed each year.
  - C. Is perpetual unless rescinded or qualified by the bylaws.
  - D. Means that the member may make and vote on motions.
- \_\_\_\_ **18. In organizations that meet monthly or more often, a board is:**
- A. Given all the power.
  - B. Required to act for the society in all cases.
  - C. Not given so much power.
  - D. Required to meet before the monthly meeting.
- \_\_\_\_ **19. A vacancy occurring in a committee is filled by the:**
- A. Committee itself.
  - B. Appointing power (usually the chairman).
  - C. Society.
  - D. Board of directors.
- \_\_\_\_ **20. Which of the following is suitable for small meetings of an ordinary society?**
- A. Committee of the whole
  - B. Quasi committee of the whole
  - C. Informal consideration
  - D. None of the answers are correct
- \_\_\_\_ **21. Which one of the following types of meetings would not occur in an organized society?**
- A. Special meeting
  - B. Regular meeting
  - C. Annual meeting
  - D. Mass meeting
- \_\_\_\_ **22. If the bylaws contain no provision for amending them, they can be amended by a:**
- A. Majority vote of the members present at any meeting.
  - B. Special committee of the officers of the society.
  - C.  $\frac{2}{3}$  vote after notice at any business meeting.
  - D.  $\frac{2}{3}$  vote at any special meeting.
- \_\_\_\_ **23. The extreme penalty that an organization can impose on a member is a (an)**
- A. Reprimand.
  - B. Fine.
  - C. Suspension.
  - D. Expulsion.

- \_\_\_\_ 24. Which one of the following motions is debatable?
- A. Raise a Question of Privilege
  - C. The privileged motion To Fix the Time to Which to Adjourn
  - B. Previous Question
  - D. Postpone Indefinitely
- \_\_\_\_ 25. Which statement below is false regarding the subsidiary motion to Amend a pending motion?
- A. It is not in order if another member is debating.
  - B. It may be amended.
  - C. It is only debatable if the motion to be amended is debatable.
  - D. It requires notice and a majority vote to be adopted.
- \_\_\_\_ 26. The privileged motion to Recess:
- A. Is in order when another member has the floor.
  - B. May be debated.
  - C. Must be seconded.
  - D. Is decided on by the chairman without a vote.
- \_\_\_\_ 27. 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
- \_\_\_\_ 28. Which of the following motions is NOT allowed in the absence of a quorum?
- A. Recess.
  - C. Fix the time to Which to Adjourn.
  - B. Move to call absent members to encourage them to attend the meeting.
  - D. Move to establish a committee to encourage members to attend future meetings.
- \_\_\_\_ 29. Usually the chair must state the question on a motion immediately after it is
- A. Made and seconded.
  - B. Made.
  - C. Submitted in writing before being proposed.
  - D. Recorded in the minutes by the secretary.
- \_\_\_\_ 30. A *Point of Order* arising from a motion to *Recess* would yield to a motion to
- A. Commit.
  - B. Adjourn.
  - C. Amend.
  - D. Postpone Definitely.
- \_\_\_\_ 31. According to *Robert's Rules of Order Newly Revised*, who "makes an amendment?"
- A. The member who offers the amendment"
  - B. The maker of the motion that the amendment is applied to
  - C. The assembly
  - D. Both the member who proposed the amendment and the member who seconded it
- \_\_\_\_ 32. Which two motions below are not allowed in committees?
- A. *Main Motions* and the subsidiary motion to *Amend*
  - B. The subsidiary motions to *Limit or Extend Limits of Debate* and *Previous Question*
  - C. The incidental motions to call a *Point of Order* and a *Division of the Assembly*
  - D. None of the above

- \_\_\_ **33. The correct motion that should be used to dispose of a motion without a direct vote is:**
- A. Lay on the Table
  - B. Postpone Indefinitely
  - C. Previous Question
  - D. Point of Order
- \_\_\_ **34. The adoption of the motion to Fix the Time to Which to Adjourn does not:**
- A. Have the same effect as a motion to fix the time *at* which to adjourn.
  - B. Adjourn the present meeting.
  - C. Set a time for the present meeting to adjourn.
  - D. All of the above
- \_\_\_ **35. A Division of the Assembly is in order:**
- A. Without obtaining the floor.
  - B. When another member has the floor.
  - C. Immediately after the vote has been announced.
  - D. All of the answers are correct.
- \_\_\_ **36. In different organizations, the number of members constituting a quorum:**
- A. Is always 51% of the membership.
  - B. May vary.
  - C. Is dependent on a decision by the presiding officer prior to opening the meeting.
  - D. Can be determined immediately before roll call by a majority vote of those members present.
- \_\_\_ **37. 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. Two times
  - C. Three times
  - D. The member cannot speak on the amendment.
- \_\_\_ **38. In the standard order of business, new business is considered:**
- A. After approval of the minutes.
  - B. Before the reports of the officers.
  - C. At the discretion of the President and Secretary.
  - D. After unfinished business and general orders.
- \_\_\_ **39. The minimum affirmative vote needed to reopen nominations after they are closed is:**
- A. Majority
  - B.  $\frac{2}{3}$
  - C. Majority with previous notice.
  - D.  $\frac{2}{3}$  with previous notice.
- \_\_\_ **40. When a question is considered informally, the information that should be included in the minutes should not include the:**
- A. Member who made the motion.
  - B. Disposition of the motion.
  - C. Details of debate for motions.
  - D. Exact wording of adopted main motions.
- \_\_\_ **41. If a motion is referred to a committee, what must be included in the minutes?**
- A. Only the name of the committee chairman.
  - B. The committee members' names that are appointed by the chair.
  - C. The names of the members of the organization who voted in favor of the motion to refer.
  - D. The reasons for referring the motion to a committee.



- \_\_\_\_ 42. What should you do as chairman if your mass meeting was attended by several people who were not invited?
- A. Ask them to leave.
  - B. Allow the assembly to determine if they should be allowed to remain.
  - C. Allow them to remain but do not recognize them.
  - D. Direct the sergeant-at-arms to seat them away from those who were invited.
- \_\_\_\_ 43. The presiding officer never uses the gavel to:
- A. Drown out a disorderly member.
  - B. Call a meeting to order.
  - C. Adjourn the meeting.
  - D. Signal a recess.
- \_\_\_\_ 44. The Previous Question is out of order when:
- A. A main motion is immediately pending.
  - B. A motion to *Commit* is immediately pending.
  - C. Any one of the debatable subsidiary motions are immediately pending.
  - D. A motion which cannot be debated or amended is immediately pending.
- \_\_\_\_ 45. Which of the following characteristics is FALSE about Limit or Extend Limits of Debate when it is moved as a main motion when no other business is pending?
- A. Is debatable.
  - B. Is amendable.
  - C. Can be reconsidered.
  - D. Requires a majority vote.

# **THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS**

## **2017 National Parliamentary Procedure LDE Accreditation Exam (#17)**

### **ANSWER KEY**

#### **PART I**

1. Page 28.
2. Page 91.
3. Page 227.
4. Page 388.
5. Page 511.

#### **PART II**

- |                 |                       |
|-----------------|-----------------------|
| 1. A (4)        | 24. D (4, TINTED)     |
| 2. C (17)       | 25. D (8, 9 TINTED)   |
| 3. C (29)       | 26. C (24, 25 TINTED) |
| 4. C (37)       | 27. B (42 TINTED)     |
| 5. A (70)       | 28. D (347-348)       |
| 6. A (127)      | 29. A (37)            |
| 7. A (182)      | 30. B (74)            |
| 8. C (45)       | 31. C (131)           |
| 9. A (91)       | 32. B (191)           |
| 10. B (320)     | 33. B (216)           |
| 11. C (348-349) | 34. D (244-245)       |
| 12. C (363)     | 35. D (281)           |
| 13. A (392)     | 36. B (345-346)       |
| 14. B (400)     | 37. B (389)           |
| 15. A (410-411) | 38. D (353)           |
| 16. C (449)     | 39. A (436)           |
| 17. C (463)     | 40. C (471)           |
| 18. C (482-483) | 41. B (473)           |
| 19. B (492)     | 42. A (545)           |
| 20. C (530)     | 43. A (645)           |
| 21. D (543)     | 44. D (4, 5 TINTED)   |
| 22. C (581)     | 45. D (14, 15 TINTED) |
| 23. D (643)     |                       |

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 21 (2018 National Parliamentary Procedure LDE)

### PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**DIRECTIONS:** Use the 11<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the following statements and write them in the spaces provided below each statement. Then transfer the answers 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.**

1. "Business is brought before an assembly by the *motion* of a member."

Page: \_\_\_\_\_

2. "Neither the member who offers an amendment nor the maker of the main motion *amends* or "makes an amendment"; only the assembly can do that."

Page: \_\_\_\_\_

3. "If a question of order is to be raised, it must be raised promptly at the time the breach occurs."

Page: \_\_\_\_\_

4. "The presiding officer of an assembly ordinarily is called the *chairman*\* when no special title has been assigned, or in a body not permanently organized , such as a mass meeting."

Page: \_\_\_\_\_

5. "An honorary office is in fact not an office but---like honorary membership---a complimentary title hat may be bestowed on members and nonmembers."

Page: \_\_\_\_\_

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 21 (2018 National Parliamentary Procedure LDE)

### PART II---MULTIPLE CHOICE WRITTEN TEST

NAME: \_\_\_\_\_ STATE: \_\_\_\_\_

**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 minimum affirmative vote to adopt a standing rule at any business meeting is a:
- A. two-thirds with previous notice.
  - B. two-thirds without previous notice.
  - C. a majority without previous notice.
  - D. a majority and mandatory previous notice.
- \_\_\_\_\_ 2. Complex motions are presented in the form of a (an)
- A. incidental main motion.
  - B. charter.
  - C. secondary amendment.
  - D. resolution.
- \_\_\_\_\_ 3. In large assemblies, the chair has the same voting rights as any other member. This means that the chairman may vote
- A. only to make a tie.
  - B. for the negative when there is a tie vote.
  - C. when it would affect the outcome, or he may abstain.
  - D. only when a motion is obviously going to be adopted.
- \_\_\_\_\_ 4. A Call for the Orders of the Day is in order when a member:
- A. can't hear the proceedings of the meeting.
  - B. demands that the assembly proceed to the part of the agenda that deals with the program before the scheduled time.
  - C. demands that the assembly conform to its agenda.
  - D. is aware that there is a disturbance in the assembly room.

- \_\_\_\_\_ 5. Main motions:
- A. take precedence over all motions.
  - B. are not debatable.
  - C. always require a two-thirds vote to be adopted.
  - D. are out of order when another member has the floor.
- \_\_\_\_\_ 6. Which form of amendment below would be proper to use if you wanted to strike out a paragraph and insert another paragraph?
- A. Strike out and Insert
  - B. Substitution
  - C. Strike out
  - D. Add
- \_\_\_\_\_ 7. Which of the following are examples of binding instructions which may be included in the motion to Commit?
- A. When the committee should report
  - B. How the committee should consider the question
  - C. If the committee should employ an expert consultant
  - D. All of the above
- \_\_\_\_\_ 8. Assume that debate on a motion is dragging on. What should you do if you wanted to reduce the number of times each member could debate?
- A. Obtain the floor and say, "I move that debate be limited for each member."
  - B. Rise, and without obtaining the floor say, "I move to limited debate."
  - C. Obtain the floor and say, "I move that debate be limited to one speech for each member."
  - D. From your seat, and without obtaining the floor say, "I move that debate be reduced."
- \_\_\_\_\_ 9. Assume that a main motion is being debated and you become aware that something else of immediate urgency has arisen. What should you do?
- A. Obtain the floor and say, "I move to lay the question on the table."
  - B. Rise, and without obtaining the floor say, "I move to postpone the motion."
  - C. Obtain the floor and say, "I move to lay the question on the table until 10:00 a.m."
  - D. From your seat, and without obtaining the floor say, "I move to postpone the motion indefinitely until after we decide the urgent matter of . . ."
- \_\_\_\_\_ 10. If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)
- A. main motion.
  - B. privileged motion.
  - C. subsidiary motion.
  - D. incidental motion.

- \_\_\_\_\_ 11. The effect of adopting the privileged motion to Fix the Time to Which to Adjourn is to:
- A. adjourn the present meeting.
  - B. recess immediately.
  - C. establish a continuation of the present meeting.
  - D. set a time for adjourning the next meeting.
- \_\_\_\_\_ 12. Assume you do not agree with the chairman's ruling on your Point of Order. What could you do?
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
  - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
  - C. From your seat, and without obtaining the floor say, "I move the previous question."
  - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
- \_\_\_\_\_ 13. If you call for a Division of the Assembly at a meeting of seventy members, this means that the vote must be taken again by:
- A. voice.
  - B. rising.
  - C. raising of hands.
  - D. paper ballot.
- \_\_\_\_\_ 14. A main motion is pending, and you have a question that needs to be answered by the maker of the motion. What could you do?
- A. Rise, and without obtaining the floor say, "Mr. Chairman, point of information, please."
  - B. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
  - C. From your seat, and without obtaining the floor say, "Parliamentary inquiry."
  - D. Obtain the floor and say, "I rise to a point of order."
- \_\_\_\_\_ 15. You want to cancel a motion that was adopted at a previous meeting. What could you do?
- A. Propose a second degree amendment to rescind it.
  - B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
  - C. Obtain the floor and say, "I move to rescind the motion related to . . . adopted at the meeting last month."
  - D. Make a motion to have a special committee investigate it.
- \_\_\_\_\_ 16. Assume a few members constantly called out "Division!" on all voice votes even though the outcome was obviously unanimous. What would you do as chairman?
- A. Conduct the rising vote.
  - B. Tell the members to stop disrupting the assembly.
  - C. Either not recognize the members or rule the request out of order.
  - D. Have the assembly vote on whether they wish the division.

- \_\_\_\_\_ 17. The minutes do not become the official record of a society's proceedings until they are:
- A. sent to members of the society.
  - B. signed by the president.
  - C. approved by the society.
  - D. amended for changes.
- \_\_\_\_\_ 18. 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. Reconsider
  - D. Postpone Definitely
- \_\_\_\_\_ 19. The maker of a motion can vote against it but is not allowed to
- A. speak in opposition to it.
  - B. amend it.
  - C. propose a motion to adjourn when the motion is pending.
  - D. refer the motion to a committee.
- \_\_\_\_\_ 20. In an election, John received 50 votes, Mary received 49 votes, and Jane received 48 votes. Which person received a plurality?
- A. John
  - B. Mary
  - C. Jane
  - D. None of the above
- \_\_\_\_\_ 21. The election of officers should take place:
- A. early in a meeting.
  - B. under new business.
  - C. at the end of the meeting.
  - D. during an executive session.
- \_\_\_\_\_ 22. If neither the president or vice-president is present, the meeting should be called to order by the:
- A. secretary.
  - B. parliamentarian.
  - C. officer with the most seniority.
  - D. sergeant-at-arms.

- \_\_\_\_\_ 23. Corrections to minutes may:
- A. never be made after being accepted by the assembly.
  - B. be made only immediately after they are read to the assembly.
  - C. be made by the assembly at any time a mistake is discovered.
  - D. be made only if approved by the organization's officers.
- \_\_\_\_\_ 24. Which of the following is the primary difference between a board and a committee?
- A. The committee is larger.
  - B. The board has more authority to act independently for the assembly.
  - C. The board meets more frequently.
  - D. The quorum for a board is always larger.
- \_\_\_\_\_ 25. A motion made to the assembly after a committee report:
- A. may not be debated.
  - B. has a higher precedence than the motion to amend.
  - C. requires no second.
  - D. can be proposed when another member is speaking.
- \_\_\_\_\_ 26. If an assembly considers a question informally, this means that:
- A. members can ask each other questions without going through the chairman.
  - B. debate is not allowed on all motions and their amendments.
  - C. there is no limit on the number of times members can speak in debate on main questions and their amendments.
  - D. members may debate longer than ten minutes each time they speak.
- \_\_\_\_\_ 27. Members of a new society who sign a permanent record sheet that will be filed with the original papers of the organization are called:
- A. Original members.
  - B. Charter members.
  - C. Permanent members.
  - D. Corporate members.
- \_\_\_\_\_ 28. The time at which a bylaw amendment goes into effect is immediately upon:
- A. adjournment of the meeting.
  - B. the conclusion of the report.
  - C. its adoption.
  - D. the signatures of all the officers.
- \_\_\_\_\_ 29. If the chair is occupied by a member who is not the regular presiding officer, and the assembly feels that the member should vacate the chair, what can be done by the assembly?
- A. Propose a motion to "declare the chair vacant and elect a new chairman."
  - B. Appeal the chair's decision to remain as chairman.
  - C. Rise to a parliamentary inquiry.
  - D. Propose a motion to "allow the secretary to preside for the remainder of the meeting."



- \_\_\_\_\_ 30. The motion to call for the Previous Question may be applied to all the subsidiary motions listed below except:
- A. Refer to a Committee
  - B. Limit Debate
  - C. Lay on the Table
  - D. Extend Limits of Debate
- \_\_\_\_\_ 31. A Division of the Assembly and a Division of the Question are both
- A. undebatable.
  - B. in order when another member has the floor.
  - C. adopted by a two-thirds vote of the members present and voting.
  - D. subsidiary motions.
- \_\_\_\_\_ 32. The motion to Take From the Table must always be:
- A. opened for debate by the presiding officer.
  - B. seconded.
  - C. amended.
  - D. adopted by a two-thirds vote of members present and voting.
- \_\_\_\_\_ 33. A mass meeting:
- A. is the most complicated form of a deliberative assembly.
  - B. always consists of one meeting.
  - C. does not need a large attendance to function.
  - D. has the same objectives as a convention.
- \_\_\_\_\_ 34. What does the chairman say after notifying the assembly that a motion has not been seconded?
- A. "Will the maker of the motion withdraw his/her motion?"
  - B. "The unseconded motion is postponed until the next regular meeting."
  - C. "The next item of business is . . ."
  - D. "The motion is lost."
- \_\_\_\_\_ 35. There are five classes of motions. Which one of the following belongs to the first class?
- A. Secondary motions (Privileged motions)
  - B. Main motions (Original and Incidental)
  - C. Motions that bring a question again before the assembly
  - D. Incidental motions
- \_\_\_\_\_ 36. The effect of adopting the subsidiary motion to Postpone Indefinitely is to:
- A. postpone the main motion to the next regular meeting.
  - B. lay a main motion on the table.
  - C. reject the main motion indirectly.
  - D. put a main motion off to a time which is determined by the presiding officer.

\_\_\_\_\_ 37. Which form below is NOT correct for the motion to Commit or Refer?

- A. "I move that the motion be referred to the Membership Committee."
- B. "I move that the assembly now resolve itself into a committee of the whole to consider the motion."
- C. "I move that the motion be considered informally."
- D. "I move to commit or refer."

\_\_\_\_\_ 38. The minimum affirmative vote needed to adopt the motion to Limit or Extend Limits of Debate when it is made with no question pending is:

- A. a majority.
- B. two-thirds.
- C. one-fifth.
- D. None of the above

\_\_\_\_\_ 39. After a motion to *Adjourn* has been made and seconded when there is no other business, what would the chairman say to the assembly to adjourn by unanimous consent?

- A. "If there is no objection, the meeting will now adjourn." (Pause for response)  
"Since there is no objection, the meeting is adjourned."
- B. "Does a member wish to move to adopt the motion to adjourn by unanimous consent?" (Pause for response, and after the motion is made, seconded and voted on by the assembly) "The 'ayes' have it, and the motion to adjourn is adopted by unanimous consent."
- C. "The chair moves that the meeting adjourn by unanimous consent."  
(Pause for objection) "The meeting is adjourned."
- D. None of the above. The chair cannot make the decision to adjourn by unanimous consent.

\_\_\_\_\_ 40. Which of the following may not be suspended?

- A. Local, state, or national laws
- B. The fundamental principles of parliamentary law
- C. Rules protecting absentees
- D. All of the above

\_\_\_\_\_ 41. The motion to Reconsider:

- A. may have primary amendments applied to it.
- B. is the only motion that can have a third degree amendment applied to it.
- C. is not amendable.
- D. is amendable only as to the time the question will be reconsidered.

- \_\_\_\_\_ 42. The chairman should not ask, "Is there any unfinished business," but should instead:
- A. direct a specific member to repeat the question to the assembly under this heading.
  - B. state the question on the first item of business under this heading.
  - C. determine by a majority vote if the assembly wishes the question to be considered.
  - D. allow the secretary to read the topic under consideration and put the question.
- \_\_\_\_\_ 43. If two members of a twelve-member board resign, a majority of the entire membership is
- A. 6.
  - B. 7.
  - C. 9.
  - D. None of the above
- \_\_\_\_\_ 44. Which statement below is true regarding the duties of the parliamentarian?
- A. The presiding officer should confer with the parliamentarian before a meeting begins.
  - B. The president should avoid conferring with the parliamentarian during a recess.
  - C. When a permanent appointee, the parliamentarian usually has a set number of functions.
  - D. When advising the presiding officer, the parliamentarian should wait until asked for advice.
- \_\_\_\_\_ 45. According to Robert's Rules of Order Newly Revised, which one of the following is NOT a recommended article in an organization's bylaws?
- A. Article I: Name
  - B. Article II: Object
  - C. Article III: Members
  - D. Article IV: Officers' Names

**THE SOCIETY FOR  
AGRICULTURAL EDUCATION PARLIAMENTARIANS**

**ACCREDITATION EXAMINATION NUMBER 21  
(2018 National Parliamentary Procedure LDE)**

**ANSWER KEY**

**PART I**

1. Page 27.
2. Page 131.
3. Page 250.
4. Page 448.
5. Page 465.

**PART II**

- |                   |                       |
|-------------------|-----------------------|
| 1. C (18          | 24. B (390)           |
| 2. D (33)         | 25. C (508)           |
| 3. C (153)        | 26. C (540)           |
| 4. C (167)        | 27. B (559 & 560)     |
| 5. D (103)        | 28. C (597)           |
| 6. B (134)        | 29. A (651)           |
| 7. D (172)        | 30. C (4)             |
| 8. C (196)        | 31. A (14 & 15)       |
| 9. A (217)        | 32. B (26 & 27)       |
| 10. A (234)       | 33. C (6)             |
| 11. C (244)       | 34. C (36)            |
| 12. D (259)       | 35. B (59)            |
| 13. B (280)       | 36. C (127 & 128)     |
| 14. A (294)       | 37. D (178)           |
| 15. C (302)       | 38. B (192)           |
| 16. C (342)       | 39. A (242)           |
| 17. C (355)       | 40. D (260)           |
| 18. D (365)       | 41. C (320)           |
| 19. A (395)       | 42. B (359)           |
| 20. A (404 & 405) | 43. A (403-footnote)  |
| 21. A (439)       | 44. A (466)           |
| 22. A (453)       | 45. D (570, 571, 572) |
| 23. C (475)       |                       |

**THE SOCIETY FOR  
AGRICULTURAL EDUCATION PARLIAMENTARIANS  
ACCREDITATION EXAMINATION  
(2019 National Parliamentary Procedure LDE)**

**PART I---PARLIAMENTARY PROCEDURE RESEARCH**

**NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIRECTIONS:**

Use the 11<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the following statements and write them in the spaces provided below each statement. Then transfer **the** answers 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.**

1. "Voting by *ballot* (slips of paper on which the voter marks his vote) is used when secrecy of the members' votes is desired."

Page: \_\_\_\_\_

2. "A *main motion* is a motion whose introduction brings business before the assembly."

Page: \_\_\_\_\_

3. "In an appeal from the decision of the chair, a tie vote sustains the chair's decision, even though his vote created the tie, on the principle that the decision of the chair can be reversed only by a majority vote."

Page: \_\_\_\_\_

4. When a committee is appointed "with power," this means with power to take all the steps necessary to carry out its instructions."

Page: \_\_\_\_\_

5. "The correction and approval of minutes (pp. 354-355) is an example of business that is normally handled by unanimous consent."

Page: \_\_\_\_\_

**THE SOCIETY FOR  
AGRICULTURAL EDUCATION  
PARLIAMENTARIANS  
ACCREDITATION EXAMINATION  
(2019 National Parliamentary Procedure LDE)**

**PART II---MULTIPLE CHOICE WRITTEN TEST**

**NAME:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**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. Main motions:**
- a. Take precedence over all motions.
  - b. Are not debatable.
  - c. Always require a two-thirds (2/3) vote to be adopted.
  - d. Are out of order when another member has the floor.
- \_\_\_\_\_ **2. Motions proposed in small boards or committees:**
- a. Must be seconded.
  - b. May be seconded by the maker of the motion.
  - c. Need not be seconded.
  - d. Must be seconded by the presiding officer.
- \_\_\_\_\_ **3. A member of an assembly, in a parliamentary sense, is a person having the right to:**
- a. Examining all the records of the organization.
  - b. Attend the executive sessions.
  - c. Participate fully in its proceedings.
  - d. Debate a motion in detail before it is proposed.
- \_\_\_\_\_ **4. When a motion is adopted without the steps of stating the question and putting the motion to a formal vote, it is called adopting by:**
- a. Consensus
  - b. Unanimous (general) consent.
  - c. A withdraw of objections.
  - d. A caucus.
- \_\_\_\_\_ **5. When writing a complex main motion in the form of a resolution, what word should a preamble begin with to give reasons for the motion's adoption?**
- a. "Therefore"
  - b. "Be it resolved"
  - c. "Whereas"
  - d. "However"

- \_\_\_\_\_ **6. The bylaws of an organized local society usually provide that it shall hold:**
- a. Biannual adjourned meetings.
  - b. Regular meetings at stated intervals.
  - c. A specific number of meetings each year.
  - d. Special meetings every month.
- \_\_\_\_\_ **7. A communication addressed to the organization is normally read aloud at a meeting by the:**
- a. President.
  - b. Vice President.
  - c. Committee Chairman.
  - d. Secretary.
- \_\_\_\_\_ **8. An incidental main motion:**
- a. Can be made only with the permission of the assembly.
  - b. Is in order if an original main motion is the immediate pending question.
  - c. Proposes an action that is defined under parliamentary law and described by a particular parliamentary term.
  - d. Is the same as a main motion, except it only can be proposed when an incidental motion is pending.
- \_\_\_\_\_ **9. A motion to postpone indefinitely can be used when a member wishes to:**
- a. Avoid an embarrassing matter.
  - b. Postpone the motion to a later time.
  - c. Postpone the motion to the next meeting.
  - d. Change the motion to make it more germane.
- \_\_\_\_\_ **10. To consider a motion later in the same meeting, a member may:**
- a. Postpone the motion definitely.
  - b. Lay the motion on the table.
  - c. Refer the motion to a committee.
  - d. Call for the orders of the day on the motion.
- \_\_\_\_\_ **11. Unless there is a rule to the contrary, a member may speak:**
- a. Once during the same day.
  - b. Twice during the same day.
  - c. Three times on the same motion on the same day.
  - d. Twice on the same motion on the same day.
- \_\_\_\_\_ **12. Previous notice may be given:**
- a. Only by members of the executive board.
  - b. By charter members.
  - c. By any member present at a meeting.
  - d. By anyone present at a meeting.
- \_\_\_\_\_ **13. An organized society requires certain rules to:**
- a. Establish its basic structure and manner of operation.
  - b. Make certain it is different from other societies.
  - c. Allow its officers to rule against its bylaws.
  - d. Ensure that its officers are not liable for their actions.
- \_\_\_\_\_ **14. Which motion below would a member propose to fix a date and hour of another meeting before the next regular meeting?**
- a. Recess
  - b. Adjourn
  - c. Raise a Question of Privilege
  - d. Fix the Time to Which to Adjourn

- \_\_\_\_\_ **15. If a member wishes a voice vote to be retaken as a rising vote, he/she may call out, without obtaining the floor:**
- a. "I doubt the result of the vote."
  - b. "Division!"
  - c. "I call for a division."
  - d. Any of the above
- \_\_\_\_\_ **16. After members make motions, they should:**
- a. Remain standing and wait for permission to debate.
  - b. Resume their seats.
  - c. Debate the motion.
  - d. Sit and wait for another member to ask a question so that debate may proceed.
- \_\_\_\_\_ **17. If you wanted to propose a time limit in the discussion of a main motion, what would you say after obtaining the floor?**
- a. "I move to limit debate to twelve more minutes."
  - b. "I move we vote on this motion immediately."
  - c. "I move to limit the previous question."
  - d. "I move to close debate."
- \_\_\_\_\_ **18. An original main motion is a main motion that:**
- a. Amends another motion.
  - b. Introduces a substantive question as a new subject.
  - c. Is related to the business of the assembly or its past or future action.
  - d. Allows the maker of the motion to serve as chairman if it is referred to a committee.
- \_\_\_\_\_ **19. The seconder of a motion has the right to withdraw his/her second:**
- a. Anytime during a meeting.
  - b. If the maker of the motion modifies the motion that was seconded before it is stated by the chair.
  - c. Immediately after the motion is stated by the chair.
  - d. After the minutes are read for approval by the assembly.
- \_\_\_\_\_ **20. During a regular meeting, the presiding officer refers to himself/herself as:**
- a. "I"
  - b. "Your presiding officer."
  - c. "The chair."
  - d. "The President."
- \_\_\_\_\_ **21. A member can move to Adjourn a meeting while business is pending provided that:**
- a. Two-thirds of the assembly votes in the affirmative.
  - b. The time for the next meeting has been established.
  - c. There are no immediately pending amendments.
  - d. Important announcements that have been established by the agenda have been made.
- \_\_\_\_\_ **22. Which one of the following is a standard descriptive characteristic of a motion?**
- a. Other motions which are applicable to the motion.
  - b. The number of times members may debate on the motion.
  - c. The duties of the secretary regarding the motion.
  - d. When the minority may speak.



- \_\_\_\_\_ **23. If a motion is considered and adopted without having been seconded, it:**
- a. Is lost.
  - b. Must be proposed, seconded and voted on again at a future meeting.
  - c. Is still adopted.
  - d. Is automatically laid on the table.
- \_\_\_\_\_ **24. The statement by the chair, "Are you ready for the question?" means the:**
- a. Assembly may not debate the pending question.
  - b. Assembly must decide if it is ready to ask questions.
  - c. Members may debate the pending question.
  - d. Members may ask the maker of the motion questions.
- \_\_\_\_\_ **25. One method of calling for a counted rising vote is for a member to rise, address the chair and move that the vote be counted. This motion must be seconded and adopted by a:**
- a. Unanimous vote.
  - b. Two-thirds (2/3) vote.
  - c. Majority vote.
  - d. None of the above, a vote is not necessary.
- \_\_\_\_\_ **26. The motion to Postpone to a Certain Time can be made while:**
- a. The main motion with an amendment is pending.
  - b. The motion to Lay on the Table is pending.
  - c. Another member has the floor.
  - d. Another member is debating a main motion.
- \_\_\_\_\_ **27. If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?**
- a. Point of Order
  - b. Limit Debate
  - c. Postpone Indefinitely
  - d. Adjourn
- \_\_\_\_\_ **28. The requirement of a second to a motion is for the guidance of the:**
- a. Maker of the motion to determine who supports the motion.
  - b. Secretary in recording the name of the seconder in the minutes.
  - c. Chair so that the question on the motion can be stated.
  - d. Members to recognize who supports the motion.
- \_\_\_\_\_ **29. If an assembly decides to do what a motion proposes, the motion is carried or:**
- a. Adopted.
  - b. Accepted.
  - c. Passed.
  - d. Endorsed.
- \_\_\_\_\_ **30. Business is brought before the assembly by a member making a formal proposal called a(an):**
- a. Agenda.
  - b. Motion.
  - c. Order.
  - d. Memorandum.
- \_\_\_\_\_ **31. Special meetings can only be called if they are authorized:**
- a. In the bylaws.
  - b. By the president.
  - c. By all of the officers of an organization.
  - d. By a two-thirds (2/3) vote.

- \_\_\_\_\_ **32. What specifies the sequence in which certain general types or classes of business are brought up or permitted to be introduced at a meeting?**
- a. Order of business.
  - b. Bylaws.
  - c. Standing rules.
  - d. Charter.
- \_\_\_\_\_ **33. Which of the following is not classified as a secondary motion?**
- a. Original main motions.
  - b. Incidental main motions.
  - c. Motions that bring a question again before the assembly.
  - d. All of the above.
- \_\_\_\_\_ **34. The motion to Ratify is a(an):**
- a. Subsidiary motion
  - b. Privileged motion
  - c. Main motion
  - d. Incidental main motion
- \_\_\_\_\_ **35. The term rules of order refers to the:**
- a. Rules of parliamentary procedure.
  - b. Agenda.
  - c. Adopted bylaws.
  - d. General orders of business.
- \_\_\_\_\_ **36. A Parliamentary Inquiry may be used at a meeting to:**
- a. Request the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.
  - b. Inquire about the facts of the pending business.
  - c. Require that the chairman conduct a counted standing vote.
  - d. Introduce a new parliamentary authority to be considered.
- \_\_\_\_\_ **37. The lowest ranking privileged motion is:**
- a. Raise a Question of Privilege
  - b. Recess
  - c. Call for the Orders of the Day
  - d. Fix the Time to Which to Adjourn
- \_\_\_\_\_ **38. Motions that relate in different ways to the pending business or to business otherwise at hand are called:**
- a. Main motions
  - b. Privileged motions
  - c. Incidental motions
  - d. Subsidiary motions
- \_\_\_\_\_ **39. A standing rule passed at one session does not interfere with the freedom of a later session because it can be suspended for the duration of any session by a:**
- a. Majority vote.
  - b. Decision of the presiding officer.
  - c. Mandate from a majority vote of the organization's officers.
  - d. Two-thirds (2/3) vote of the standing committee on standing rules.
- \_\_\_\_\_ **40. One characteristic of subsidiary motions is that they are:**
- a. Always applied to another motion after they are voted on.
  - b. The highest ranking of all motions.
  - c. Applied to any main motion.
  - d. Only applied to a main motion after it has been amended.

\_\_\_\_\_ **41. When a convention concludes:**

- a. Official delegates must meet to elect new officers.
- b. The assembly is normally dissolved.
- c. Alternate delegates begin their own convention.
- d. All of the officers may meet to adopt new bylaws.

\_\_\_\_\_ **42. The maker of a motion:**

- a. Must always speak first in debate on the motion.
- b. May assign his/her right to debate to another member without permission of the assembly.
- c. Has the right to speak first and last on his or her motion.
- d. Has the right to speak first in debate on the motion.

\_\_\_\_\_ **43. 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 provided debate has not begun.

\_\_\_\_\_ **44. The primary purpose of using the subsidiary motion to Amend is to:**

- a. Eliminate the main purpose of the main motion.
- b. Modify the wording of a pending motion.
- c. Lengthen the debate time on the main motion.
- d. Call for an immediate vote on the original main motion.

\_\_\_\_\_ **45. The motions to Discharge a Committee and Take from the Table have the common feature of:**

- a. Requiring a two-thirds (2/3) vote for adoption.
- b. Allowing members to each debate twice.
- c. Proposing that the assembly take up a matter still "within its control."
- d. Correcting an action taken previously.

# **2019 National FFA Parliamentary Procedure LDE & SAEF Accreditation Exam Answer Key**

## **Part 1. Research**

- 1. RONR. p. 412**
- 2. RONR, p. 100**
- 3. RONR, p. 406**
- 4. RONR, p. 490**
- 5. RONR, p. 55**

## **Part II. MULTIPLE CHOICE**

**(note: the page number in the parliamentary authority (RONR) as well as the cross reference to the National Association of Parliamentarians (NAP) Book of Knowledge (BOK) is provided.)**

- |     |                                      |                                      |  |                      |
|-----|--------------------------------------|--------------------------------------|--|----------------------|
| 1.  | ANS: D<br>KEY: Main Motion           | PTS: 1                               | REF: Chapter 5<br>NOT: RONR 11th ed., p. 103   | NAT: NAP BOK I.1.H.  |
| 2.  | ANS: C<br>KEY: Conduct of Business   | PTS: 1                               | REF: Chapter 1<br>NOT: RONR 11th ed., p. 35 fn | NAT: NAP BOK II.4.C. |
| 3.  | ANS: C<br>KEY: Deliberative Assembly | PTS: 1                               | REF: Chapter 1<br>NOT: RONR 11th ed., p. 3     | NAT: NAP BOK I.1.B.  |
| 4.  | ANS: B<br>KEY: Voting                | PTS: 1<br>NOT: RONR 11th ed., p. 54  | REF: Chapter 2                                 | NAT: NAP BOK II.1.G. |
| 5.  | ANS: C<br>KEY: Resolutions           | PTS: 1<br>NOT: RONR 11th ed., p. 107 | REF: Chapter 5                                 | NAT: NAP BOK I.1.N.  |
| 6.  | ANS: B<br>KEY: Bylaws                | PTS: 1<br>NOT: RONR 11th ed., p. 6   | REF: Chapter 1                                 | NAT: NAP BOK II.6.C. |
| 7.  | ANS: D<br>KEY: Conduct of Business   | PTS: 1                               | REF: Chapter 2<br>NOT: RONR 11th ed., p. 28    | NAT: NAP BOK I.1.A.  |
| 8.  | ANS: C<br>KEY: Main Motions          | PTS: 1                               | REF: Chapter 5<br>NOT: RONR 11th ed., p. 101   | NAT: NAP BOK I.2.    |
| 9.  | ANS: A<br>KEY: Subsidiary Motions    | PTS: 1                               | REF: Chapter 3<br>NOT: RONR 11th ed., p. 63    | NAT: NAP BOK I.2.A.  |
| 10. | ANS: A<br>KEY: Subsidiary Motions    | PTS: 1                               | REF: Chapter 3<br>NOT: RONR 11th ed., p. 64    | NAT: NAP BOK I.2.A.  |

11.           ANS: D                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.J.  
              KEY: Debate           NOT: RONR 11th ed., p. 43
12.           ANS: C                   PTS: 1                   REF: p. 122
13.           ANS: A                   PTS: 1                   REF: Chapter 1           NAT: NAP BOK I.3.A.  
              KEY: Rules of an Assembly           NOT: RONR 11th ed., p. 10
14.           ANS: D                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Privileged Motions           NOT: RONR 11th ed., p. 68
15.           ANS: D                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK II.1.G.  
              KEY: Voting           NOT: RONR 11th ed., p. 52
16.           ANS: B                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK II.1.C.  
              KEY: Handling a Motion           NOT: RONR 11th ed., p. 34
17.           ANS: A                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.A.  
              KEY: Subsidiary Motions           NOT: RONR 11th ed., p. 64
18.           ANS: B                   PTS: 1                   REF: Chapter 5           NAT: NAP BOK I.2.  
              KEY: Main Motion           NOT: RONR 11th ed., p. 100
19.           ANS: B                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.H.  
              KEY: Conduct of Business           NOT: RONR, 11th ed., p. 40
20.           ANS: C                   PTS: 1                   REF: Chapter 1           NAT: NAP BOK I.1.A.  
              KEY: Conduct of Business           NOT: RONR 11th ed., p. 24
21.           ANS: B                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Privileged Motions           NOT: RONR 11th ed., p. 68
22.           ANS: A                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Characteristics of Motions           NOT: RONR 11th ed., p. 79
23.           ANS: C                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.H.  
              KEY: Conduct of Business           NOT: RONR 11th ed, p. 37
24.           ANS: C                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.H.  
              KEY: Conduct of Business           NOT: RONR 11th ed., p. 37
25.           ANS: C                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK II.1.G.  
              KEY: Voting           NOT: RONR 11th ed., p. 52
26.           ANS: A                   PTS: 1                   REF: p. 180
27.           ANS: C                   PTS: 1                   REF: p. 126-127
28.           ANS: C                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.H.  
              KEY: Conduct of Business           NOT: RONR 11th ed., p. 36
29.           ANS: A                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.H.  
              KEY: Handling a Motion           NOT: RONR 11th ed., p. 32

30.           ANS: B                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.B.  
              KEY: Conduct of Business                   NOT: RONR 11th ed., p. 27
31.           ANS: A                   PTS: 1                   REF: Chapter 4           NAT: NAP BOK II.1.J.  
              KEY: Meetings                   NOT: RONR 11th ed., p. 92
32.           ANS: A                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.D.  
              KEY: Conduct of Business                   NOT: RONR 11th ed., p. 25
33.           ANS: D                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Secondary Motions                   NOT: RONR 11th ed., p. 59
34.           ANS: D                   PTS: 1                   REF: p. 124
35.           ANS: A                   PTS: 1                   REF: Chapter 1           NAT: NAP BOK II.6.A.  
              KEY: Rules of an Assembly                   NOT: RONR 11th ed., p. 15
36.           ANS: A                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Incidental Motions                   NOT: RONR 11th ed., p. 72
37.           ANS: C                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Privileged Motions                   NOT: RONR 11th ed., p. 67
38.           ANS: C                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Classification of Motions                   NOT: RONR 11th ed., p. 69
39.           ANS: A                   PTS: 1                   REF: Chapter 4           NAT: NAP BOK III.1.H.  
              KEY: Standing Rules                   NOT: RONR 11th ed., p. 87
40.           ANS: C                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Subsidiary Motions                   NOT: RONR 11th ed., p. 64
41.           ANS: B                   PTS: 1                   REF: Chapter 1           NAT: NAP BOK II.1.J.  
              KEY: Deliberative Assembly                   NOT: RONR 11th ed., p. 7
42.           ANS: D                   PTS: 1                   REF: Chapter 2           NAT: NAP BOK I.1.H.  
              KEY: Debate                   NOT: RONR, 11th ed., p. 42
43.           ANS: C                   PTS: 1                   REF: p. 170
44.           ANS: B                   PTS: 1                   REF: p. 130
45.           ANS: C                   PTS: 1                   REF: Chapter 3           NAT: NAP BOK I.2.  
              KEY: Motions Which Bring a Question Again Before the Assembly  
              NOT: RONR 11th ed., p. 78