

Introduction to Parliamentary Procedure Test

1. There are how many elected FBLA National officers?
 - a. 5
 - b. 9
 - c. 7
 - d. 8

2. Three voting delegates represent a chapter membership of:
 - a. over 100 members
 - b. 50-99 members
 - c. 51-100 members
 - d. 50-100 members

3. A member who falls in arrears in the payment of his dues:
 - a. automatically loses the right to make motions
 - b. does not lose the right to vote unless the bylaws so provide
 - c. automatically loses the right to attend meetings
 - d. is under a disciplinary suspension

4. If the society is to have an executive committee, the full board is usually designated as the:
 - a. board of directors
 - b. board of trustees
 - c. board of management
 - d. executive board

5. The hour at which meetings are to be held should:
 - a. be specified in the standing rules
 - b. be specified in the special rules of order
 - c. be specified in the bylaws
 - d. not be specified in any document

6. A motion is recorded in the minutes as:
 - a. it was stated by the maker
 - b. the wording was improved by the chairman
 - c. it was put by the chair finally before being voted on by the assembly
 - d. approved by the seconder

7. Proposed action on an emergency issue may be approved by members of a board by:
 - a. only a vote in a meeting, a quorum being present
 - b. absentee vote
 - c. individual contact by telephone
 - d. individual interview of every member of the board

8. The teller's report:

- a. should not count illegal votes in the number of votes cast
- b. is entered in the minutes with only the names of the elected candidates listed
- c. should include the number of members eligible to vote
- d. is entered in full in the minutes

9. If a society has an executive board, the board:

- a. can set its own powers and responsibilities
- b. cannot have staggered terms for its members
- c. must be provided for in the bylaws
- d. is composed of only the elected officers

10. If several general orders are made for the same time, they are considered:

- a. in alphabetical order
- b. by voting for the order in which they are to be considered (filling blanks)
- c. in an order determined by the chair
- d. in the order in which they were made

11. By a single vote, a series of special orders or general orders-or a mixture of both-can be made; and

such a series is called:

- a. a regular order of business
- b. a series of primary amendments
- c. an agenda
- d. secondary amendments

12. If the chair assigns the floor to the wrong person when preference in recognition was timely claimed

by another member:

- a. a point of order should be raised
- b. an appeal should be made
- c. the member to whom the floor was assigned must be allowed to speak
- d. an objection to the consideration of the question should be made

13. Which one of the following motions may be reconsidered?

- a. Take a recess
- b. Fix the time to which to adjourn
- c. Division of a question
- d. Close nominations

14. The chair may make the motion to:

- a. object to the consideration of the question
- b. reconsider
- c. postpone indefinitely
- d. Amend

15. An adjournment of a mass meeting is:

- a. used only to terminate the session
- b. never open to debate or amendment
- c. in order at any time during the session
- d. used to dissolve the assembly, unless a time has been set for another meeting

16. The FBLA fiscal year shall be:

- a. June 30 to July 1
- b. April 1 to March 31
- c. January 1 to December 31
- d. July 1 to June 30

17. FBLA state chapter charters shall be issued upon the approval of the:

- a. board of directors
- b. Advisory Council
- c. National Executive Council
- d. National Officers

18. A prospective officer candidate must file an official application with the association president by:

- a. April 15
- b. June 1
- c. May 15
- d. May 1

19. The National Leadership Conference site is recommended by:

- a. FBLA-PBL national officers
- b. the National Executive Council
- c. National staff
- d. Advisory Council

20. The official emblem and insignia item designs are protected by the U.S. Patent Office under the

Trademark Act of:

- a. 1945
- b. 1947
- c. 1948
- d. 1946

21. Article X of the FBLA Bylaws describes:

- a. National Executive Council
- b. parliamentary authority
- c. committees
- d. emblems and colors

22. In the standard order of business, new business comes:

- a. immediately after reports of officers
- b. after unfinished business and general orders
- c. immediately following the reading of the minutes
- d. at the discretion of the president

23. A motion is open to debate when:

- a. the motion has been stated by the chair
- b. a member has made the motion
- c. the majority of the assembly indicates it wishes the motion to be debated
- d. the motion is seconded

24. The maker of a motion:

- a. has the right to speak first in debate on the motion
- b. must speak first in debate
- c. may speak three times on the motion
- d. may assign his right to speak first to another member

25. Unless there is a rule to the contrary, a member may speak:

- a. as many times necessary to explain their debate
- b. once during the same day
- c. twice on the same question on the same day
- d. twice during the same day

26. Subsidiary motions:

- a. are all debatable
- b. are of higher rank than incidental motions
- c. assist the assembly in disposing of a main motion
- d. do not require a second

27. With a main motion pending and a motion to Amend being debated, which one of the following

motions would be out of order?

- a. Lay on the Table
- b. Limit or Extend Limits of Debate
- c. Postpone Indefinitely
- d. Main Motion

28. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

- a. 7-12
- b. 6-12
- c. 9-12
- d. 5-12

29. The fiscal year of the Future Business Leaders of America shall be:

- a. July 1 through June 30
- b. June 1 through May 31
- c. August 1 through July 30
- d. January 1 through December 31

30. To delay consideration of the main motion until the next regular meeting a member would move to:

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

31. Proposed amendments to the bylaws must be submitted in writing to the

- a. Association President.
- b. National Executive Council.
- c. FBLA president.
- d. Board of directors

32. The secretary must supply at least _____ copies of the minutes to the necessary authorities.

- a. four
- b. two
- c. three
- d. one

33. Action of the National Executive Council must be included in the minutes of the

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

34. A tie vote

- a. adopts the motion.
- b. can be considered a majority vote.
- c. permits the chair to break the tie.
- d. requires the chair to break the tie.

35. A motion that was considered and adopted without having been seconded

- a. is out of order.
- b. is valid.
- c. must be seconded by unanimous consent, the chair stating, "If there is no objection, the motion just adopted without being seconded will be considered seconded."
- d. must be seconded after adoption to make it legal

36. The motion to recess when no question is pending

- a. requires a two-thirds vote.
- b. is not debatable.
- c. is not amendable.
- d. sets the time for the recess.

37. Any recommendation contained in an officer's report is moved

- a. by the secretary of the organization.
- b. from the floor by a member other than the reporting officer.
- c. by the officer making the report.
- d. by a member, seconded by the reporting officer.

38. The chief difference in the rules governing original and incidental main motions is:

- a. only incidental main motions can be reconsidered
- b. only incidental main motions carry with them pending subsidiary motions when laid on the table
- c. objection to consideration of a question can be applied only to an original main motion
- d. incidental main motions require only a majority vote

39. In most ordinary societies having executive boards:

- a. is it customary for the board to elect its own officers
- b. it is customary for the president and secretary of the society to serve in the same capacity within the board
- c. the bylaws must make provision for filling the position of president and secretary of the board
- d. it is customary for the president of the society to serve as chairman of the board, and the secretary to be appointed by the president

40. In a legislative or public body that has the power to penalize or compel the attendance of its

members, the sergeant-at-arms may have the duty of

- a. serving warrants signed by the clerk.
- b. arresting absent members in the event of a call of the house.
- c. serving notices of fines.
- d. calling the roll to see what members are present.

41. A special committee

- a. is on-going from administration to administration.
- b. is always created by the chair.
- c. ceases to exist when it makes its final report.

42. Corrections to the minutes

- a. may never be made after being accepted by the assembly.
- b. may be made at any time a mistake is discovered.
- c. may be made only immediately after they are read to the assembly.

43. An adjourned meeting is

- a. a meeting in continuation of the session of the immediately preceding meeting.
- b. the one after lunch.
- c. one that has been dissolved.

44. When a motion to Recess is made while another motion is pending, it

- a. is an incidental main motion.
- b. is a privileged motion.
- c. is an incidental motion.

45. To put a motion aside temporarily, with no definite time for resuming its consideration, a member should

- a. move to Lay on the Table.
- b. move to Postpone Indefinitely.
- c. rise to a Point of Order.

46. The lowest ranking motion is

- a. Fix the Time to Which to Adjourn.
- b. Postpone Indefinitely.
- c. Main Motion.

47. If there is a tie vote on a main motion, the result is

- a. the motion is lost.
- b. the vote is taken again.
- c. the chair must vote to break the tie.

48. A motion is open to debate when

- a. the motion is seconded.
- b. the motion has been stated by the chair.
- c. a member has made the motion.

49. In absence of a provision in the bylaws, the quorum of an organized society is

- a. a majority of those answering roll call.
- b. the number most likely to attend a meeting except in bad weather.
- c. a majority of the entire membership.

50. Which article of the bylaws explains the qualifications for holding a national FBLA office?

- a. Article V
- b. Article VIII
- c. Article VI

51. National FBLA honorary life members may be recommended by the

- a. chapter adviser.
- b. membership.
- c. board of directors.

52. The administration of FBLA shall be vested in the

- a. chairman of the board of directors.
- b. FBLA president.
- c. association president.

53. To be in order an amendment must be

- a. long.
- b. short.
- c. Germane.

54. A second implies that the seconder

- a. wishes to speak second in debate.
- b. agrees with the content of the motion.
- c. agrees that the motion should come before the meeting.

55. If the chair makes a mistake in assigning the floor,

- a. he immediately asks the assembly to ratify the action taken.
- b. a member may raise a point of order.
- c. a member may raise a question of privilege.

56. Before a member in a large assembly can speak in debate, he must

- a. get the attention of the chair by raising his hand.
- b. have paid the dues required by the organization.
- c. obtain the floor.

57. Except for the corporate charter, the highest body of rules in a society is the

- a. parliamentary authority of the society.
- b. bylaws.
- c. standing rules.

58. Unless there is a rule to the contrary, a member may speak

- a. twice on the same question on the same day.
- b. twice during the same day.
- c. once during the same day.

59. A secondary motion must be acted upon or disposed of before

- a. a main motion is in order.
- b. direct consideration of the main motion can be continued.
- c. an incidental motion is in order.

60. Which of the following states is not in the FBLA Western Region?

- a. Wyoming
- b. Nebraska
- c. Hawaii

61. A state committee chairman shall be recommended by the

- a. association president.
- b. membership.
- c. state committee.

62. The FBLA _____ shall assist the national office in keeping an accurate record of national officer

travel expenses and disbursements and in planning national officer travel.

- a. secretary
- b. treasurer
- c. President

63. The quorum for all business meetings of the FBLA National Leadership Conference shall be

- a. % of the registered voting delegates.
- b. a majority of the registered voting delegates.
- c. 213 of the registered voting delegates.

64. Which group approves the committee appointments and the creation of new committees by the FBLA

president?

- a. the board of directors.
- b. the National Executive Council
- c. the CEO

65. The National Executive Council may conduct business by mail with action requiring what vote?

- a. 2/3 of the members eligible to vote
- b. % of the members eligible to vote
- c. a majority of the members

66. A main motion is referred to a social committee. Which of the following motions would be in order with respect to this main motion?

- a. a motion to discharge the committee could be made
- b. the main motion is lost and must be reconsidered if the committee fails to report when it should.
- c. the main motion can be reintroduced if the committee fails to report when it should.

67. The ABC organization has a total membership of 70 and 58 are present at this meeting. The vote on an original main motion is 28 in the affirmative and 28 in the negative. Who may move to reconsider the vote?

- a. only a person who voted in the negative
- b. only a person who voted in the affirmative
- c. a person who either abstained or voted in the negative

68. When the chair rules on a question about which there cannot possibly be two reasonable opinions,

- a. the appeal should be postponed indefinitely.
- b. an appeal would be dilatory and is not allowed.
- c. a point of order should be raised.

69. Fix the time to which to adjourn

- a. does not affect when the present meeting will adjourn.
- b. is always a privileged motion.
- c. is out of order when there is no meeting scheduled later in the same session.

70. Secondary motions

- a. must be acted upon or disposed of before direct consideration of the main question can be continued.
- b. cannot be debated or amended.
- c. require a majority vote.

71. The officers who must be present for the conduct of business in any deliberative assembly are

- a. a presiding officer and a secretary
- b. a presiding officer and the treasurer
- c. the president, secretary, and treasurer
- d. the president, vice-president, and a secretary

72. The national dues may be changed by

- a. a 2/3 vote of the state voting delegates at the NLC
- b. a majority vote of the state voting delegates at the NLC
- c. 2/3 vote of the local chapter delegates at the NLC
- d. a majority vote of the local chapter voting delegates at the NLC

73. A second implies that the seconder

- a. agrees that the motion should come before the meeting
- b. agrees that the motion should be entered in the minutes
- c. agrees that the motion should be implemented without change
- d. will refrain from speaking against the motion

74. If the office of president-elect is expressly provided for in the bylaws,

- a. members never vote on any candidate for the office of president
- b. the president is elected one entire term in advance
- c. the member who has served his full term as president-elect automatically becomes president
- d. all of the above

75. The motion which must be voted on first is

- a. an amendment to the motion to recess
- b. the previous question
- c. to postpone to a certain time
- d. to take a recess

76. Motions are brought before the assembly by these 3 steps: a member

- a. rises, addresses the chair, and makes a motion
- b. addresses the chair, makes a motion; and then the chair states the question
- c. makes a motion, another member seconds it, and the chair states the question
- d. addresses the chair, makes a motion, and then a vote is taken

77. When a motion has been made and seconded, the chair places it before the assembly by

- a. putting the question
- b. stating the question
- c. having the motion repeated by the maker of the motion
- d. requesting permission from the maker

78. Unless there is a rule to the contrary, a member may speak

- a. twice during the same day
- b. twice on the same question on the same day
- c. once during the same day
- d. on withdrawn motion

79. If the chair make a mistake in assigning the floor,
- a member may raise a question of privilege
 - a member may raise a point of order
 - the chair immediately asks the assembly to ratify the action taken
 - the chair asks the assembly to vote
80. A quorum in a committee is
- those committee members who are attending the meeting
 - a majority of the membership
 - a majority of those who vote
 - those committee members who attend and send in the proxy vote
81. The order of business in a convention is known as
- a program
 - rules of order
 - standing rules
 - special rules
82. When a main motion and two amendments are pending, the first vote is taken on
- the secondary amendment
 - the primary amendment
 - the assembly will decide which to vote on first
 - the one preferred by the chair
83. If the chair rules a motion is out of order, the chair's decision is subject to a/an
- appeal
 - amendment
 - special rule
 - suspension
84. Committees whose duties are outlined in the bylaws are called
- standing committees
 - special committees
 - constitutional committees
 - procedural committees
85. A corporate charter should be drafted by
- a parliamentarian
 - a bylaws committee
 - the executive board of the organization
 - an attorney

86. What right does “privileges of the floor” convey?
- admittance to the assembly
 - the right to debate
 - the right to read a paper
 - the right to a parliamentary inquiry
87. How many rap(s) of the gavel indicate to the members to come to order so that the meeting may begin?
- one
 - two
 - three
 - short tap or series of short taps
88. How many rap(s) of the gavel indicate that a motion has passed or failed?
- one
 - two
 - three
 - short tap or series of short taps
89. How many rap(s) of the gavel indicate that members should stand?
- one
 - two
 - three
 - short tap or series of short taps
90. How many rap(s) of the gavel indicate that the presiding officer wants member to stop talking?
- one
 - two
 - three
 - short tap or series of short taps
91. The purpose of laying a motion on the table is to _____.
- assure the assembly that the motion will be considered
 - allow the consideration of more urgent business
 - kill the motion under consideration
 - allow the assembly to adjourn
92. Which of the following motions has the highest precedence?
- amend the main motion
 - postpone indefinitely
 - commit
 - postpone to a certain time

93. In an assembly that meets as often as quarterly a question _____.
- cannot be postponed beyond the end of the present session
 - cannot be postponed beyond the end of the next session
 - can be postponed beyond the end of the next session
 - cannot be postponed at all
94. Which sequence of reports is generally correct for a convention?
- credentials, program, and rules
 - program, credentials, and rules
 - credentials, rules, and program
 - program, rules, and credentials
95. Another name for an Executive Board is _____.
- Executive Committee
 - Board of Directors
 - House of Delegates
 - Officers
96. Ordinary Standing Rules contain:
- rules of Parliamentary Procedure
 - the object of the organization
 - rules relating to the details of administration
 - rules that cannot be changed except with previous notice and two-thirds vote
97. A meeting in continuation of the session of the immediately preceding regular or special meeting is called _____.
- special session
 - recessed meeting
 - adjourned meeting
 - mass meeting
98. Complex motions are presented in the form of a(n) _____.
- incidental main motion
 - charter
 - secondary amendment
 - Resolution
99. When a member allows another member to vote for them, it is called
- proxy voting
 - preferential voting
 - roll call voting
 - ballot voting without a quorum

100. In the absence of a quorum at an official meeting of a society, the business that may be transacted is.

- a. laid on the table
- b. referred to a committee
- c. null and void
- d. always adopted by a two-thirds vote