

WRITTEN EXAMINATION

FOR THE

2019 NATIONAL FFA

CONDUCT OF CHAPTER MEETINGS

FFA LEADERSHIP DEVELOPMENT EVENT

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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 of permissible motions listed 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 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



