

# PA-TSA Official Parliamentary Procedure Practice Test

(65 Questions)

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Hey PA-TSA!

This practice test is a resource for you to learn more about parliamentary procedure as detailed in *Robert's Rules of Order*. Whether you are: studying for chapter team, a delegate, or just interested in learning more about parly pro, this test will provide mock questions similar to those on the actual chapter team tests.

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## Questions about Main Motions:

1. The basic form of motion by which business is introduced is a (an)
  - a. main motion.
  - b. incidental main motion.
  - c. privileged motion.
  - d. subsidiary motion.
  
2. One feature of main motions is that they
  - a. can be made when other main motions are pending.
  - b. rank the highest in the order of precedence of motions.
  - c. are classified as one of the secondary motions.
  - d. bring business before the assembly.

3. 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.
  
4. An *incidental* main motion is a main motion that is different from an original main motion because it
  - a. cannot be amended.
  - b. is always made when a main motion is the immediately pending question.
  - c. may be made any time, even if another member is speaking.
  - d. never introduces a substantive question as a new subject.
  
5. Which statement below is false regarding main motions?
  - a. They bring business before the assembly.
  - b. They can be made only while no other motion is pending.
  - c. The main motion takes precedence over no other motions.
  - d. They may be proposed even if they present the same question that was previously rejected during the same session.

6. After a main motion has been made and *before* the question has been stated by the chair,
  - a. the chairman can insist on changes and implement them without a vote.
  - b. any member can rise and informally suggest changes to the maker of the motion.
  - c. changes are not allowed because the motion is the property of the assembly.
  - d. any member can make changes without the permission of the maker of the motion.
  
7. The member who proposes a main motion has the right to speak in debate
  - a. first.
  - b. first and last.
  - c. three different times.
  - d. last.
  
8. Assume the main motion "that we have a picnic next Monday" is pending. You want to include the time for the picnic. What would you do?
  - a. Obtain the floor and say, "I move to amend by inserting '12 p.m. to 2:30 p.m.'"
  - b. Obtain the floor and say, "I move to amend by adding the words, 'from 12 p.m. to 2:30 p.m.'"
  - c. Rise, and without obtaining the floor say, "I move to amend the motion by substituting '12 p.m. to 2:30 p.m.'"
  - d. Propose a new motion and include the time.

9. Before proposing a main motion, a member may
- a. not offer an explanation for the motion
  - b. explain all the reasons in detail for making the motion.
  - c. offer an explanation of a few words.
  - d. debate the motion for up to ten minutes.

10. Main motions should start with the words

- a. "I move that . . ."
- b. "I so move . . ."
- c. "I wish to move . . ."
- d. "I motion that . . ."

Questions about Subsidiary Motions:

11. All of the following subsidiary motions can be amended except

- a. Postpone Indefinitely.
- b. Amend.
- c. Postpone to a Certain Time.
- d. Commit (or Refer).

12. Which one of the following subsidiary motions should be proposed if you wanted to change the wording of a main motion?

- a. Postpone Indefinitely
- b. Commit (or Refer)
- c. Amend
- d. Previous Question

13. If a member votes in favor of the motion to Amend when the vote is taken on the motion to which the amendment applies, the member

- a. must also vote in favor of the amended motion.
- b. must abstain.
- c. is not obligated to vote in any particular way.
- d. can withdraw the vote on the amendment.

14. The purpose of the motion to Commit or Refer is to send a pending question to a committee so that

- a. it may be delayed.
- b. the question may be carefully investigated and put into better condition for the assembly to consider.
- c. they can amend it and take action without permission from the assembly.
- d. they can Lay it on the Table during informal discussions at a committee meeting.

15. 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.

16. Which one of the following subsidiary motions is debatable?

- a. Lay on the Table
- b. Postpone to a Certain Time
- c. Previous Question
- d. Limit or Extend Limits of Debate

17. The main reason that the motion to Limit or Extend Limits of Debate requires a two-thirds vote is because it

- a. is a high-ranking, privileged motion.
- b. is two separate motions.
- c. limits the debate on the privileged motion to Amend a motion previously adopted.
- d. takes away the rights of members to enter into free discussions.

18. The Previous Question can be used to close debate immediately and the making of all subsidiary motions except to

- a. Commit (or Refer).
- b. Lay on the Table.
- c. Amend.
- d. Postpone Indefinitely.

19. A subsidiary motion to Lay on the Table takes precedence over

- a. the motion to Fix the Time to Which to Adjourn.
- b. all privileged motions.
- c. all subsidiary motions.
- d. the motion to adjourn.

20. The motion to Lay on the Table and to Take From the Table both

- a. must be seconded.
- b. are not debatable.
- c. are not amendable.
- d. all of the above

Questions about Privileged Motions:

21. 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.
22. Main motions can be brought up even though another motion is pending by proposing a motion to
- a. Call for the Orders of the Day.
  - b. Recess.
  - c. Move the Previous Question.
  - d. Rescind.
23. A member who has been assigned the floor may be interrupted for the purpose of
- a. amending a motion.
  - b. raising a question of privilege.
  - c. limiting debate.
  - d. moving the previous question.



24. When a motion to Recess is made while another motion is pending it is a (an)

- a. incidental motion.
- b. privileged motion.
- c. incidental main motion.
- d. main motion.

25. Which motion below is the highest ranking privileged motion?

- a. Raise a Question of Privilege
- b. Call for the Orders of the Day
- c. Recess
- d. Fix the Time to Which to Adjourn

Questions about Incidental Motions:

26. An appeal from the decision of the chair is a

- a. point of order stated in another way.
- b. disagreement with the ruling of the chair.
- c. demand to adhere to the agenda.
- d. disagreement between members of the assembly.

27. Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?

- a. Ignore the appeal.
- b. Suggest that the member should call for a Division.
- c. Take another voice vote.
- d. Take a vote on the appeal.

28. A member can demand a Division of an *Assembly* from the moment the negative votes have been cast until the

- a. assembly adopts an amendment to the motion.
- b. chair announces the results of the voting.
- c. chair declares the effect of the motion.
- d. question is stated by the chair on another motion.

29. Rules that cannot generally be suspended are those that

- a. protect absentees.
- b. protect the basic rights of individual members.
- c. are in the bylaws (or constitution).
- d. All of the above

30. The motion calling for a Division of a *Question* is used to

- a. obtain a standing vote on the pending question.
- b. divide the pending question into parts and assign the parts to ad hoc committees.
- c. separate, debate, and vote on different, distinct parts of a motion.
- d. determine if debate should be divided equally between members.

31. An Objection to the Consideration of the Question can be raised only before

- a. there has been any debate or any subsidiary motion has been stated by the chair.
- b. the vote is taken on the motion to be considered.
- c. an amendment is made on the pending motion and the amendment has not been seconded.
- d. the vote result is announced.

32. A Parliamentary Inquiry and a Point of Information are not

- a. seconded.
- b. voted on.
- c. subject to reconsideration.
- d. all of the above

33. If the chairman makes a mistake and calls on the wrong member, attention to correct the error can be called by a member immediately

- a. yelling out the word "mistake."
- b. raising a Point of Order.
- c. raising a Question of Privilege.
- d. calling out "Question!"

34. Which motion below would be proper to use if the presiding officer at your organization's meeting asked for debate on a main motion before it was seconded?

- a. Point of Information
- b. Point of Order
- c. Question of Privilege
- d. Appeal

35. The object of the incidental motion to Suspend the Rules is to suspend one or more rules contained in the

- a. parliamentary authority.
- b. special rules of order.
- c. standing rules of the assembly.
- d. All of the above

Questions about Motions that Bring a Question Again Before the Assembly:

36. If you obtained new information about your motion that has been adopted that might change the way members voted, the proper motion that you could propose is
- a. Rescind.
  - b. Discharge a Committee.
  - c. Reconsider.
  - d. Repeal.
37. At a regular meeting of a society, the motion to Reconsider can be made only by the
- a. presiding officer at a special meeting.
  - b. member who seconded the motion to be reconsidered.
  - c. secretary after stating the reason for the reconsideration.
  - d. member who voted with the prevailing side.
38. What is the vote needed to pass the motion to Rescind?
- a. two-thirds of the members in attendance who vote
  - b. a majority when notice of intent to make the motion has been given at the previous meeting
  - c. a majority of the entire membership
  - d. any of the above

39. The object of the motion to Take From the Table is to make pending a motion that was

- a. laid on the table.
- b. postponed to a certain time at the last meeting.
- c. postponed indefinitely.
- d. rescinded.

40. After New Business is announced by the chairman, members can

- a. introduce new items of business.
- b. make a motion that failed to be adopted at the last meeting.
- c. move to take from the table any tabled motions.
- d. all of the above

Questions about General Parliamentary Procedure:

41. 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.

42. After a motion is made, seconded, and restated by the chair, the motion is
- voted on immediately.
  - "pending."
  - always amended.
  - "put" by the chair as the next step.
43. If an assembly decides to do what a motion proposes, the motion is carried or
- adopted.
  - accepted.
  - passed.
  - endorsed.
44. A second implies that the seconder agrees that the motion
- must be entered in the minutes.
  - should come before the assembly.
  - can be adopted without change.
  - could be referred to a committee after it is adopted.
45. A proper statement by the chairman after a motion has been made and seconded is
- "It is moved that . . ."
  - "The motion has been made and seconded that . . ."
  - "Is there debate on the motion that . . .?"
  - "It is moved and seconded that . . ."

46. The simple rising vote in which the number of members voting on each side is not counted is usually used

- a. even when the chairman believes the voice vote is conclusive.
- b. on all motions requiring a majority vote for adoption.
- c. on motions requiring a two-thirds vote for adoption.
- d. only in the election of officers.

47. 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.

48. 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



49. One principal advantage of incorporating a society is that the officers and members
- a. can deduct expenses from their state income taxes while serving the organization.
  - b. can change the bylaws without a vote of the members.
  - c. are protected from personal liability under obligations that may be incurred by the organization.
  - d. use the facilities of the organization for their personal profit.

50. An assembly is a
- a. Special meeting of the members of an organization
  - b. session of an executive board of a larger organization.
  - c. series of meetings.
  - d. body of people who come together as a group.

51. 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

52. A meeting that is in continuation of the immediately preceding regular or special meeting is a (an)

- a. regular meeting.
- b. special meeting.
- c. adjourned meeting.
- d. annual meeting.

53. Members of a deliberative assembly

- a. may vote only if their dues are paid.
- b. have the right to make motions, participate in debate, and vote.
- c. must debate all motions.
- d. can stop debate on any motion by yelling out "Question!"

54. After the presiding officer calls a meeting to order, the next order of business is usually

- a. new business.
- b. reports of officers.
- c. unfinished business.
- d. reading and approval of the minutes.

55. A committee that has a continuing existence and is in the society's bylaws is called a (an)

- a. special committee.
- b. standing committee.
- c. ordinary committee.
- d. whole committee.

56. The motion to Discharge a Committee is made to

- a. take the matter out of the hands of a committee.
- b. allow another committee to take over the task.
- c. dissolve a committee.
- d. charge the committee with negligence of duty.

57. When the term majority vote is used without qualifications, it means

- a. one more than half the votes cast, including blanks and abstentions.
- b. one more than half the entire membership.
- c. more than half the votes cast, excluding blanks and abstentions.
- d. more than half of the persons present who are legally entitled to vote.

58. What business may be transacted in the absence of a quorum?

- a. Approval of the minutes.
- b. Going into a Committee of the Whole.
- c. Going into a Quasi Committee of the Whole.
- d. Setting a time for an adjourned meeting.

59. 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.

60. 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.

Challenge Questions:

61. Which type of deliberative assembly below is characterized by having each meeting normally serve as a separate session?
- a. Convention
  - b. Legislative body
  - c. Organized local societies
  - d. Mass meetings
62. Which of the following is false in regard to a special meeting?
- a. It can take action in an emergency beyond the notice given but is subject to ratification.
  - b. It is set by a motion at the previous regular meeting.
  - c. It is convened only to consider the business mentioned in the call to the special meeting.
  - d. It is a procedure requiring authorization in the bylaws.
63. If Article VII provides that the president "shall be an ex-officio member of all committees except the Nominating Committee," this still means that the president
- a. may not vote at committee meetings.
  - b. must attend committee meetings.
  - c. may debate at committee meetings.
  - d. cannot propose motions unless approved by the chairman at committee meetings.

64. Which statement below is true regarding the minutes of a large committee meeting?

- a. Minutes must be as detailed as the minutes of a regular meeting.
- b. A record of the committee proceedings does not need to be taken.
- c. Detailed minutes are taken and approved at the same meeting before the committee adjourns.
- d. A brief memorandum for committee use is desired.

65. To become legal, business transacted at a special meeting which was not mentioned in the call of the meeting must be ratified

- a. by the officers in executive session immediately after the special meeting.
- b. by the organization at a regular meeting.
- c. when the organization meets again at the annual meeting.
- d. by the special committee that was assigned to draw up the agenda for the special meeting.

## Answer Key

### Questions about Main Motions:

1. A

- a. Main motions bring a new substantive question before the assembly, therefore introducing business (correct answer)
- b. Incidental main motions arise out of a question that has already/previously been pending, hence it is not introducing business
- c. Privileged motions do not relate to the pending question and instead focus on matters of urgency, unrelated to the business of the assembly
- d. Subsidiary motions alter the way the main motion is treated, and do not introduce business

2. D

- a. Main motions may not be introduced while other business is pending
- b. Main motions rank the lowest not highest in order of precedence meaning they have the least privilege
- c. Main motions are classified as primary motions
- d. Main motions are used to bring business in the form of a substantive question before the assembly (correct answer)

3. B

- a. Amendments are classified as either subsidiary motions or incidental main motions, depending on the circumstances in which they are stated
- b. Main motions are used to bring business in the form of a substantive question before the assembly (correct answer)
- c. Main motions do not deal with past action as they are focused on the new business of the assembly
- d. The chairman of the committee is decided by either the chair or the assembly, depending on the specific committee

4. D

- a. All main motions can be amended
- b. Main motions can not be made if there is a pending question
- c. Members must obtain the floor for a main motion to be made
- d. Incidental main motion do not introduce new substantive question, original main motions are used for that (correct answer)

5. D

- a. Main motions are used to bring business before the assembly
- b. Main motions may only be made while no other motion is pending
- c. Main motions rank the lowest in precedence
- d. They may not be proposed if they present a question that was previously rejected at the same meeting (correct answer)



6. B

- a. The chairman can suggest changes but can not change them without the consent of the maker of the motion
- b. Members can suggest changes to the maker (correct answer)
- c. The motion is not the property of the assembly until the chair states the question
- d. Permission must be granted by the maker for motions to be changed at this point

7. A

- a. The chair will ask the maker if they would like to speak first (correct answer)
- b. The maker does not have the right to speak last
- c. All members may only speak twice on the same motion per day
- d. There is so set person with the right to speak last

8. B

- a. The word “insert” is only used if the addition is between words
- b. This is “adding” as it is an addition to the end of the motion (correct answer)
- c. The floor must be obtained to propose an amendment
- d. A new motion may not be proposed while another motion is pending, and it is not required in this situation as an amendment will suffice

9. C

- a. Members are allowed to offer an explanation
- b. Explanations must be short
- c. Explanations can be made when they are only of a few words (correct answer)
- d. Debate may not begin until the motion has been stated by the chair, not before it is even proposed. The maker will have the right to debate first once the time for debate has begun.

10. A

- a. This is the way main motions are worded (correct answer)
- b. The wording is incorrect
- c. The member is actively moving the motion, not wishing to move it
- d. The word “move” must be used, as the motion is what is being moved

Questions about Subsidiary Motions:

11. A

- a. The motion to postpone indefinitely has no constraints which may be amended/changed (correct answer)
- b. Secondary amendments can be used to amend the motion to amend
- c. The time may be amended
- d. The details regarding the committee may be amended

12. C

- a. Postpone Indefinitely is used when the assembly does not wish to take a stance on the motion
- b. Commit (or Refer) is used to send the motion to a committee for further consideration
- c. Amendments may be made to alter the wording of the motion (correct answer)
- d. Previous Question is used to immediately end debate on the pending motion

13. C

- a. The member can vote however they wish
- b. Members do not have to abstain
- c. Members are not obligated to vote any certain way (correct answer)
- d. Withdrawals can only be made by the maker of the motion before the question is stated by the chair

14. B

- a. There are different motions that are made to delay a motion such as Postpone to a Certain Time or Lay on the Table
- b. Committees can be used for further deliberation on the motion (correct answer)
- c. Some committees may be given power by the assembly but this is not true for all instances
- d. Committees are not necessary to make the motion to Lay on the Table and the motion may only be made when more urgent business has arisen

15. A

- a. Both the main motion and the amendment will be postponed (correct answer)
- b. The motion to Lay on the Table is the highest ranking subsidiary motion, and no other subsidiary motions can be made while it is pending
- c. Members must obtain the floor before proposing to Postpone to a Certain Time
- d. Making of subsidiary motions can not interject another member's debate

16. B

- a. Lay on the Table is made when the assembly wishes to consider a more urgent matter, so time will not be wasted on debate
- b. Postpone to a Certain time is debatable (correct answer)
- c. Previous Question is made to end all debate and can not be debated
- d. Limit or Extend the Limits of Debate can not be debated

17. D

- a. The motion to Limit or Extend Limits of Debate is a subsidiary motion and not a privileged motion
- b. While the title has two parts it is just one motion that has two functions
- c. Amend a motion previously adopted is an incidental motion and not a privileged motion
- d. Since it takes away rights two-thirds of members must agree to it (correct answer)

18. B

- a. Commit (or Refer) is a debatable motion
- b. Lay on the Table is not a debatable motion (correct answer)
- c. Amend is a debatable motion
- d. Postpone Indefinitely is a debatable motion

19. C

- a. the motion to Fix the Time to Which to Adjourn is the highest ranking motion
- b. Subsidiary motions do not take precedence over privileged motions
- c. Lay on the Table is the highest ranking subsidiary motion (correct answer)
- d. The motion to Adjourn is a privileged motion and therefore takes precedence over the subsidiary motion to Lay on the Table

20. D

- a. All subsidiary motions require a second
- b. They are not debatable as the purpose is to move on to more urgent matter/revisit matter that was once tabled
- c. There are no constraints that can be amended
- d. All of the above are true (correct answer)

Questions about Privileged Motions:

21. C

- a. If a member can't hear the proceedings a member can Raise a Question of Privilege
- b. A Call for the Orders of the Day can not change/alter the agenda and therefore can not demand that part of the program be dealt with before the agenda's time
- c. The purpose of a Call for the Orders of the Day is to demand that the assembly stick to its orders of the day, also known as the agenda (correct answer)
- d. Members can alert the assembly of a disturbance by raising a question of privilege

22. A

- a. A Call for the Orders of the Day demands that the agenda sticks to its regular order of business, which is tied to main motions (correct answer)
- b. Main Motions can not be brought up while the assembly is in recess
- c. Moving the previous question simply ends debate but does not allow another main motion to be made until the current motion on the floor is disposed of, and therefore no longer pending
- d. The motion to Rescind voids a motion that was previously passed and is classified as an incidental main motion, therefore it can not be made while a main motion is pending

23. B

- a. A member must obtain the floor to make an amendment and therefore can not interrupt the current member with the floor
- b. Questions of Privilege impact the entire assembly, are unrelated to the business of the assembly, and do not require the member to obtain the floor (correct answer)
- c. Motions to Limit Debate must be made when the member has the floor
- d. Moving the Previous Question can only be made while a member has the floor

24. B

- a. Incidental Motions deal with questions of procedure and arise out of another pending motion or item of business, therefore recess is never one
- b. Recess takes precedence over all other non-privileged motion and is therefore a privileged motion while a motion is pending (correct answer)
- c. Incidental *Main* Motions can not be made while another motion is pending
- d. Main motions can not be made while another motion is pending

25. D

- a. The motion to Raise a Question of Privilege yields to the privileged motions of Recess, Adjourn, and Fix the Time to Which to Adjourn
- b. Call for the Orders of the Day is the lowest ranking privileged motion
- c. The privileged form of Recess yields to the motions of Adjourn and Fix the Time to Which to Adjourn
- d. Fix the Time to Which to Adjourn is the highest ranking motion (correct answer)

Questions about Incidental Motions:

26. B

- a. Points of Order deal with an error in procedure, not the ruling of the chair
- b. Appeals are used when a member wishes to challenge a ruling of the chair, and the decision be put to a vote (correct answer)
- c. A Call for the Orders of the Day is used when a member wants to demand the assembly stick to its agenda
- d. An appeal from the decision of the chair deals with disagreement between members and the chair's decision, not just members

27. B

- a. The appeal is not dilatory or disrupting the assembly so the chair should address it
- b. The chair can suggest that the member calls for a division instead, as this requires that the vote be taken again (correct answer)
- c. Appeals do not deal with votes but rather the decision of the chair; an appeal can not change the method of voting
- d. There is no decision being appealed therefore a vote will not be taken on the appeal



28. D

- a. Amendments are out of order once the motion has been put to a vote
- b. Division may only be raised after the chair has announced the results of the vote, as the purpose is to redo the vote
- c. Division can be called even after the chair states the effect
- d. Division can only be called until the question is stated by the chair on another motion (correct answer)

29. D

- a. Rules that protect absentees can not be suspended
- b. Rules that protect the basic rights of individual members can not be suspended
- c. Rules that are in the bylaws or constitution can not be suspended
- d. All of the above are rules that can not be suspended (correct answer)

30. C

- a. Division of the *Assembly* is used to obtain a standing vote on the pending question
- b. Division of the Question can not be used to assign the parts to ad hoc committees, the motion to Commit (or Refer) is used for that
- c. Division of the Question can be used if members wish to separate, debate, and vote on different, distinct parts of a motion (correct answer)
- d. Debate is always equal for all members of the assembly

31. A

- a. If there has been any debate or any subsidiary motion has been stated the consideration of the question can not be objected to as it has already been considered (correct answer)
- b. By the time the vote is taken debate has already completed and it is too late
- c. An amendment is a subsidiary motion and therefore can not be made before the question is objected to
- d. The motion has already been considered by the time results of the vote are announced

32. D

- a. They are not seconded as they do not need another person to its consideration
- b. They are not voted on because there is no question to be put before the assembly
- c. They are not subject to reconsideration since they are simply a request for information regarding parliamentary procedure or matters of business
- d. All of the above answers are true (correct answer)

33. B

- a. Members may not yell the word “mistake”
- b. Points of Order are used to challenge an error in procedure (correct answer)
- c. Questions of Privilege are unrelated to parliamentary procedure or errors in business
- d. Members may not call out “question” to call attention to an error

34. B

- a. Points of Information are used if a member wishes to request information as to the facts affecting the business at hand
- b. Main Motions must be seconded before being debated, therefore there is an error in procedure and a Point of Order should be raised (correct answer)
- c. Questions of Privilege do not relate to business or parliamentary procedure
- d. Appeals are only used when a member disagrees with the chair's ruling, this is an error in procedure and not a matter of the chair's opinion

35. D

- a. Rules in the parliamentary authority can be suspended
- b. Special rules of order can be suspended
- c. Standing rules of the assembly can be suspended
- d. All of the above can be suspended (correct answer)

Questions about Motions that Bring a Question Again Before the Assembly:

36. C

- a. Rescind is used to void a motion previously passed
- b. Discharge a Committee is used to take matters out of the hands of a committee
- c. Reconsider can be used to allow a question that was previously disposed of to come before the assembly, therefore be voted on again (correct answer)
- d. Repeal is another name for the motion to rescind or annul

37. D

- a. Presiding officers can not make motions at the regular meeting of a society
- b. A member who seconded the motion to be reconsidered is not the same as the member who made the motion to reconsider
- c. The secretary may not make the motion to reconsider
- d. Only members who voted with the prevailing side can move for a motion to be reconsidered (correct answer)

38. D

- a. The motion to rescind can be passed if two-thirds of the members in attendance who vote are in favor
- b. A majority when notice of intent to make the motion has been given at the previous meeting can pass the motion to rescind
- c. A majority of the entire membership can pass the motion to rescind
- d. Any of the above can pass the motion to rescind (correct answer)

39. A

- a. As stated in the name, Take from the Table brings motions that were laid on the table before the assembly (correct answer)
- b. Take from the Table can not bring back a motion that was postponed to a certain time at the last meeting.
- c. Motions that were postponed indefinitely can not be brought back with Table
- d. Motions that were rescinded can not have Take from the Table applied to them

40. D

- a. After old business comes items of new business
- b. Since it is a new meeting, motions that were previously failed can be made
- c. Take from the Table can be used during the time for New Business
- d. All of the above are acceptable for members to do (correct answer)

Questions about General Parliamentary Procedure:

41. A

- a. Members must address any and all remarks through the chairman (correct answer)
- b. Members do not need to use other members' names
- c. There is no obligation to speak against your own motions
- d. Attacking members' motives is not germane to the motion being debated

42. B

- a. Some motions allow for debate and members may act on the motion, so voting will not happen immediately
- b. The term "pending" is used for motions that are currently being considered by the assembly (correct answer)
- c. Not all motions are amended, and a motion does not have to be amended
- d. "Putting" the motion means the chair will put the motion up for voting, but voting does not always come immediately after the motion is stated

43. A

- a. Adopted is the proper word for a motion that is carried (correct answer)
- b. Accepted does not mean the same thing as carried
- c. Passed can be used for a motion that meets the requirement of votes in favor, however it does not necessarily mean the assembly will do as it says
- d. Endorsement just means that it is supported by some, but not that the assembly has decided to do as the motion says

44. B

- a. A motion is entered into the minutes as it was stated by the chair just before being voted on by the assembly, seconds must be made before the motion is even considered
- b. Seconds are made when a member agrees that the assembly should consider the motion; it comes before the assembly (correct answer)
- c. Seconders can still believe that the motion should be amended and don't necessarily have to be in support of its adoption
- d. Motions are not referred to committees after being adopted

45. D

- a. This skips the part of the motion being seconded
- b. This wording is not what the chair should say
- c. The question must be stated before being open for debate
- d. This is the proper wording (correct answer)

46. C

- a. If the chairman believes the vote is conclusive and no member calls a division then there is no need for a rising vote
- b. Majority votes will usually be done *viva voce* - by voice
- c. Motions that require a two thirds vote for adoption will usually use a simple rising vote (correct answer)
- d. Elections of officers are usually done with ballots

47. B

- a. For the quorum to be two-thirds of the registered members, it must be explicitly stated in the bylaws
- b. A majority of the entire membership is the default quorum if not stated otherwise in the bylaws (correct answer)
- c. A majority of the members who answer roll call must be specified in the bylaws of an organized society.
- d. The presence of members is required in a default quorum

48. A

- a. If two members resign the total is 10, and a majority of 10 is 6 (correct answer)
- b. 7 would be the majority if it was 12, but since 2 members resigned the total is 10
- c. 9 is too large for a majority, as a majority just means more than half
- d. It is not none of the above as there is a correct answer

49. C

- a. Incorporated societies and officers/members are liable for tax on all income unless they come within a specific exemption
- b. All bylaw amendments must be made with previous notice and voted on
- c. In an incorporated society there is limited personal liability (correct answer)
- d. Facilities of the society must only be used for society related tasks

50. D

- a. Assemblies are not special meetings
- b. A session of an executive board is often called a meeting within a meeting
- c. Assembly does not refer to meetings themselves
- d. An assembly is the group of people who are gathering (correct answer)

51. A

- a. The order of business dictates the agenda which is the sequence that business is brought up (correct answer)
- b. Bylaws are an organization's internal operating rules
- c. A standing rule is a rule that relates to the details of the administration of a society and which can be adopted or changed by a majority vote for the duration of a session
- d. A corporate charter—also known by the term articles of incorporation—is a legal document that the founders of a corporation file with the secretary or registrar of the state in which they intend to operate



52. C

- a. Regular meetings are not an immediate continuation of the previous meeting
- b. Special meeting do not immediately continue the previous regular/special meeting
- c. Adjourned meetings are used to immediately continue the previous meeting, and can be established by Fixing a Time to Which to Adjourn (correct answer)
- d. Annual Meetings happen yearly and do not immediately continue the previous meeting

53. B

- a. All members of a deliberative assembly may vote
- b. Every member has the right to make motions, participate in debate, and vote on motions (correct answer)
- c. Members are not obligated to vote if they do not wish to
- d. Members must obtain the floor and move the previous question to end debate and not yell out "Question!"

54. D

- a. New Business can only be brought up once unfinished business is completed
- b. Reports of Officers can only be given once the minutes are dealt with
- c. Unfinished business can only be handled after the reports of officers
- d. Reading and approval of the minutes is the first item handled (correct answer)

55. B

- a. Special committees are established for a specific purpose and are disbanded once that purpose has been fulfilled
- b. Standing committees are established in the society's bylaws and have continuous existence (correct answer)
- c. Ordinary committees are not official types of committees in a parliamentary sense
- d. Committees of the whole involve all members of the assembly and are not continuously in existence

56. A

- a. The motion to Discharge a Committee discharges a committee of a duty/matter where it will no longer be in their hands (correct answer)
- b. Discharge a Committee does not assign the task to another committee
- c. When a committee is discharged of a matter it still exists
- d. Discharge a committee can not be used to charge a committee with negligence

57. C

- a. Majority does not mean one more than half
- b. Without qualifications cannot account for the entire membership
- c. Without qualification means more than half the votes cast, excluding blanks and abstentions (correct answer)
- d. Legally entitled to vote is a qualification

58. D

- a. Quorum must be present for the approval of the minutes
- b. A committee of the whole requires a quorum
- c. A quasi committee of the whole also requires a quorum
- d. Adjourned meeting can be set without a quorum as the adjourned meeting gives the assembly a chance to establish a quorum (correct answer)

59. C

- a. Tie votes are not mandatory to be revoted on
- b. The chair has no obligation to vote on a tie
- c. Since the motion did not receive the favor vote it needed to in order to be adopted it is lost (correct answer)
- d. The motion can not be adopted on a tie as it has not received the number in favor it requires

60. B

- a. Putting the question is not the same as asking for a second
- b. Putting the question means ending debate and taking a vote (correct answer)
- c. The question refers to the substantive question of the motion, not an actual interrogative question
- d. Putting the question does not put the motion on hold, there are motions for that

Challenge Questions:

61. C

- a. Conventions are made for one singular session and therefore will not have multiple, separate ones
- b. Legislative bodies do not have each meeting serve as a separate session
- c. Organized local societies have regular meetings at stated intervals, which serve as separate sessions (correct answer)
- d. Mass meetings are when an unorganized group meets to discuss a specific problem and anyone may attend who is interested - this is only one meeting

62. B

- a. Special meetings can take action in an emergency beyond the notice given and that action is subject to ratification
- b. Special meetings are not set by a motion at the previous meeting but instead of set by giving members previous notice of the meeting (correct answer)
- c. Special meetings are set for a specific purpose, specified in the call of the meeting
- d. Special meetings require authorization in the organization's bylaws

63. C

- a. The president is still considered a member so they may vote at meetings
- b. There is no requirement that the president must attend all committee meetings
- c. Ex-officio means “from the office” and it means that because the president holds their office they are now a member of all the committees except nominating, meaning that they have the same rights as all other committee members and can therefore debate motions (correct answer)
- d. Like any member, the president can propose motions normally

64. D

- a. Minutes do not have to be as detailed as the minutes of a regular meeting
- b. Records of committee proceedings must be taken
- c. Minutes are not approved at the same meeting
- d. A memorandum, or a note or record made for future use, is good to have for future committee use (correct answer)

65. B

- a. Members must be present for ratification
- b. The meeting may be ratified at the next regular meeting (correct answer)
- c. Ratification does not have to happen at only annual meetings
- d. It should happen at a regular meeting, not a special meeting