**NEW YORK STATE FBLA**

**INTRODUCTION TO PARLIAMENTARY PROCEDURE**

**2013**

**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 PARLIAMENTARY PROCEDURE** 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.

**Tie will be broken using the last 10 questions of the test.**

Classify the following motions by identifying whether the motion is a***Subsidiary, Privileged, Incidental*** *or* ***Main Motion*.**

a. Subsidiary b. Privileged c. Incidental d. Main Motion

\_\_\_\_ 1. Division of the Assembly

\_\_\_\_ 2. Adjourn

\_\_\_\_ 3. Amend a pending motion

\_\_\_\_ 4. Postpone Indefinitely

\_\_\_\_ 5. Call for the Orders of the Day

\_\_\_\_ 6. Commit or Refer

\_\_\_\_ 7. Parliamentary Inquiry

\_\_\_\_ 8. Recess

\_\_\_\_ 9. Object to Consideration of a Question

\_\_\_\_10. Ratify

\_\_\_\_11. Previous Question

\_\_\_\_12. Resolution

**Classify the following motions by identifying whether the motion requires a *majority, 2/3 or no vote.***  a. Majority Vote b. 2/3 Vote c. No vote

\_\_\_\_ 13. Adjourn

\_\_\_\_ 14. Raise a Question of Privilege

\_\_\_\_ 15. Reopen Nominations

\_\_\_\_ 16. Previous Question

\_\_\_\_ 17. Close Nominations

\_\_\_\_ 18. Recess

\_\_\_\_ 19. Refer to a Committee

\_\_\_\_ 20. Parliamentary Inquiry

\_\_\_\_ 21. Limit/Extend Debate

\_\_\_\_ 22. Division of the Assembly

\_\_\_\_ 23. Withdraw a Motion

\_\_\_\_ 24. Previous Question

\_\_\_\_ 25. Postpone Indefinitely

\_\_\_\_ 26. Call for the Orders of the Day

\_\_\_\_27. Amendment

1. Unless ordered by the assembly, minutes should never include:

a. Main motions withdrawn

b. Postpone Indefinitely

c. Appeals

d. Points of Order

1. Which of the following types of meetings would not occur in an organized society:

a. Annual Meeting

b. Regular Meeting

c. Special Meeting

d. Mass Meeting

1. A special committee:

a. ceases to exist when it makes its final report

b. is on-going from administration to administration

c. are always created by the Chair

d. cannot be discharged by the assembly

1. Most incidental motions:

a. cannot be moved when another motion is on the floor

b. are not debatable

c. do not require a second

d. are adopted by a two-thirds vote

1. When a motion contains a Blank, it is filled:

a. by use of first and second-degree amendments

b. from proposals by the member who moved to create the blank

c. from proposals by any number of members

d. from proposals by the Chair

1. A Standing Rule can be adopted at any business meeting by a:

a. majority vote with previous notice

b. two-thirds vote with previous notice

c. majority vote without previous notice

d. two-thirds vote

1. The last meeting of a convention has adjourned *Sine Die*, this adjournment:

a. allows the assembly to meet at the call of the Chair

b. allows the assembly to meet by with a majority vote of the members

c. dissolves the assembly

d. none of the above

1. The Chair may vote on issues before the assembly when the vote is by:

a. ballot

b. show of hands

c. rising count

d. voice

1. If the motion to Recess is made when no question is pending, it:

a. is an Incidental Main motion

b. is a Privileged motion

c. is an Incidental motion

d. is a Subsidiary motion

1. A member claims the floor by:

a. rising and addressing the Chair

b. being recognized by the Chair

c. being assigned the floor by the Chair

d. all of the above

1. Which of the following items should come first on the agenda of a Meeting, once the meeting has been called to order:

a. New Business

b. Committee Reports

c. Unfinished Business

d. Minutes of the Previous Meeting

1. Using the rule of precedence, which of the following motions would be voted on first:

a. Ratify

b. Question of Privilege

c. Take a Recess

d. Refer to Committee

1. The basic rules of an organization are contained in:

a. Standing Rules

b. Bylaws

c. Rules of Order

d. Corporate Charter

1. The purpose of Parliamentary Procedures is to provide:

a. A code of rules for action

b. A system to protect the rights of the minority

c. A logical and common sense method of running meetings

d. All of the above

1. An amendment to an amendment:

a. cannot be amended

b. cannot be made

c. can also be amended

d. is a main motion

1. When not provided for in the bylaws, a quorum for regular meetings of an organized society is \_\_\_\_

a. 20% of the membership.

b. a majority of the membership.

c. those present and voting.

d. two thirds of the membership.

1. If the motion to recess is made when no question is pending:

a. it is an Incidental motion

b. it is a Privileged motion

c. it is an Incidental Main motion

d. it cannot be reconsidered

1. A motion to ratify:

a. is the same as a second to a motion.

b. should only be made by someone who voted for the action.

c. should not be used unless someone objects to the action of a main motion.

d. is a means to make valid some action that was taken at a meeting without a quorum.

1. A Point of Information:

a. is directed at an member in the assembly.

b. is directed to and through the chair.

c. requires a second.

d. none of the above.

1. During a regular meeting, the presiding officer refers to themselves as:

a. I

b. Your Presiding Officer

c. The Chair

d. The President

1. The sequence of items for a meeting based on an organization’s order of business is

called the:

a. minutes.

b. program.

c. quorum.

d. agenda.

1. Which one of the following statements on voting by ballot is false:

a. The presiding officer may vote when the vote is taken by ballot.

b. The main object of voting by ballot is secrecy.

c. A ballot may be turned in blank.

d. None of the above.

1. A motion is open to debate when:

a. a member has obtained the floor.

b. a member has made a motion.

c. the motion has been seconded.

d. the motion has been stated by the chair.

1. Unless a motion to Limit/Extend debate has been adopted, during each discussion/debate a member may speak no longer than:

a. 10 minutes.

b. 5 minutes.

c. 2 minutes.

d. no specification.

1. Most Incidental motions:

a. can not be moved when another motion is on the floor

b. are not debatable

c. do not require a second

d. are adopted by two-thirds vote

1. An organization has a membership of 125 and their quorum is 25% of their membership. At a meeting with 105 present, a motion is pending to suspend a standing rule and 87 vote on the motion. Which one of the following is the minimum number of affirmative votes to adopt the motion?

a. 44

b. 53

c. 58

d. 70

1. To consider a motion later in the same meeting, a member may move to:

a. Lay on the Table

b. Postpone Definitely

c. Postpone Indefinitely

d. Object to the Consideration of the Question

1. The minimum vote required to sustain the decision of the chair after an appeal has been made and seconded is a:

a. Majority

b. Two-Thirds

c. Tie

d. None of the above

1. In a meeting of an organized society, which of the following motions may be made by the Chair:

a. Fix the Time to which to Adjourn

b. Reconsider

c. Point of Order

d. Suspend the Rules

1. After an agenda has been adopted:

a. Agenda items may be deleted at the option of the presiding officer

b. Changes in the agenda require a majority vote

c. New items may be added by executive order

d. Changes require a two-thirds vote or unanimous consent

1. A request to be excused from a duty is a:

a. Privileged motion

b. Subsidiary motion

c. Incidental motion

d. Incidental Main motion

1. If there is a tie vote on a motion:

a. the motion is adopted

b. the motion is lost

c. the vote is taken again

d. the presiding officer must break the tie with their vote

1. The first article in a society’s Bylaws, list the organization’s:

a. Members

b. Name

c. Officers

d. Object

1. The articles of the Bylaws are divided into:

a. Sub-articles

b. Sections

c. Segments

d. Divisions

1. If a main motion has been proposed, seconded, and restated by the presiding officer. Would it be proper for another member to propose a motion to refer the Main motion to a committee:
   1. Yes
   2. No
2. Which series of motions below is arranged from lowest to highest precedence:

a. Amend, Main, Recess, Postpone Indefinitely

b. Main, postpone Indefinitely, Amend, Recess

c. Recess, Amend, Postpone Indefinitely, Main

d. Postpone Indefinitely, Amend, Main, Recess

1. Which of the following motions would be out of order after the Previous question had been ordered on the pending Amendment to a Main motion:

a. Recess

b. Adjourn

c. Parliamentary Inquiry

d. Refer to a Committee

1. In the series of motions listed below, where they are all pending, which motion would be voted on first:

a. Postpone Indefinitely

b. Limit Debate

c. Previous Question

d. Main

1. An assembly is a:

a. session of an executive board of a larger organization

b. special meeting of the members of an organization

c. body of people who come together as a group

d. series of meetings

67. Amendments to Special Rules of Order that are separate from the Bylaws require:

a. two-thirds without notice

b. vote of the majority of entire membership with notice

c. vote of a majority of those present

d. two-thirds vote with previous notice

68. A special committee

a. is on-going from administration to administration.

b. ceases to exist when it makes its final report.

c. is always created by the chair.

d. is led by the vice chair

69. 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.

d. may be made paragraph by paragraph

70. The minutes of a special meeting are approved

a. at the next regular meeting.

b. at a special meeting called for such purpose.

c. at the next special meeting.

d. at a call meeting

71. A motion to go into executive session requires

a. a majority vote and previous notice.

b. previous notice.

c. a majority vote.

d. presiding officer.

72. An adjourned meeting is

a. one that has been dissolved.

b. a meeting in continuation of the session of the immediately preceding meeting.

c. the one after lunch.

d. the one next month.

73. To be in order an amendment must be

a. long.

b. short.

c. germane.

d. positive.

74. A main motion is still within the control of the assembly after

a. it has been laid on the table.

b. adoption.

c. rejection by a negative vote.

d. an appeal.

75. If a member wishes to propose a change in a pending question, which motion is used?

a. Amend

b. Refer to a Committee

c. Postpone to a Certain Time

d. Lay on the Table

76. The lowest ranking motion is

a. Postpone Indefinitely.

b. Fix the Time to Which to Adjourn.

c. Main Motion.

d. Adoption.

77. In a series of motions where all are pending and in order, which of the following would be voted on first?

a. Limit Debate

b. Previous Question

c. Postpone Indefinitely

d. Main Motion

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

a. the vote is taken again.

b. the chair must vote to break the tie.

c. the motion is lost.

d. postponed indefinitely.

79. Any member has the right to

a. question the voice vote under any circumstances.

b. require that a voice vote be retaken as a rising vote when there is some doubt as to which side prevailed.

c. demand a counted vote.

d. debate and issue.

80. A motion is open to debate when

a. the motion has been stated by the chair.

b. the motion is seconded.

c. a member has made the motion.

d. the seconder of a motion needs the floor.

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

a. a member may raise a question of privilege.

b. he immediately asks the assembly to ratify the action taken.

c. a member may raise a point of order.

d. appeal the action.

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

a. a majority of the entire membership.

b. the number most likely to attend a meeting except in bad weather.

c. a majority of those answering roll call.

d. agreed on before the meeting

83. 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.

d. debate.

84. 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.

d. held by paid members

85. 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.

d. debate.

86. 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.

d. an outline.

87. When a proper motion has been made and seconded, the chair places it before the group by

a. putting the question.

b. stating the question.

c. having the motion repeated by the maker of the motion.

d. having the motion seconded.

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

a. nine

b. seven

c. eight

d. twelve

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

a. Article VIII

b. Article VI

c. Article V

d. Article IV

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

a. chapter adviser.

b. board of trustees.

c. membership.

d. state officers.

91. The administration of FBLA shall be vested in the

a. association president.

b. FBLA president.

c. chairman of the board of directors.

d. All of the above.

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

a. Montana

b. Wyoming

c. Hawaii

d. Georgia

93. A state committee chairman shall be recommended by the

a. Membership.

b. association president.

c. state committee.

d. trustee members

94. The FBLA president, secretary, and treasurer shall be nominated by a

a. CEO.

b. state chapter.

c. board of trustees

d. committee

95. Only candidates approved by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall be nominated for a national FBLA office.

a. board of trustees

b. officer screening committee

c. National Executive Council

d. Chair

96. The state president, secretary, and treasurer shall be elected by a

a. ballot vote of the local voting delegates.

b. ballot vote of the state voting delegates.

c. ballot or voice vote of the state voting delegates.

d. nominating committee.

97. The FBLA State \_\_\_\_\_\_\_\_\_\_ shall assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel.

a. president

b. secretary

c. treasurer

d. historian

98. The official colors of FBLA are

a. navy blue and gold.

b. blue and yellow.

c. blue and gold.

d. gold and yellow

99. Amendments to the FBLA bylaws shall be submitted

a. to the association president no later than April 1.

b. to the association president no later than April 15.

c. to the board of trustees no later than April 1.

d. to the board of trustees no later than April 15.

100. Each FBLA state chapter will be sent copies of the approved amendments by

a. June 1.

b. May 1.

c. May 15.

d. June 15.

**Answer Key**

1. c 41. d 81. c

2. b 42. a 82. a

3. a 43. b 83. c

4. a 44. c 84. a

5. b 45. d 85. b

6. a 46. b 86. c

7. c 47. c 87. b

8. c 48. d 88. a

9. c 49. d 89. b

10. d 50. b 90. b

11. a 51. a 91. a

12. d 52. b 92. b

13. a 53. a 93. b

14. c 54. b 94. b

15. a 55. c 95. b

16. b 56. c 96. b

17. b 57. d 97. c

18. a 58. c 98. c

19. a 59. b 99. a

20. c 60. b 100. c

21. b 61. b

22. c 62. a

23. a 63. b

24. b 64. d

25. a 65. c

26. c 66. c

27. a 67. b

28. c 68. b

29. d 69. b

30. a 70. a

31. b 71. c

32. c 72. b

33. c 73. c

34. c 74. a

35. a 75. a

36. a 76. c

37. d 77. b

38. a 78. c

39. c 79. b

40. b 80. a