**NEW YORK STATE FBLA**

**INTRODUCTION TO PARLIAMENTARY PROCEDURE**

**2014**

**PLEASE DO NOT OPEN THIS TEST UNTIL DIRECTED TO DO SO**

Test Directions

1. Complete the information requested on the answer sheet.

**PRINT YOUR NAME** on the “Name” line.

**PRINT** the name of the event, **INTRODUCTION TO PARLIMENTARY PROCEDURES** on the “Subject” line.

**PRINT** the name of your **CHAPTER** on the “DATE” line.

1. All answers will be recorded on the answer sheet.

Please do not write on the test booklet.

Scrap paper will be provided.

1. Read each question completely before answering. With a **NO. 2 pencil**, blacken in your choices completely on the answer sheet. Do not make any other marks on the answer sheet, or the scoring machine will reject it.
2. You will be given 60 minutes for the test. You will be given a starting signal and a signal after 50 minutes have elapsed.

**Classify the Motion:** For questions 1-15 fill in the correct answer on your Scranton sheet using the word bank provided. You may use answers more than once.

**A. Subsidiary B. Privileged C. Incidental D. Motions that Bring Again E. Main Motion**

1. Adjourn

1. Amend a pending motion

1. Call for the Orders of the Day

1. Commit or Refer
2. Discharge a Committee
3. Division of the Assembly

1. Object to Consideration of a Question
2. Parliamentary Inquiry
3. Previous Question
4. Postpone Indefinitely
5. Ratify
6. Recess

1. Reconsider

1. Resolution
2. Take from the Table

**Classify the Vote Required for Each Motion:** For questions 16-30, classify the following motions by identifying whether the motion is requires a *majority, 2/3 or no vote.*. You may use answers more than once.

**A. Majority Vote B. 2/3 Vote C. No vote**

1. Adjourn
2. Amendment
3. Call for the Orders of the Day
4. Close Nominations
5. Division of the Assembly
6. Limit/Extend Debate
7. Parliamentary Inquiry
8. Postpone Indefinitely
9. Previous Question

1. Raise a Question of Privilege

1. Reopen Nominations

1. Recess

1. Refer to a Committee
2. Suspend the Rules

1. Withdraw a Motion

**Multiple Choice:** For questions 31-64 select the best possible answer and fill in the corresponding letter on your Scantron.

31. A delegate of the assembly interrupted a speaker during debate with a point of order. The chair asked the member to state his point. The member then moved the previous question. The chair should respond:

A) "The motion is out of order."

B) "You are out of order."

C) "Your point is well taken."

32. 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.

33. A main motion "that we purchase a computer" and a motion to postpone the main motion indefinitely are pending. It is moved and seconded to amend the main motion by adding the words "at a cost not to exceed $2000." The chair should

A) state the amendment as pending.

B) rule the amendment out of order because it has lower rank than the pending motion.

C) rule that the amendment is not germane to the pending question.

34. It is out of order to move to lay a pending question on the table if

A) the motion to be laid on the table has adhering subsidiary motions already applied to it.

B) there is evidently no other matter urgently requiring immediate attention.

C) the motion on the previous question is pending.

35. Secondary motions

A) cannot be debated or amended.

B) must be acted upon or disposed of before direct consideration of the main question can be continued.

C) require a majority vote.

36. The motion to lay on the table should be used to

A) interrupt consideration of a main motion temporarily until a majority wishes to consider it again.

B) delay consideration of a question until a committee can report findings on the subject to the assembly.

C) delay consideration of a question until a later specified time.

37. Questions of privilege not in the nature of a request which are brought up while no business is pending are moved the same as any

A) main motion.

B) subsidiary motion.

C) incidental motion.

38. A committee

A) may take a matter out of a subcommittee's hand.

B) must allow a subcommittee to report before taking up an issue referred to the subcommittee.

C) must allow assembly members to be present during its deliberations.

39. A motion to censure the action of an officer

A) is not amendable.

B) opens the entire question to debate.

C) may not be reconsidered.

40. A friendly amendment

A) is used by others to defeat the main motion.

B) is not debatable and does not require a second.

C) must be open to debate and vote or unanimous consent.

1. Reports should be given in which order during a regular meeting of an assembly?
2. Officers, Boards, Special Committees, Standing Committees
3. Officer, Boards, Standing Committees, Special Committees
4. Boards, Officers, Standing Committees, Special Committees
5. Boards Officers, Special Committees, Standing Committees

42. The completion of an incomplete motion to commit

A) Both answers are correct

B) is treated as filling blanks if different proposals are made.

C) is made while the motion to commit is pending.

E) none of the above

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

A) a point of order should be raised.

B) an appeal would be dilatory and is not allowed.

C) the appeal should be postponed indefinitely.

E) none of the above

44. On a pending resolution, an amendment is made to strike out paragraph #3. A secondary amendment to strike out of paragraph #3 the words "except past presidents" is adopted. The amendment to strike out paragraph #3 is lost. What is the status of the words "except past presidents?"

A) They are out of the resolution.

B) They are in the resolution, but may be removed by a new motion to strike out words.

C) They remain in the resolution.

E) none of the above

45. A delegate of the assembly interrupted a speaker during debate with a point of order. The chair asked the member to state his point. The member then moved the previous question. The chair should respond:

A) "The motion is out of order."

B) "You are out of order."

C) "Your point is well taken."

E) none of the above

1. The FBLA membership year is \_\_\_\_\_\_.
   1. September 1 through June 30.
   2. June 1 through May 31.
   3. July 1 through June 30.
   4. August 1 through July 31.
2. The FBLA national president serves as a member of the national Board of Directors for\_\_\_.
3. three years.
4. two years.
5. one year.
6. one year or until his/her successor is elected or appointed.
7. The FBLA national president \_\_\_\_\_\_\_\_\_\_.
8. can establish committees without approval of the National Executive Council.
9. can establish committees with approval of the National Executive Council.
10. can establish committees only with the approval of the CEO.
11. cannot establish committees.
12. Of the following, who serves as an ex-officio, nonvoting member of the National Executive Council?
13. national parliamentarian
14. President and CEO
15. Chair of the NAP
16. any national vice president
17. When committees are appointed by FBLA, committee business conducted by mail

requires a \_\_\_\_\_\_\_\_\_.

* 1. three-fourths vote of the members eligible to vote for adoption.
  2. two-thirds vote for adoption.
  3. two-thirds vote of the members eligible to vote for adoption.
  4. majority vote of the members eligible to vote for adoption.

1. The maker of a motion \_\_\_\_\_\_\_\_\_\_.
   1. has the right to speak first in debate on the motion.
   2. must speak first in debate.
   3. may assign his right to speak first to another member.
   4. None of the above
2. In order for a state to hold a charter, there must be \_\_\_local chapters.
   1. three
   2. four
   3. five
   4. six

53. Which of the following membership classifications are not required to pay dues?

* 1. Honorary Life Members
  2. Professional Members
  3. Active Members
  4. None of the Above

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

A) standing rules.

B) parliamentary authority of the society.

C) bylaws.

E) none of the above

55. Members of an assembly

A) are required to vote.

B) may vote only if their dues are paid.

C) may make motions, debate, and vote.

E) none of the above

56. The mass meeting is a meeting

A) of an unorganized group.

B) held in an open area or in a large building.

C) held as a demonstration for or against a cause.

E) none of the above

57. The actions of any deliberative assembly are subject to

A) approval of the parent organization.

B) the bylaws and other rules of its organization plus all applicable laws.

C) change by a majority vote.

E) none of the above

58. Sessions of permanently organized bodies usually follow

A) the order of business determined by the presiding officer.

B) the order of business decided upon immediately after the opening.

C) an established order of business.

E) none of the above

59. When a proper 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.

E) none of the above

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

A) twice on the same question on the same day.

B) once during the same day.

C) twice during the same day.

E) none of the above

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

A) a main motion is in order.

B) an incidental motion is in order.

C) direct consideration of the main motion can be continued.

E) none of the above

62. The motion Amend

A) modifies or clarifies the meaning of the main motion.

B) may be applied to any subsidiary motion.

C) is out of order if the motion to Postpone Indefinitely is pending.

E) none of the above

63. There are \_\_\_\_\_\_\_\_\_\_\_ specific goals of FBLA.

A) nine

B) seven

C) eight

E) Ten

* + 1. Which is true regarding the motion to lay on the table?

1. It is debatable
2. Requires a two-thirds vote
3. Does NOT require a second
4. None of the above

**MATCHING**. For questions 65- 73, arrange the typical articles of bylaws in their proper order by placing the letters in Column B in the appropriate spaces in Column A.

**Column A Column B**

65. ARTICLE I A. Meetings

66. ARTICLE II B. Parliamentary Authority

67. ARTICLE III C. Object

68. ARTICLE IV D. Officers

69. ARTICLE V E. Executive Board

70.ARTICLE VI AA. Amendment

71. ARTICLE VII BB. Committees

72. ARTICLE VIII CC. Name of Organization

73. ARTICLE IX I. DD. Members

**True or False.** For questions 74-85 select **A** if the answer is true or **B** if the answer is false

1. A motion is “out of order” when it is moved while a motion of higher precedence is pending.
2. One tap of the gavel calls a meeting to order.
3. All main motions require a second.
4. To call for the Previous Question requires a majority vote.
5. The motion to Rescind is a privileged motion.
6. After an election is final, a vote cannot be reconsidered.
7. The effect of the Incidental Motion “Division” is to secure further consideration and another vote on the question.
8. When making a nomination a second is necessary.
9. The presiding officer should always restate the motion after the motion has been seconded before opening the floor for discussion.
10. If the reading of the minutes are dispensed with, those minutes should be read later in the current meeting or the next meeting.
11. When an amendment to a motion has been adopted, it is not necessary to vote on the amended main motion.
12. The motion to be excused from duty requires a majority vote and can be reconsidered (negative only)
13. Which of the following is not allowed in debate on the motion to postpone to a certain time?
14. the wisdom of postponement
15. the merits of the questions to be postponed
16. the choice of time to which the question will be postponed
17. amendments to the choice of time to which the question will be postponed
18. Immediately after receiving a committee or board report, an assembly normally considers whatever action arises from it, unless:
19. A member objects to its consideration.
20. It contains no recommendations.
21. The chair declares it laid on the table.
22. There are no proposed amendments.
23. The purpose of the motion to lay on the table is to:
24. defer action or debate on the pending main motion to later in the same meeting
25. kill the pending main motion
26. place consideration of the pending motion aside temporarily when something else of immediate urgency has arisen
27. postpone consideration of the pending motion to another meeting
28. When the assembly goes into informal consideration, the presiding officer:
29. Appoints a chairman.
30. Remains in the chair.
31. Reports to the assembly the actions taken.
32. Allows each member to debate one time only.
33. Which is the preferred terminology for amendments?
34. amendment of the first degree and amendment of the second degree
35. primary and second amendments
36. amendment to the main question and amendment to the amendment
37. all of the above are correct
38. As a member of your local FBLA chapter, you move that your chapter purchase a new computer for the FBLA workroom. The Chair states the question and opens the floor for discussion. You and the chapter Secretary raise your hand to obtain the floor at the same time. The chair recognizes the Secretary who proceeds to speak against the motion. How should you respond?
39. Object to the consideration of the question
40. Rise to a question of privilege
41. Make a Point of Order
42. Call for the orders of the day
43. Which governing document has the highest precedents?
44. State statutes
45. Parliamentary Authority
46. Articles of Incorporation
47. None of the Above
48. Which item would NOT normally be found in organizations bylaws?
49. Name
50. Date of Annual Meeting
51. Title and terms of officers
52. Method of reconsideration for motions
53. An executive session can be defined as:
54. Any meeting or part of a meeting in which proceedings are considered secret and nonmembers are excluded
55. A meeting of an unorganized assembly which is called for a particular purpose
56. A meeting that continues a session working through a single order of business
57. A meeting other than a regular meeting at which only business specified in the notice for the meeting may be considered
58. The New York State Association of FBLA currently abided by the rules of procedure contained in which manual?
59. Roberts Rules of Order Newly Revised Ninth Edition
60. Roberts Rules of Order Newly Revised Tenth Edition
61. The Standard Code of Parliamentary Procedure
62. Demeter’s Manual of Parliamentary Law and Procedure
63. If a member is absent when elected and has not consented to his candidacy, the election becomes final:
64. when he is notified of his election
65. when he is elected
66. at the close of the meeting following the election
67. when he is notified of his election and does not decline
68. If the regular presiding officer of an organized society fails to perform the duties of the chair property in a meeting, a motion can be made to:
69. Declare the chair vacant
70. Declare the vice-president as the presiding officer
71. Censure the presiding officer
72. Elect another member to serve as a temporary presiding officer
73. When counting ballots, two filled-out ballots folded together are:
74. counted as one illegal vote
75. counted as two illegal vote
76. ignored
77. reported as spoiled ballots
78. A motion that presents the same question as a motion that has been referred to a committee is:
79. In order, and should be considered immediately.
80. In order at the time that the committee presents its report.
81. Dilatory, and therefore out of order.
82. Improper, and therefore out of order.

100. If a temporary occupant of the chair fails to perform the duties of the chair properly during a meeting:

1. a motion cannot be made to censure him
2. a motion cannot be made to declare the chair vacant
3. a member cannot raise a point of order
4. a motion can be made to declare the chair vacant and to elect a new chairman

ANSWER KEY

1. B

2. A

3. B

4. A

5. D

6. C

7. C

8. C

9. A

10. A

11. C

12. B

13. D

14. E

15. D

16. A

17. A

18. C

19. B

20. C

21. B

22. C

23. A

24. B

25. C

26. A

27. A

28. A

29. B

30. C

|  |  |
| --- | --- |
| 31. | A |
| 32. | A |
| 33. | A |
| 34. | B |
| 35. | B |
| 36. | A |
| 37. | A |
| 38. | A |
| 39. | B |
| 40. | C |

41. A

42. A

43. B

44. A

45. A

|  |  |  |  |
| --- | --- | --- | --- |
| 46. | C | | |
| 47. | D | | |
| 48. | B | | |
| 49. | B | |
| 50. | D | |
| 51. | A | |
| 52. | C | |
| 53. | A | | | |  |  |
| 54. C  55. C  56. A  57. B  58. C  59. B  60. A  61. C  62. A  63. A  64. D  65. C  66. C  67. D  68. D  69. A  70. E  71. B  72. B  73. A  74. A  75. A  76. A  77. B  78. B  79. A  80. B  81. B  82. A  83. A  84. B  85. A  86. B  87. B  88. C  89. B  90. B  91. C  92. A  93. D  94. A  95. B  96. D  97. C  98. A  99. D  100. D | |  | | | |  |  |