

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

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

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

ADVISOR NAME (Print in **CAPITAL** letters): _____

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

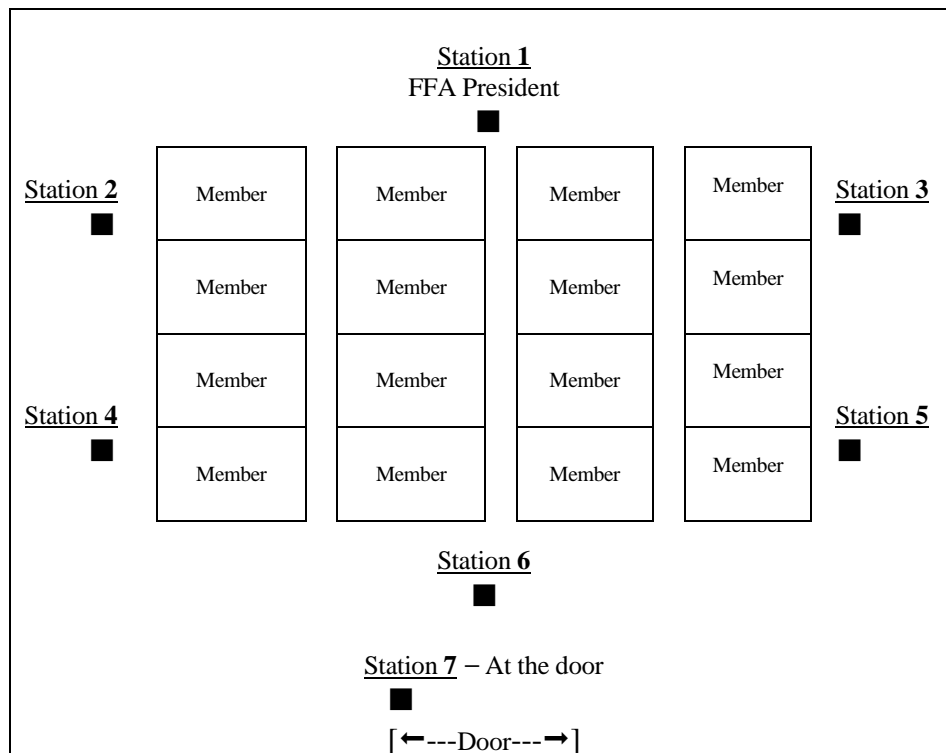
DIRECTIONS: Read each question carefully and place the one, **best** answer in the blank to the left of each question. Then transfer the answer to the answer sheet. If the class of a specific motion is not named for a question, it belongs to the class shown on the table, "Rules for the Permissible Motions"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

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

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

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

FFA MEETING ROOM ARRANGEMENT DIAGRAM



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

ANSWER KEY

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

WRITTEN EXAMINATION

FOR THE

2017 NATIONAL

FFA

CONDUCT OF CHAPTER MEETINGS

LEADERSHIP DEVELOPMENT EVENT

WRITTEN BY

SHANE D. DUNBAR, MEd
PRP, PAP, LP

NAME (Print in CAPITAL letters): _____ **STATE:** _____

ADVISOR NAME (Print in CAPITAL letters): _____

DIRECTIONS:

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

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

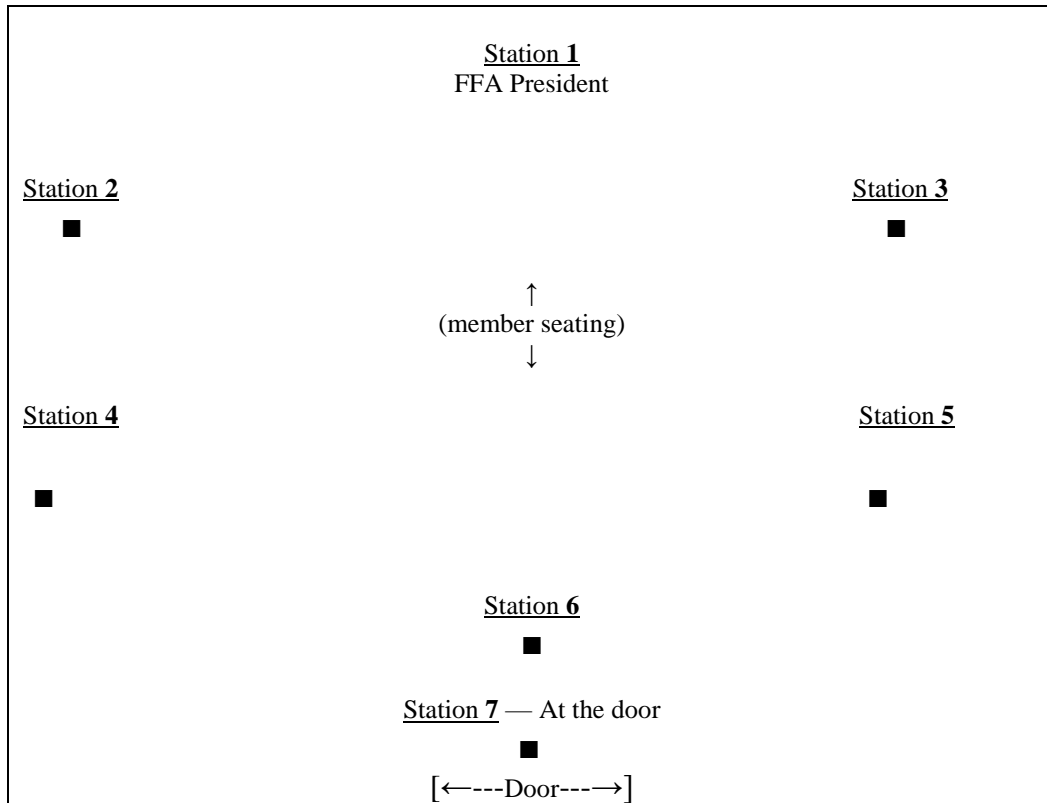
- _____ 1. **The purpose of making a *Point of Order* at an FFA Chapter meeting is to:**
A. provide a brief meeting break.
B. kill a *Main Motion*.
C. require that the chair make a ruling to enforce rules.
D. direct a question to the chair concerning parliamentary law.
- _____ 2. **Which subsidiary motion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

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

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

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

FFA MEETING ROOM ARRANGEMENT DIAGRAM



**WRITTEN EXAMINATION
ANSWER KEY
FFA 2017 NATIONAL**

**CONDUCT OF CHAPTER MEETINGS
LEADERSHIP DEVELOPMENT EVENT**

WRITTEN BY

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

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

WRITTEN EXAMINATION

FOR THE

2018 NATIONAL FFA

CONDUCT OF CHAPTER MEETINGS

FFA LEADERSHIP DEVELOPMENT EVENT

WRITTEN BY

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

and

AL L. GAGE
(CPP, PRP, PAP)

NAME (Print in CAPITAL letters): _____ / _____ STATE: _____
FIRST LAST

ADVISOR NAME (Print in CAPITAL letters): _____

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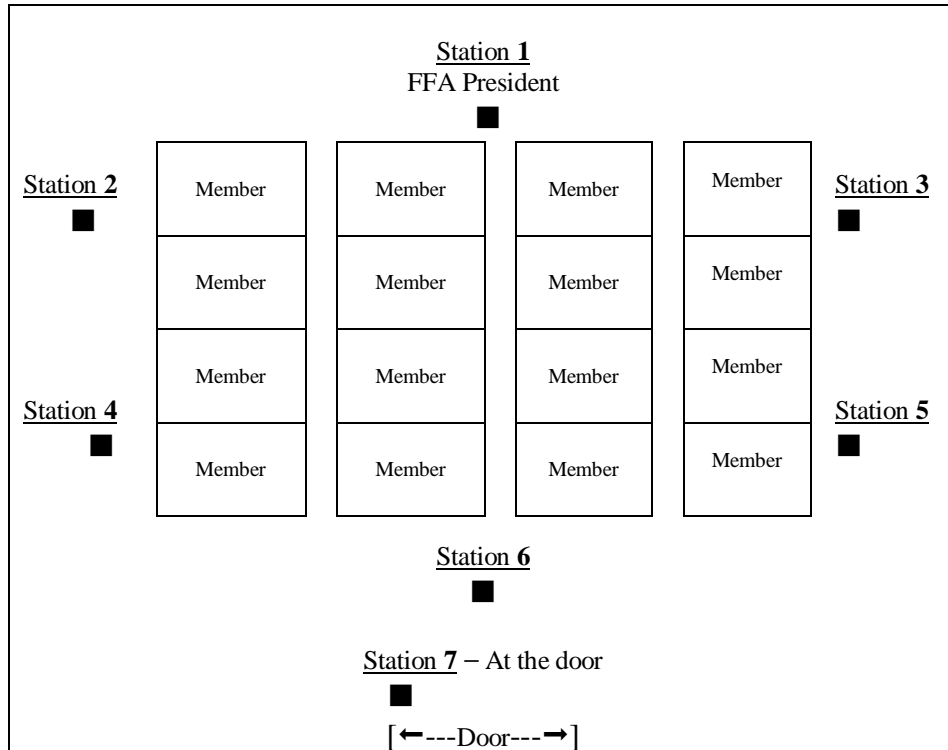
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- _____ 1. **An FFA member at a regular chapter meeting who wishes to second a *Main Motion* must:**
- A. Make the second before debate begins.
 - B. Have their name recorded in the minutes of the meeting as the seconder of the *Main Motion*.
 - C.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

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

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

FFA MEETING ROOM ARRANGEMENT DIAGRAM



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

WRITTEN BY WRITTEN BY

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

and

AL L. GAGE
(CPP, PRP, PAP)

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

WRITTEN EXAMINATION

FOR THE

2019 NATIONAL FFA

CONDUCT OF CHAPTER MEETINGS

FFA LEADERSHIP DEVELOPMENT EVENT

AUTHOR:

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

EDITORS:

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

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

ADVISOR NAME (Print in CAPITAL letters): _____

DIRECTIONS:

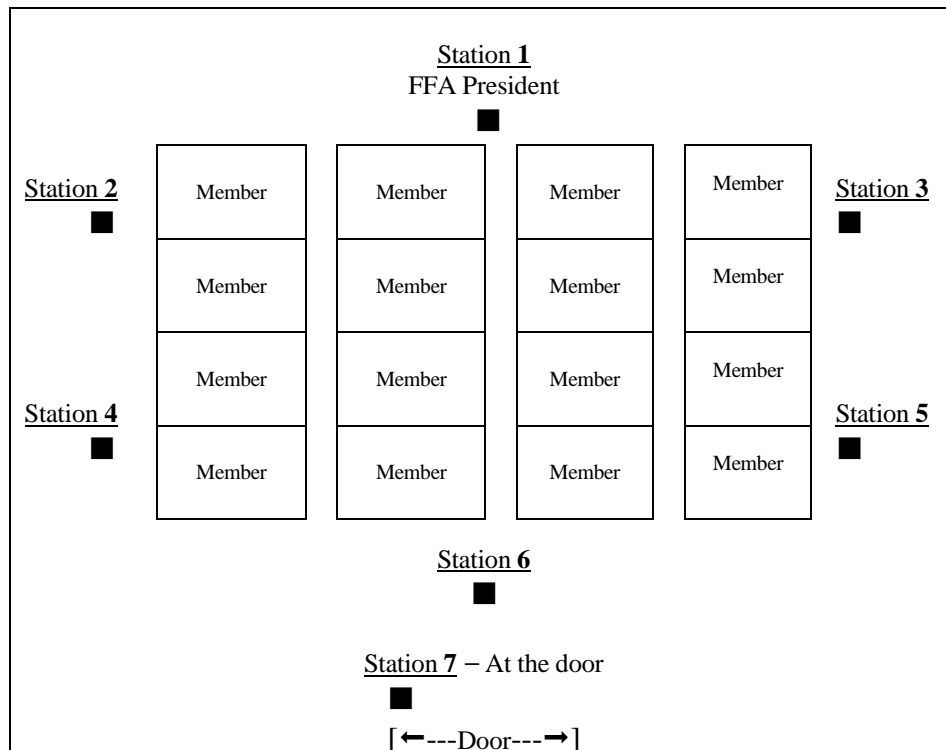
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- _____ 1. An FFA member has the right to change their vote on the motion to *Postpone to a Certain Time (or Definitely)*:
- A. after a *Point of Order* is made and granted to the requestor by the chair.
 - B. anytime after the voting result is announced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

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

- ___20. Which one of the following is a **true** statement regarding a *Division of the Assembly*?
- It demands a standing (but not counted) vote and is not amendable.
 - It may be amended by the process of *adding*.
 - It is classified as a privileged motion that is debatable.
 - It is commonly used to refer a pending divisible motion to the assembly for further study.
- ___21. What statement is used when a member wishes to notify the chair that a breach of order has occurred?
- “Point of order!”
 - “I rise to a point of order.”
 - “Mr. president, I call the gentleman to order.”
 - All of the above are correct.
- ___22. Assume you are the chair at a regular FFA Chapter meeting and New Business has been completed. What is the correct order of business for the remainder of the meeting?
- Special features, announcements, ceremonies, closing ceremony, and entertainment, recreation and/or refreshments.
 - Special features, ceremonies, announcements, entertainment, recreation and/or refreshments, and closing ceremony.
 - Special features, ceremonies, announcements, closing ceremony, and entertainment, recreation and/or refreshments.
 - Special features, ceremonies, closing ceremony, entertainment, recreation and/or refreshments and announcements.
- ___23. Which two of the following are **not** duties of the FFA Reporter?
- Prepare and submit the membership roster and have the Official FFA Manual available at chapter meetings.
 - Serve as chair of the POA public relations committee and publish a chapter newsletter.
 - Publish a chapter website and send articles to state reporters.
 - Prepare a chapter scrapbook and plan public information programs with local television stations.
- ___24. Which one of the following is a duty of the FFA Secretary?
- Have a copy of the chapter constitution and bylaws available at meetings.
 - Coordinate all committee work.
 - Serve as chair of the Program of Activities public relations committee.
 - Take charge of candidates for degree ceremonies.
- ___25. Use the meeting room diagram below to answer the following question related to meeting room preparation:
Which station number (4, 5, 6, or 7) is occupied by the Sentinel?
- 4
 - 5
 - 6
 - 7



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

AUTHOR:

SHANE D. DUNBAR

(MEd, PRP-R, PAP)

EDITORS:

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

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

WRITTEN EXAMINATION
FOR THE
2021 NATIONAL FFA
CONDUCT OF CHAPTER MEETINGS
FFA LEADERSHIP DEVELOPMENT EVENT

AUTHOR:

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

EDITORS:

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

NAME (Print in CAPITAL letters): /
FIRST LAST

STATE:

ADVISOR NAME (Print in CAPITAL letters):

DIRECTIONS:

DO NOT BEGIN 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. Which one of the following is not amendable and requires a two-thirds vote for adoption?

- A. Amending an amendment to the privileged motion to *Recess*.
- B. Calling for a *Division of the Assembly* on an incidental motion.
- C. Demanding a recount of a vote taken on a *Point of Order*.
- D. None of the above are correct.

2. Which statement is true regarding Postpone Indefinitely?

- A. It does not require that the sponsor be recognized by the chair when making the motion.
- B. It does not open the Main Motion to debate.
- C. It provides strategists a preview of how members will vote on a Main Motion.
- D. A primary amendment may be applied to it which states the date of the postponement.

3. One way the motion to Postpone to a Certain Time (or Postpone Definitely) is allowed to be amended is by:

- A. adding the time the main question is to be postponed.
- B. declaring a specific meeting place as announced by the FFA President.
- C. stating how many members must be present when the meeting to which it is postponed commences.
- D. including the number of times that the motion Postpone Indefinitely can be applied to it.

4. When the incidental motion, Division of the Assembly is demanded by an FFA member at a chapter meeting, the presiding officer:

- A. immediately takes the vote again by having members rise.
- B. puts the demand for a Division of the Assembly to a voice vote, especially for large assemblies.
- C. asks the sponsor of the Division of the Assembly which method of voting (voice, etc.) is to be used.
- D. promptly asks for a second and debate on the Division of the Assembly.

5. When the presiding officer at an FFA chapter meeting is “stating the question” on a Main Motion, he/she is:

- A. directing the secretary to make a list and file of all the questions that the assembly asks regarding the pending motion.
- B. announcing that any member may ask the maker of the Main Motion one question without being recognized.
- C. asking the maker of the immediately pending Main Motion to repeat it.
- D. repeating the Main Motion officially.

6. Which one of the following requires a second?

- A. Raise a Question of Privilege.
- B. Incidental Motions.
- C. Secondary Amendments.
- D. A Point of Order directed at the presiding officer for a breach of rules.

7. The maker of a Main Motion may:

- A. vote against it.
- B. speak three times on the Main Motion at one meeting, because he/she proposed it.
- C. debate it in detail before it is stated by the chair.
- D. speak against it if it's obvious that a majority of the members are opposed to it.

8. The subsidiary motion to Postpone to a Certain Time (or Postpone Definitely) takes precedence over:

- A. Postpone Indefinitely.
- B. Amend.
- C. Commit or Refer.
- D. All of the above are correct.

9. If a motion to Commit or Refer is adopted, how is the special committee chairman chosen if the members of the committee were appointed by the chair?

- A. The maker of the motion to Commit or Refer is the committee chairman.
- B. Members of the committee select the chairman at the first meeting.
- C. The first committee member named by the presiding officer is the committee chairman.
- D. The member who seconded the Main Motion is the committee chairman, provided the presiding officer consents.

10. A primary amendment applied to the subsidiary motion to Postpone to a Certain Time (or Definitely):

- A. is debatable, amendable, and requires a two-thirds vote to be adopted.
- B. is not allowed, according to Robert's Rules of Order Newly Revised.
- C. may have the subsidiary motion, Postpone Indefinitely, applied to it.
- D. may have a secondary amendment applied to it.

11. Which two motions below are not debatable and not amendable?

- A. Postpone to a Certain Time and Commit or Refer.
- B. Raise a Question of Privilege and Previous Question.
- C. Amend and Main Motion.
- D. None of the above are correct.

12. What is one purpose of a Parliamentary Inquiry?

- A. It allows the parliamentarian to take a standing (rising) vote without answering an inquiry from the assembly.
- B. It puts off consideration of the Main Motion to a later time after all inquiries are taken care of.
- C. It requests an answer to an urgent question regarding handling an inquiry on the ruling of a Point of Order.
- D. It allows a member to ask a question regarding the rules of the FFA organization.

13. Which two motions below belong to a class of motions that are related to the pending business and must be decided immediately?

- A. Postpone Definitely and Indefinitely.
- B. Point of Order and Division of the Assembly.
- C. Main Motions and Primary Amendments.
- D. Commit or Refer and Previous Question.

14. Which two motions are usually not voted on by the assembly, but are decided by the chair?

- A. Point of Order and Raise a Question of Privilege.
- B. Previous Question and Postpone Indefinitely.
- C. Secondary and Third Degree Amendments.
- D. None of the above are correct.

15. Based on the current edition of Robert's Rules of Order Newly Revised, which form for the Previous Question may not be used to insist on closing debate and immediately voting on the pending Main Motion?

- A. FFA Member (obtaining the floor): "I move the Previous Question."
- B. FFA Member (without obtaining the floor): "Question! Question!"
- C. FFA Member (obtaining the floor): "I move we vote now."
- D. FFA Member (obtaining the floor): "I demand the Previous Question."

16. Which one of the following statements is true regarding the privileged motion to Recess?

- A. The motion to Postpone Indefinitely may be applied to it.
- B. It does not require a second.
- C. It is amendable with respect to the length of the recess.
- D. A member speaking may be interrupted to propose it.

17. Assume an FFA chapter has 40 members and there are 24 members attending a chapter meeting. If all 24 members cast a vote, what is the minimum affirmative vote required to adopt the Previous Question?

- A. 21
- B. 13
- C. 16
- D. 30

18. Both the motions to Postpone to a Certain Time and Commit or Refer:

- A. may interrupt a speaker.
- B. require a two-thirds vote for adoption.
- C. do not require a second.
- D. may have a primary amendment applied to them.

19. A member wishes to introduce the idea of hosting a picnic for FFA parents. Which would be the best form to use to propose this request as a Main Motion at a regular FFA chapter meeting?

- A. FFA Member (after obtaining the floor): "I move and second that our chapter host a picnic for parents of FFA members."
- B. FFA Member (after obtaining the floor): "I move that our chapter host a picnic for parents of FFA members."
- C. FFA Member (after obtaining the floor): "I make a movement that our chapter host a picnic for parents of FFA members."
- D. FFA Member (after obtaining the floor): "I so move that we host a picnic for parents of FFA members."

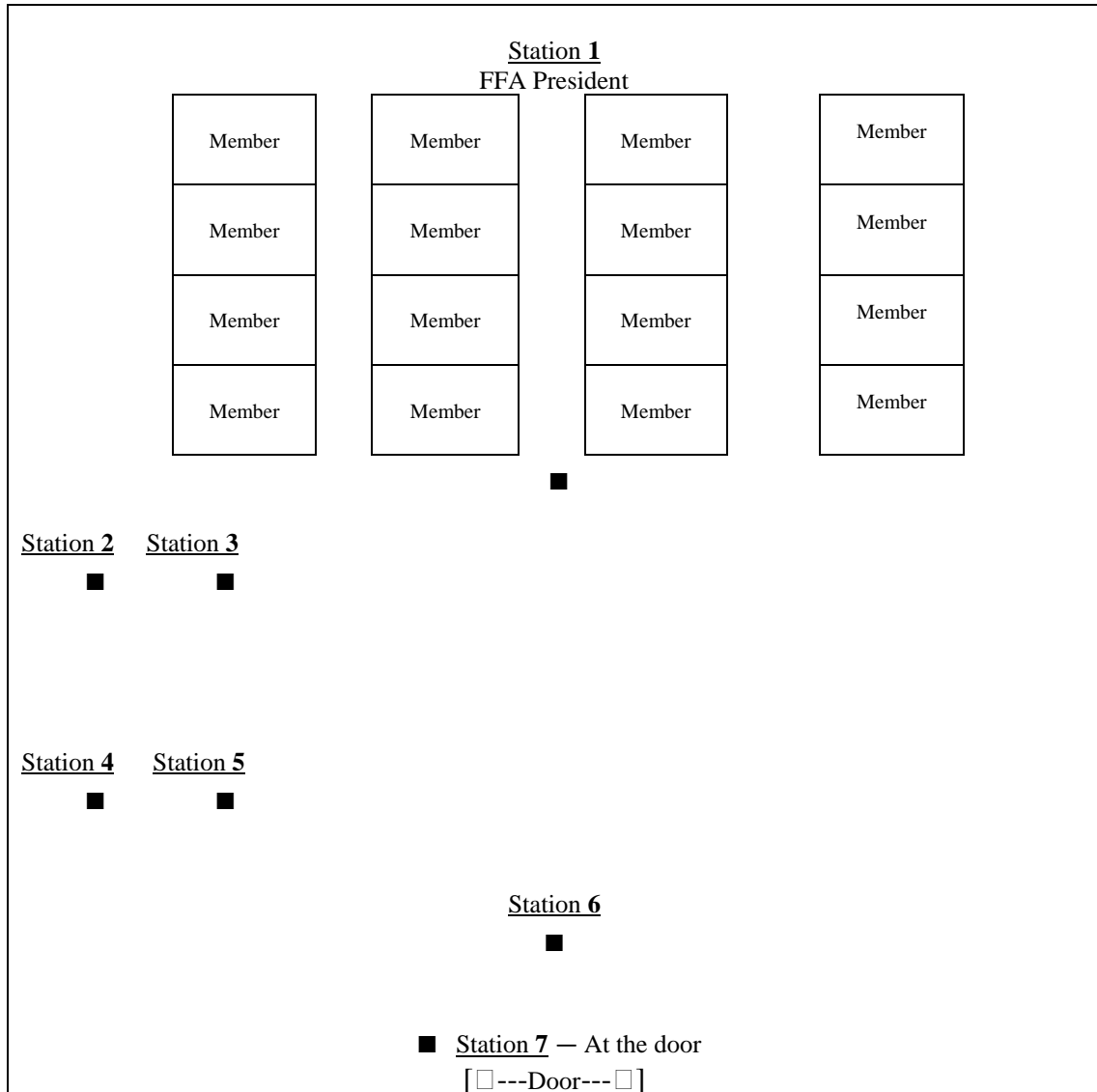
20. A Parliamentary Inquiry:

- A. does not require a second.
- B. is determined by a two-thirds vote.
- C. may have a primary amendment applied to it.
- D. cannot be made by interrupting a member to propose it.

- 21. Robert's Rules of Order Newly Revised lists three essential steps to bring a Main Motion before the assembly. What is the third step?**
- A. Another member seconds the motion.
 - B. Members debate the motion.
 - C. The chair announces the result of the vote on the motion.
 - D. The chair states the question on the motion.
- 22. Assume you are the presiding officer at a regular FFA Chapter meeting and the reading and approval of the minutes has been completed. What are the next two items you would ask to be considered?**
- A. Announcements and special orders.
 - B. Special features and unfinished business and general orders.
 - C. Reports of officers, boards and standing committees and reports of special committees.
 - D. Ceremonies to initiate new members and new business.
- 23. Which of the following are not duties or responsibilities of the FFA Sentinel as listed in the Official FFA Manual?**
- A. Coordinate all committee work and prepare and submit the membership roster to the national FFA organization.
 - B. Keep the chapter equipment and supplies in proper condition and assist the president in maintaining order.
 - C. Assist with special features and welcome guests and visitors.
 - D. Take charge of candidates for degree ceremonies and keep the meeting room comfortable.
- 24. Based on the Official FFA Manual, which one of the following is not a general duty of all FFA officers?**
- A. A genuine desire to be part of a leadership team.
 - B. Assume all duties of the president without notice.
 - C. A working knowledge of parliamentary procedure.
 - D. A willingness to accept responsibility.

25. Use the diagram below to answer the following question related to meeting room preparation. Which station number (1, 2, or 3) has an American Flag displayed?

- A. 1
- B. 2
- C. 3
- D. None of the answer choices are correct.



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

Additional Questions for Conduct of a Chapter Meeting

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

1. **In the opening ceremonies, the president is stationed by what marker?**
 - a. Bust of Washington
 - b. Shield of Friendship
 - c. Ear of Corn
 - d. Rising Sun

2. **The Bust of Washington can be associated to which officer in the official FFA Opening Ceremonies?**
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Sentinel

3. **Which emblem represents the Vice President?**
 - a. Plow
 - b. Shield of Friendship
 - c. Ear of Corn
 - d. Rising Sun

4. **The advisor can be associated with which symbol?**
 - a. Rising Sun
 - b. Owl
 - c. Door
 - d. Plow

5. **The Ear of Corn, which is grown in all 50 states, symbolizes which office?**
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Sentinel

6. **According to the official order business in the FFA Manual, what is the last item to be done before Closing Ceremonies?**
 - a. Reports of Officers
 - b. Unfinished business
 - c. New Business
 - d. Announcements

7. **True/False: Unfinished business and general orders will always come after new business.**
 - a. True
 - b. False

8. **Which order of business is responsible for introducing new items for consideration?**
 - a. Special Orders
 - b. Unfinished Business and General Orders
 - c. New Business
 - d. Announcements

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

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

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

19. The advisor would most like be responsible for?

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

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

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

Key for additional questions

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