**Conduct of Chapter Test Bank A**

**MULTIPLE CHOICE**

 1. This document, which every FFA chapter should create serves as a road map for planning activities and accomplishing goals at the local level.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | SAE | c. | Mission statement |
| b. | Program of Activities | d. | State Degree Application |

ANS: B PTS: 1

 2. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the delegates voted to change the official name from the Future Farmers of America to the National FFA Organization.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1988 | c. | 1998 |
| b. | 1989 | d. | 1999 |

ANS: A PTS: 1

 3. What is the FFA Salute?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The pledge of Allegiance to the Flag of the United States | c. | The FFA mission statement |
| b. | The FFA motto | d. | None of these |

ANS: A PTS: 1

 4. \_\_\_\_\_\_\_\_ taps of the gavel call the meeting to order.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 2 |
| b. | 3 | d. | 5 |

ANS: C PTS: 1

 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the gavel is the signal for all members to stand in unison on the third tap.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 2 |
| b. | 3 | d. | 4 |

ANS: C PTS: 1

 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the gavel follows the announcement of adjournment, the

completion of a business item or is a message to the members to be seated.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 2 |
| b. | 3 | d. | a series of sharp taps |

ANS: A PTS: 1

 7. To call for a Division of the Assembly:

|  |  |  |  |
| --- | --- | --- | --- |
| a. | requires the chair to vote again by counting the vote | c. | you must have voted on the prevailing side of the main motion |
| b. | you must make the call before the vote is officially announced by the chair | d. | requires the chair to vote again by having the members rise |

ANS: D PTS: 1

 8. What are the building blocks of parliamentary procedure?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | motions | c. | seconds |
| b. | voting | d. | Debating |

ANS: A PTS: 1

 9. If a motion is not seconded, what happens to the motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | it is voted upon | c. | the matter is not considered |
| b. | it is amended | d. | none of the above |

ANS: C PTS: 1

 10. Which is not a proper way to vote on a motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | show of hands | c. | voice vote |
| b. | roll-call vote | d. | all are proper ways to vote on a motion |

ANS: D PTS: 1

 11. What is the purpose of the motion to adjourn?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to allow quick breaks for the group | c. | to make the next meeting a continuation of the present meeting |
| b. | to close a meeting | d. | none are correct |

ANS: B PTS: 1

 12. What is the purpose of the motion to recess?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to allow quick breaks for the group | c. | to close a meeting |
| b. | to make the next meeting a continuation of the present meeting | d. | all are correct |

ANS: A PTS: 1

 13. Which motion allows a group to delay action on an item of business in order to attend to more urgent business?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | take from the table | c. | postpone indefinitely |
| b. | lay on the table | d. | none are correct |

ANS: B PTS: 1

 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motion’s purpose is to place a question temporarily in a committee.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Previous Question | c. | Lay on the Table |
| b. | Commit/Refer to a Committee | d. | Point of Order |

ANS: B PTS: 1

 15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motion’s purpose is to terminate discussion on a motion or motions before the chapter and secure an immediate vote.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Previous Question | c. | Point of Order |
| b. | Lay on the Table | d. | Commit/Refer to a Committee |

ANS: A PTS: 1

 16. The purpose of a point of order is to deal with a \_\_\_\_\_\_\_\_\_ of the rules.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | suspension | c. | violation |
| b. | manipulation | d. | none of the above |

ANS: D PTS: 1

 17. How many main motions can be considered at a time by the assembly?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | One | c. | Two |
| b. | Three | d. | Zero |

ANS: A PTS: 1

 18. What type of motion modifies the main motion being considered.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Privileged Motion | c. | Incidental |
| b. | Subsidiary | d. | Factual |

ANS: B PTS: 1

 19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ purpose is to modify the motion that is under consideration.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rescind | c. | Amend |
| b. | Change | d. | Recount |

ANS: C PTS: 1

 20. You are in a meeting at 2:00 pm. A main motion and an amendment are on the floor. Which of the following is NOT a privileged motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I move we adjourn. | c. | I rise to a question of privilege affecting the assembly |
| b. | I move we recess for 15 minutes at 3:00 pm | d. | All are correct |

ANS: B PTS: 1

 21. Which of the following motions is not debatable, but is amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | recess | c. | previous question |
| b. | postpone indefinitely | d. | division of the assembly |

ANS: A PTS: 1

 22. The motion to Lay on the Table enables the assembly to:

|  |  |  |  |
| --- | --- | --- | --- |
| a. | lay the pending motion aside so the assembly can recess | c. | lay the pending motion aside when an item of immediate urgency has arisen |
| b. | clear the floor quickly so the assembly can adjourn | d. | set aside an item of business to be taken up at the next meeting |

ANS: C PTS: 1

 23. When the motion Postpone Indefinitely has been applied to a main motion:

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the main motion can be amended | c. | the postpone indefinitely can be referred to committee |
| b. | the main motion cannot be tabled | d. | the postpone indefinitely can be tabled |

ANS: A PTS: 1

 24. When taking a voice vote, after restating the question the best way of obtaining the vote is for the chairman to state:

|  |  |  |  |
| --- | --- | --- | --- |
| a. | all in favor say aye, those opposed say no | c. | Stand and be counted |
| b. | Have the Secretary collect the members votes | d. | Conduct a secret ballot |

ANS: A PTS: 1

 25. Motions that assist the assembly in treating or disposing of a main motion are called:

|  |  |  |  |
| --- | --- | --- | --- |
| a. | privileged motions | c. | incidental motions |
| b. | amotions which bring a question again before the assembly | d. | subsidiary motions |

ANS: D PTS: 1

 26. A main motion and an amendment are pending. The main motion is then postponed definitely until the next meeting. What happens to the amendment?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The amendment is lost | c. | The amendment is postponed along with the main motion |
| b. | The amendment is automatically adopted | d. | The amendment is laid on the table |

ANS: C PTS: 1

 27. Which of the following is NOT an incidental motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Point of order | c. | Division of the assembly |
| b. | withdraw a motion | d. | call for orders of the day |

ANS: D PTS: 1

 28. Which of the following motions requires a 2/3 vote to pass?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | lay on the table | c. | refer to committee |
| b. | limit or extend debate | d. | reconsider |

ANS: B PTS: 1

 29. When a Division of the Assembly is called, the chair should ask the assembly to revote by which method?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | rising/standing | c. | voice |
| b. | both of these | d. | none of these |

ANS: A PTS: 1

 30. Which of the following motions is debatable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | postpone indefinitely | c. | extend limits of debate |
| b. | previous question | d. | lay on the table |

ANS: A PTS: 1

 31. Which of the following is NOT a privileged motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | appeal | c. | adjourn |
| b. | previous question | d. | question of privilege |

ANS: A PTS: 1

 32. What are the building blocks of parliamentary procedure?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | motions | c. | seconds |
| b. | voting  | d. | Debating |

ANS: A PTS: 1

 33. If a motion is not seconded, what happens to the motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | it is voted upon | c. | the matter is not considered |
| b. | it is amended | d. | none are correct |

ANS: C PTS: 1

 34. Which is not a proper way to vote on a motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | show of hands | c. | voice vote |
| b. | roll-call vote | d. | all are proper ways to vote on a motion |

ANS: D PTS: 1

 35. What is the purpose of the motion to adjourn?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to allow quick breaks for the group | c. | to make the next meeting a continuation of the present meeting |
| b. | to close a meeting | d. | none of the above |

ANS: B PTS: 1

 36. What is the purpose of the motion to recess?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to allow quick breaks for the group | c. | to close a meeting |
| b. | to make the next meeting a continuation of the present meeting | d. | all are correct |

ANS: A PTS: 1

 37. Which motion allows a group to delay action on an item of business in order to attend to more urgent business?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | take from the table | c. | postpone indefinitely |
| b. | lay on the table | d. | none of the above |

ANS: B PTS: 1

 38. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motion’s purpose is to place a question temporarily in a committee.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Previous Question | c. | Lay on the Table |
| b. | Commit/Refer to a Committee | d. | Point of Order |

ANS: B PTS: 1

 39. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motion’s purpose is to terminate discussion on a motion or motions before the chapter and secure an immediate vote.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Previous Question | c. | Point of Order |
| b. | Lay on the Table | d. | Commit/Refer to a Committee |

ANS: A PTS: 1

 40. The purpose of a point of order is to deal with a \_\_\_\_\_\_\_\_\_ of the rules.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | suspension | c. | violation |
| b. | manipulation | d. | none are correct |

ANS: D PTS: 1

 41. How many main motions can be considered at a time by the assembly?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | One | c. | Two |
| b. | Three | d. | Zero |

ANS: A PTS: 1

 42. What type of motion modifies the main motion being considered.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Privileged Motion | c. | Incidental |
| b. | Subsidiary | d. | Factual |

ANS: B PTS: 1

 43. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ purpose is to modify the motion that is under consideration.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rescind | c. | Amend |
| b. | Change | d. | Recount |

ANS: C PTS: 1

 44. Main motions should start with the words

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

ANS: A PTS: 1

 45. Complex motions are presented in the form of a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | incidental main motion. | c. | C secondary amendment. |
| b. | charter. | d. | resolution. |

ANS: D PTS: 1

 46. After a main motion has been made, another member--without obtaining the floor and who wishes the motion to be considered--says

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I second the motion. | c. | Second. |
| b. | I second it. | d. | Any of the above |

ANS: D PTS: 1

 47. Which one of the following statements is true?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | A main motion must always be in writing when it comes from an ad hoc committee. | c. | The chair can require that a main motion be in writing. |
| b. | A motion should never be in writing. | d. | The secretary can demand that a main motion should always be in writing |

ANS: C PTS: 1

 48. What is the proper order of steps in considering a main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Members debate, the chair puts the question, and the chair announces the voting results. | c. | The chair puts the question, the chair announces the results of the voting, and members debate. |
| b. | The chair puts the question, members debate, the chair announces the results of the voting. | d. | Members debate, the chair announces the voting results, and the chair puts the question. |

ANS: A PTS: 1

 49. The initial vote on a main motion is usually taken viva voce, which means by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | rising. | c. | voice. |
| b. | a show of hands. | d. | ballot. |

ANS: C PTS: 1

 50. The basic form of motion by which business is introduced is a (an)

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

ANS: A PTS: 1

 51. One feature of main motions is that they

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can be made when other main motions are pending. | c. | are classified as one of the secondary motions. |
| b. | rank the highest in the order of precedence of motions. | d. | bring business before the assembly. |

ANS: D PTS: 1

 52. One standard descriptive characteristic deals with precedence. The main motion ranks the lowest and this means that it

|  |  |  |  |
| --- | --- | --- | --- |
| a. | takes precedence over all other motions. | c. | takes precedence over no other motions. |
| b. | can be debated in detail before being proposed. | d. | has a higher precedence than subsidiary motions. |

ANS: C PTS: 1

 53. Which standard descriptive characteristic below is true?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The main motion ranks the highest in precedence of all motions. | c. | A main motion may not be debated. |
| b. | A main motion may be proposed when another member has the floor. | d. | A main motion is amendable. |

ANS: D PTS: 1

 54. An original main motion is a main motion that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amends another motion. | c. | is related to the business of the assembly or its past or future action. |
| b. | introduces a substantive question as a new subject. | d. | allows the maker of the motion to serve as chairman if it is referred to a committee. |

ANS: B PTS: 1

 55. An incidental main motion is a main motion that is different from an original main motion because it

|  |  |  |  |
| --- | --- | --- | --- |
| a. | cannot be amended. | c. | may be made any time, even if another member is speaking. |
| b. | is always made when a main motion is the immediately pending question. | d. | never introduces a substantive question as a new subject. |

ANS: D PTS: 1

 56. An example of an incidental main motion would be a motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | take a recess when no business is pending. | c. | adopt recommendations a committee has proposed. |
| b. | place a special limit on the length of speeches throughout a meeting. | d. | All are correct |

ANS: D PTS: 1

 57. The main motion is a motion that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | takes precedence over everything. | c. | can be moved at any time. |
| b. | can be applied to no other motion. | d. | always requires a majority vote |

ANS: B PTS: 1

 58. Main motions

|  |  |  |  |
| --- | --- | --- | --- |
| a. | take precedence over all motions. | c. | always require a two-thirds vote to be adopted. |
| b. | are not debatable. | d. | are out of order when another member has the floor |

ANS: D PTS: 1

 59. A general rule when wording a main motion is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to offer statements such as I so move, after informal consultation. | c. | include negative statements. |
| b. | not to propose a motion that the assembly refrain from doing something. | d. | never begin a motion with the words I move that  |

ANS: B PTS: 1

 60. Which statement below is false regarding main motions?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | They bring business before the assembly. | c. | It is preferable to avoid a main motion containing a negative statement. |
| b. | They can be made only while no other motion is pending. | d. | They may be proposed even if they present the same question that was previously rejected during the same session. |

ANS: D PTS: 1

 61. Main motions are not in order which

|  |  |  |  |
| --- | --- | --- | --- |
| a. | conflict with national laws. | c. | propose action outside the scope of the organization's bylaws or charter unless authorized by a two thirds vote. |
| b. | conflict with or present the same question as one which has been temporarily but not finally disposed of. | d. | All are correct. |

ANS: D PTS: 1

 62. After a main motion has been made and before the question has been stated by the chair,

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 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. |
| b. | the chairman can insist on changes and implement them without a vote. | d. | any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly. |

ANS: A PTS: 1

 63. After debate seems to have ended on a main motion, the chairman makes sure that no one else

wishes to speak by asking

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Are there any questions? | c. | Are there any questions that members wish to ask the maker of the motion? |
| b. | Are you ready for the question? | d. | the maker of the motion for permission to take a voice vote. |

ANS: B PTS: 1

 64. If an incomplete motion is made such as "to refer the main motion to a committee," what can be done about it?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Members can offer formal amendments to complete the details. | c. | The chair can put the motion to Commit (or Refer) to a vote at once. |
| b. | The chair can call for amendments to complete the details. | d. | All are correct |

ANS: C PTS: 1

 65. Assume a main motion is pending that you feel needs to be studied further. What should you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Obtain the floor and say, I move we study the motion further. | c. | Obtain the floor and say, I move that the main motion be referred to a committee to be appointed by the chairman. |
| b. | Rise, and without obtaining the floor say, I object to the consideration of the question. | d. | From your seat, and without obtaining the floor say, I move we rescind this motion. |

ANS: C PTS: 1

 66. If a motion to adjourn is qualified in any way (example: I move we adjourn in ten minutes), it is

 classified as a (an)

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

ANS: A PTS: 1

 67. . If an objection to the consideration of a main motion is sustained,

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the main motion can be renewed by a majority vote. | c. | the vote sustaining the objection cannot be reconsidered. |
| b. | the main motion is dismissed for that session. | d. | All of the above |

ANS: B PTS: 1

 68. A Main Motion must be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | seconded. | c. | made when another member has the floor. |
| b. | debated. | d. | adopted by a two-thirds vote. |

ANS: A PTS: 1

 69. The member who proposes a main motion has the right to speak in debate

|  |  |  |  |
| --- | --- | --- | --- |
| a. | first. | c. | three different times. |
| b. | first and last. | d. | last. |

ANS: A PTS: 1

 70. Before proposing a main motion, a member may

|  |  |  |  |
| --- | --- | --- | --- |
| a. | not offer an explanation for the motion or debate it. | c. | explain all the reasons in detail for making the motion. |
| b. | offer an explanation of a few words. | d. | debate the motion up to ten minutes. |

ANS: B PTS: 1

 71. Assume that a main motion is not seconded. What should the chairman say?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The chair seconds the motion. | c. | Since there is no second, the motion is not before this meeting. |
| b. | Repeat the following three times: Will some member please second the motion? | d. | Since there is no second, will the maker of the motion withdraw it? |

ANS: C PTS: 1

 72. There are 26 in the affirmative and 26 in the negative on a vote for a main motion. Which way would the chairman have to vote in order for the motion to be adopted?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | For the negative | c. | The chair would have to abstain |
| b. | For the affirmative | d. | None of the above. The chair cannot vote in this situation. |

ANS: B PTS: 1

 73. The rising counted vote on a is twenty-four for the affirmative and twenty-three for the negative. The chairman votes for the negative. This means that the vote on the main motion is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | twenty-five for the affirmative and twenty-three for the negative, and it is adopted. | c. | a tie, and the main motion is adopted. |
| b. | a tie, and the main motion is lost. | d. | twenty-four for the affirmative and twenty-four for the negative, and the motion is postponed to the next regular meeting. |

ANS: B PTS: 1

 74. Motions that assist the assembly in treating or disposing of a main motion are called

|  |  |  |  |
| --- | --- | --- | --- |
| a. | main motions. | c. | incidental motions. |
| b. | subsidiary motions. | d. | privileged motions. |

ANS: B PTS: 1

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

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

ANS: C PTS: 1

 76. One characteristic of subsidiary motions is that they are

|  |  |  |  |
| --- | --- | --- | --- |
| a. | always applied to another motion after they are voted on. | c. | applied to any main motion. |
| b. | the highest ranking of all motions. | d. | only applied to a main motion after it has been amended. |

ANS: C PTS: 1

 77. Which motion below would you propose if you wanted to strike out an entire main motion that has been adopted?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rescind | c. | Annul |
| b. | Repeal | d. | All are correct |

ANS: D PTS: 1

 78. The motion to Rescind is a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | privileged motion. | c. | incidental main motion. |
| b. | original main motion. | d. | subsidiary motion. |

ANS: C PTS: 1

 79. The main difference between the rules governing original and incidental main motions is that

incidental main motions

|  |  |  |  |
| --- | --- | --- | --- |
| a. | need not be seconded. | c. | cannot be amended. |
| b. | cannot have an Objection to the Consideration of a Question applied to them. | d. | can only be debated one time by each member. |

ANS: B PTS: 1

 80. Main motions can be brought up even though another motion is pending by proposing a motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Recess. | c. | Call for the Orders of the Day. |
| b. | Move the Previous Question. | d. | Rescind. |

ANS: C PTS: 1

 81. The motion to Postpone Indefinitely is used by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the chair to place a main motion on the agenda at the next regular meeting. | c. | members who wish to change the pending main motion. |
| b. | a member to send a main motion to a standing committee. | d. | the assembly to show that it does not wish to take a position on the main motion. |

ANS: D PTS: 1

 82. Which motion below would you propose if you wanted to kill a pending main motion and avoid a

 vote on it for the rest of a meeting?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone Indefinitely | c. | Rescind |
| b. | Postpone to a Certain Time | d. | Reconsider |

ANS: A PTS: 1

 83. A primary amendment to a main motion

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is always debatable but not amendable. | c. | is debatable whenever the motion to which it applies is debatable. |
| b. | can be amended but not reconsidered. | d. | can introduce an independent question. |

ANS: C PTS: 1

 84. Which series of motions below is arranged from lowest to highest precedence?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Main Motion, Adjourn, Amend | c. | Main Motion, Amend, Adjourn |
| b. | Amend, Adjourn, Main Motion | d. | Adjourn, Amend, Main Motion |

ANS: C PTS: 1

 85. Which one of the following motions can be proposed when a main motion is pending?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjourn | c. | Amend |
| b. | Previous Question | d. | All are correct |

ANS: D PTS: 1

 86. If an adjournment is made as a main motion, it

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may be reconsidered. | c. | is debatable and amendable. |
| b. | requires a two-thirds vote to be adopted. | d. | does not require a second. |

ANS: C PTS: 1

 87. If the motion to Recess is made when no question is pending, it is called a/an

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

ANS: A PTS: 1

 88. Which form below would be used to immediately close debate on a main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Question, question! | c. | I move we vote on the main motion. |
| b. | I move the previous question. | d. | None of above |

ANS: B PTS: 1

 89. The only motion whose introduction brings business before an assembly is a

|  |  |  |  |
| --- | --- | --- | --- |
| a. | main motion. | c. | parliamentary inquiry. |
| b. | point of information. | d. | previous question. |

ANS: A PTS: 1

 90. Which statement below is false regarding action that can be taken on a main motion after it has been made and before it is stated by the chair?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Debate or other main motions are not in order. | c. | The chair must ask for a second if a modification is accepted by the maker of the motion. |
| b. | A member can ask the maker of the motion to accept modifications. | d. | A member can ask the maker of the motion to withdraw it. |

ANS: C PTS: 1

 91. A main motion is the immediately pending question

|  |  |  |  |
| --- | --- | --- | --- |
| a. | at all times because it is the most important motion. | c. | immediately after it is seconded. |
| b. | after an amendment to it has been stated by the chair. | d. | when it is pending with no secondary motion. |

ANS: D PTS: 1

 92. A main motion yields to all applicable secondary motions and takes precedence over

|  |  |  |  |
| --- | --- | --- | --- |
| a. | incidental main motions. | c. | Call other motions. |
| b. | another pending main motion. | d. | no other motion. |

ANS: D PTS: 1

 93. The only time a main motion can be made is while

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the regular president of the organization is presiding. | c. | all the members of the organization are present. |
| b. | no other motion is pending. | d. | unfinished business is being considered. |

ANS: B PTS: 1

 94. 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. | c. | raising a Question of Privilege. |
| b. | raising a Point of Order. | d. | calling out Question! |

ANS: B PTS: 1

 95. a member may call the chair's attention to a breach of rules by immediately

|  |  |
| --- | --- |
| a. | calling out Question! |
| b. | rising to a Point of Information. |
| c. | proposing a motion to Suspend the Rules that are being violated. |
| d. | making a Point of Order. |

ANS: C PTS: 1

 96. Which motion below could be made so that the chair would be called on to enforce a violated rule?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Appeal | c. | Point of Order |
| b. | Suspend the Rules | d. | Parliamentary Inquiry |

ANS: C PTS: 1

 97. A Point of Order yields to all

|  |  |  |  |
| --- | --- | --- | --- |
| a. | privileged motions. | c. | subsidiary motions. |
| b. | secondary motions. | d. | main motions. |

ANS: B PTS: 1

 98. If a Point of Order is raised while an amendment is immediately pending, the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | point of order is ignored. | c. | point of order is disposed of first. |
| b. | amendment is disposed of first, and the point of order next. | d. | chair asks for a second on the point of order and then it is ruled on. |

ANS: C PTS: 1

 99. After a member makes a Point of Order, the chair should always

|  |  |  |  |
| --- | --- | --- | --- |
| a. | ask for a second. | c. | make certain that amendments that are applied to it are germane. |
| b. | determine if the maker wishes to debate it first. | d. | try to make a ruling on it. |

ANS: C PTS: 1

 100. When a member makes a Point of Order, how is it normally decided?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The chair rules on it. | c. | It can be adopted by a two-thirds vote of the assembly after it is seconded. |
| b. | It can be adopted by a majority vote of the assembly. | d. | The parliamentarian rises after the breach of order is described by the member and immediately rules on it. |

ANS: D PTS: 1

 101. The normal grounds for a member to rise to a Point of Order are

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to ask the maker of the motion a question. | c. | a breach of rules. |
| b. | uncomfortable conditions in the meeting room. | d. | to obtain parliamentary information from the parliamentarian. |

ANS: C PTS: 1

 102. 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 | c. | Question of Privilege |
| b. | Point of Order | d. | Appeal |

ANS: B PTS: 1

 103. Which statement below is true regarding a Point of Order?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Points of order should be called on minor irregularities. | c. | If a motion is not seconded, and is debated and then adopted, a point of order is too late. |
| b. | a parliamentary inquiry has the same purpose as a point of order. | d. | a member must rise and be recognized by the chair before raising a point of order. |

ANS: C PTS: 1

 104. Which motion below may be made if a member wants a speaker to conclude debate and is unsure that this member has breached a rule?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Point of Order | c. | Reserve a Point of Order |
| b. | Parliamentary Inquiry | d. | Point of Information |

ANS: C PTS: 1

 105. Assume that a member at a meeting is debating the main motion while an amendment is the immediately pending question. What could you do to stop the member from speaking on the main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rise, and without obtaining the floor say, I rise to a point of order. | c. | Obtain the floor and say, I rise to a question of privilege. |
| b. | From your seat, and without obtaining the floor say, Point of information. | d. | Rise, and without obtaining the floor say, I rise to a parliamentary inquiry. |

ANS: A PTS: 1

 106. If you were chairman and were unsure on how to rule on a Point of Order, what would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Ignore it and make a ruling after the meeting and include it in the minutes. | c. | Notify the assembly that a ruling would be made after they debate the point of order. |
| b. | Submit it to a vote of the assembly. | d. | Consult with all the officers immediately and then make a ruling. |

ANS: C PTS: 1

 107. Assume you do not agree with the chairman’s ruling on your Point of Order. What could you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rise, and without obtaining the floor say, I rise to a point of order over the decision of the chair. | c. | From your seat, and without obtaining the floor say, I move the previous question. |
| b. | Rise, and without obtaining the floor say, I rise to debate the chair on his ruling. | d. | Rise, and without obtaining the floor say, I appeal from the decision of the chair. |

ANS: C PTS: 1

 108. If the chair rules adversely on a Point of Order, it cannot be raised again during the same meeting unless

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the chair independently brings it up. | c. | an appeal is made and the chair’s decision is reversed. |
| b. | the parliamentarian grants special permission. | d. | it is referred to a committee and they give their opinion to the assembly before the meeting adjourns. |

ANS: B PTS: 1

 109. If the chairman makes a mistake and assigns the floor to the wrong person, how can the error be corrected?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a Point of Order can be raised. | c. | a Parliamentary Inquiry can be raised. |
| b. | a member can yell out the word Question! without rising. | d. | a Point of Information can be demanded. |

ANS: B PTS: 1

 110. a member who has been assigned the floor and has begun to speak may be interrupted by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a call for the Orders of the Day. | c. | the raising of a Question of Privilege. |
| b. | a Point of Order. | d. | all are correct |

ANS: B PTS: 1

 111. What can a member do if a motion is made and seconded and the chair ignores it?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Move that the motion be reconsidered. | c. | Raise a Point of Order |
| b. | Ask the chairman to table the motion. | d. | None of the above. The chair always decides which motions are placed before the assembly. |

ANS: C PTS: 1

 112. If a member is ignored on a point of order that was called because the presiding officer refused to put a motion, what action can be taken?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The assembly can immediately elect a new chairman. | c. | The maker of the motion can put the motion from the floor. |
| b. | The vice-president can conduct a vote on the motion. | d. | All of the above |

ANS: B PTS: 1

 113. Which of the following motions is never a subsidiary motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Extend Debate | c. | Postpone Indefinitely |
| b. | Point of Order | d. | Previous Question |

ANS: C PTS: 1

 114. Which form below is not correct when calling a member to a Point of Order?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Order, order! | c. | I rise to a point of order. |
| b. | Point of order. | d. | I call (say name of member) to order. |

ANS: C PTS: 1

 115. A Point of Order may be raised if the chair

|  |  |  |  |
| --- | --- | --- | --- |
| a. | assigns the floor to the wrong member. | c. | does not rule a main motion out of order that is outside the objectives of the society. |
| b. | overlooks the fact that the rules of the assembly are being violated. | d. | All are correct |

ANS: C PTS: 1

 116. What would you do if a controversial motion was not seconded after it was stated by the chair?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Raise a point of order. | c. | Ask the chair to reconsider the motion. |
| b. | Appeal the motion. | d. | Raise a question of personal privilege. |

ANS: B PTS: 1

 117. A Point of Order takes precedence over any pending question

|  |  |  |  |
| --- | --- | --- | --- |
| a. | provided that debate has begun. | c. | but only at the moment the breach of order occurs. |
| b. | only if it is seconded by another member in agreement. | d. | if confirmed and approved by the parliamentarian. |

ANS: D PTS: 1

 118. A Point of Order

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is in order when another member has the floor. | c. | can interrupt a person debating a main motion. |
| b. | can interrupt a member presenting a special committee report. | d. | all of the above |

ANS: A PTS: 1

 119. When a member has the floor, this means that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | anyone else in the assembly may speak from their seat. | c. | another member may also stand and make a motion. |
| b. | a main motion need not be seconded. | d. | recognition has been received from the chair. |

ANS: D PTS: 1

 120. One feature of main motions is that they

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can be made when other main motions are pending. | c. | are classified as one of the secondary motions. |
| b. | rank the highest in the order of precedence of motions. | d. | bring business before the assembly. |

ANS: D PTS: 1

 121. A meeting that is called to be held at a time different from the regular meeting to consider one or more items, is called a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | adjourned meeting. | c. | special meeting. |
| b. | executive meeting. | d. | sine die meeting. |

ANS: C PTS: 1

 122. The primary purpose of using the subsidiary motion to Amend is to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | eliminate the main purpose of the main motion. | c. | lengthen the debate time on the main motion. |
| b. | alter the original main motion. | d. | call for an immediate vote on the original main motion. |

ANS: B PTS: 1

 123. Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Obtain the floor and say, I move to postpone the main motion to our next regular meeting. | c. | Obtain the floor and say, I move to table the motion to our next regular meeting. |
| b. | Obtain the floor and say, I move to postpone the main motion indefinitely to our next regular meeting. | d. | Obtain the floor and say, I move to rescind the motion to our next regular meeting. |

ANS: A PTS: 1

 124. The privileged motion to Recess is a motion that a recess begin

|  |  |  |  |
| --- | --- | --- | --- |
| a. | after the motion on the floor is disposed of. | c. | when the member who proposed the pending motion grants permission. |
| b. | immediately. | d. | upon a decision of the chair. |

ANS: B PTS: 1

 125. In the standard order of business, new business is considered

|  |  |  |  |
| --- | --- | --- | --- |
| a. | after approval of the minutes. | c. | at the discretion of the president and secretary. |
| b. | before the reports of the officers. | d. | after unfinished business and general orders. |

ANS: D PTS: 1

 126. The word majority means

|  |  |  |  |
| --- | --- | --- | --- |
| a. | exactly half. | c. | more than half. |
| b. | less than half. | d. | 51% |

ANS: C PTS: 1

 127. A member who wishes to call another member out of order

|  |  |  |  |
| --- | --- | --- | --- |
| a. | must rise, address the chair, and wait to be recognized. | c. | must first wait for the chair to call the member to order. |
| b. | need not gain recognition from the chair. | d. | must rise for a parliamentary inquiry. |

ANS: B PTS: 1

 128. Which one of the following motions requires no second and is not debatable or amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Appeal | c. | Object to the Consideration of a Question |
| b. | Division of the Question | d. | Suspend the Rules |

ANS: C PTS: 1

 129. The only time a main motion can be made is while

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the regular president of the organization is presiding. | c. | all the members of the organization are present. |
| b. | no other motion is pending. | d. | unfinished business is being considered. |

ANS: B PTS: 1

 130. Which one of the following motions is in order when another member has the floor but must

be seconded?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Raise a Question of Privilege | c. | Objection to the Consideration of a Question |
| b. | Appeal | d. | Withdraw a Motion |

ANS: B PTS: 1

 131. A member can move to Adjourn a meeting while business is pending provided that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | two-thirds of the assembly votes in the affirmative. | c. | there are no immediately pending amendments. |
| b. | the time for the next meeting has been established. | d. | important announcements that have been established by the agenda have been made. |

ANS: B PTS: 1

 132. The term adjournment sine die refers to the close of a session of several meetings

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to meet later in committees. | c. | so that the officers can meet in executive session. |
| b. | and that it is the final adjournment of the assembly. | d. | and that it is an adjourned meeting. |

ANS: C PTS: 1

 133. Which one of the following would be an example of the privileged motion to Adjourn?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Obtain the floor and say, I move that we adjourn at 7:30 p.m. | c. | Obtain the floor and say, I move to adjourn. |
| b. | Rise, and without obtaining the floor say, I move that we adjourn sine die. | d. | Rise, and without obtaining the floor say, I move that we now adjourn to meet at 7:30 p.m. on May 15th. |

ANS: B PTS: 1

 134. The privileged motion to Adjourn is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | always moved in an unqualified form. | c. | made when no time for adjourning has been set. |
| b. | a motion to close the meeting immediately. | d. | All are correct |

ANS: B PTS: 1

 135. A motion to Adjourn is always privileged when

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the time for adjournment has been set ahead of time. | c. | no time for adjournment has been set (is unqualified). |
| b. | it sets a time to adjourn (is qualified). | d. | another member has the floor. |

ANS: C PTS: 1

 136. If a motion to adjourn is qualified in any way (example: I move we adjourn in ten minutes), it is classified as a (an)

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

ANS: C PTS: 1

 137. A motion to Adjourn at or to a future time while business is pending

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may be adopted anytime during a recess, without a quorum. | c. | is permissible if the chair allows it. |
| b. | should be completed prior to debate on the pending motion. | d. | is always out of order. |

ANS: D PTS: 1

 138. The motion to Adjourn is always

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amendable when privileged. | c. | a privileged motion when not qualified. |
| b. | applied to other motions. | d. | in order when another member has the floor. |

ANS: C PTS: 1

 139. The privileged motion to Adjourn takes precedence over all motions except the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Fix the Time to Which to Adjourn. | c. | Amend. |
| b. | Recess. | d. | Lay on the Table. |

ANS: B PTS: 1

 140. When the privileged motion to Adjourn is pending, which motion below is in order?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Lay on the Table | c. | Call for the Orders of the Day |
| b. | Fix the Time to Which to Adjourn | d. | Limit Debate |

ANS: C PTS: 1

 141. The privileged motion to Adjourn

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may be proposed when another member has the floor. | c. | must be seconded. |
| b. | is amendable. | d. | is debatable. |

ANS: C PTS: 1

 142. If a motion to Adjourn is defeated, who may move to reconsider the vote?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Any member who is recognized by the chair. | c. | Any member who voted on the affirmative side |
| b. | Any member who voted on the negative side | d. | Nobody |

ANS: A PTS: 1

 143. If a question is pending at an organized monthly meeting and an adjournment closed the meeting,

the pending motion

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is taken up as the first item under unfinished business at the next monthly meeting. | c. | is laid on the table. |
| b. | must be introduced again at the next meeting in order to be considered. | d. | is lost. |

ANS: C PTS: 1

 144. A motion to close the session of an assembly and dissolve it is referred to as a motion to adjourn sine die, which means to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | take a short recess prior to final adjournment. | c. | adjourn without day. |
| b. | adjourn and declare that the organization no longer exists. | d. | adjourn for one day. |

ANS: C PTS: 1

 145. The privileged motion to Adjourn

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may be reconsidered if lost. | c. | is amendable, but not debatable when qualified. |
| b. | is always privileged when not qualified, even when no question is pending. | d. | may be held pending while the assembly is informed of business requiring immediate attention. |

ANS: B PTS: 1

 146. While the privileged motion to Adjourn is pending, it is not in order to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | make important announcements. | c. | give notice of a motion to be made at the next meeting. |
| b. | make a main motion. | d. | make a motion to Reconsider and Enter in the Minutes. |

ANS: B PTS: 1

 147. If the privileged motion to Adjourn is voted down, the motion can be renewed

|  |  |  |  |
| --- | --- | --- | --- |
| a. | only after debate on the adjournment occurs. | c. | only after action on the pending main motion is completed. |
| b. | after additional debate occurs. | d. | All are correct |

ANS: B PTS: 1

 148. A motion to adjourn that has obviously been made for obstructive purposes should be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | refused to be entertained by the chairman. | c. | stated by the chair after a second. |
| b. | voted on immediately. | d. | referred to the assembly by the chair for debate. |

ANS: C PTS: 1

 149. The privileged motion to Adjourn

|  |  |  |  |
| --- | --- | --- | --- |
| a. | has the same effect as the motion to Fix the Time to Which to Adjourn. | c. | is not needed if the chairman adjourns a meeting after asking for further business. |
| b. | may be amended by a two-thirds vote. | d. | allows for the member who proposed the motion to Adjourn to have the first right to debate it. |

ANS: B PTS: 1

 150. If it appears that there is no further business in a meeting of an ordinary society, the chair should state

|  |  |  |  |
| --- | --- | --- | --- |
| a. | All those in favor of adjourning, say Aye. Those opposed, say No. | c. | Is there any further business? Since there is no further business, the meeting is adjourned. |
| b. | The meeting is adjourned. | d. | None are correct |

ANS: C PTS: 1

 151. Which of the following is the correct form to use in making the motion to adjourn as a main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I move to adjourn. | c. | I move that the meeting adjourn. |
| b. | I move that we now adjourn to meet at 6 p.m. on May 5. | d. | All are correct |

ANS: C PTS: 1

 152. Assume that it is 11:00 p.m. and there has been prolonged debate on the last, unimportant agenda

item. You want the meeting to end. What should you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | From your seat, and without obtaining the floor say, I move to adjourn. | c. | Rise, and without obtaining the floor say, I move to adjourn. |
| b. | Obtain the floor and say, I move to adjourn. | d. | From your seat, yell out, Adjourn! |

ANS: B PTS: 1

 153. In the absence of a quorum, which motion below would you take a vote on if you were chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjourn | c. | a primary amendment |
| b. | a main motion to have a picnic. | d. | a motion to refer a motion to a committee. |

ANS: B PTS: 1

 154. Which term below refers to questions that are carried over from a previous meeting because the meeting adjourned before they could be completed?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | order of business | c. | unfinished business |
| b. | old business | d. | special business |

ANS: D PTS: 1

 155. The correct form to use in proposing the ordinary motion to Adjourn is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjourn. | c. | I move to adjourn. |
| b. | I declare to adjourn. | d. | to yell out without rising, Adjourn! |

ANS: D PTS: 1

 156. An assembly is a

|  |  |  |  |
| --- | --- | --- | --- |
| a. | session of an executive board of a larger organization. | c. | body of people who come together as a group.    |
| b. | special meeting of the members of an organization.  | d. | series of meetings. |

ANS: C PTS: 1

 157. The minimum size of a board is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 4.  | c. | 12.  |
| b. | 8.  | d. | None of the above. Boards have no minimum size and are usually smaller than assemblies.  |

ANS: D PTS: 1

 158. Which of the following is an example of a standing rule?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Naming the organization's parliamentary authority.  | c. | The maintenance of a guest register      |
| b. | Defining a quorum for the organization.  | d. | Listing the duties of the chairman of all the Standing Committees   |

ANS: C PTS: 1

 159. The minimum affirmative vote to adopt a standing rule at any business meeting is a

|  |  |  |  |
| --- | --- | --- | --- |
| a. | two-thirds with previous notice.  | c. | a majority without previous notice.  |
| b. | two-thirds without previous notice. | d. | a majority and mandatory previous notice.  |

ANS: C PTS: 1

 160. During a regular meeting, the presiding officer refers to himself/herself as

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I. | c. | the chair.   |
| b. | your presiding officer.  | d. | the president.  |

ANS: C PTS: 1

 161. The seconder of a motion

|  |  |  |  |
| --- | --- | --- | --- |
| a. | should always raise a hand.  | c. | must be recognized by the chair.  |
| b. | should always stand and give his/her name.  | d. | does not need to obtain the floor.  |

ANS: D PTS: 1

 162. The correction and approval of the minutes is normally handled by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a privileged motion.  | c. | the secretary.  |
| b. | unanimous (general) consent.  | d. | a main motion. |

ANS: B PTS: 1

 163. Which statement below is true regarding incidental motions?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Incidental motions have no rank among themselves.  | c. | When there is a main motion and an amendment pending, a Point of Order can only be applied to one of  the pending motions.  |
| b. | All incidental motions yield to the privileged motions. | d. | None are correct |

ANS: C PTS: 1

 164. An original main motion is a main motion that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amends another motion.  | c. | is related to the business of the assembly or its past or future action.  |
| b. | introduces a substantive question as a new subject.  | d. | allows the maker of the motion to serve as chairman if it is referred to a committee. |

ANS: C PTS: 1

 165. The motion to Postpone Indefinitely is used by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the chair to place a main motion on the agenda at the next regular meeting.  | c. | members who wish to change the pending main motion.  |
| b. | member to send a main motion to a standing committee.  | d. | the assembly to show that it does not wish to take a position on the main motion.  |

ANS: C PTS: 1

 166. 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.  | c. | the question may be carefully investigated and put into better condition for the assembly to consider.  |
| b. | 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. |

ANS: C PTS: 1

 167. Unless the motion to Limit or Extend Limits of Debate is adopted by unanimous consent, the chair puts it to a vote by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | rising.    | c. | raising of hands.     |
| b. | a ballot.      | d. | voice.   |

ANS: C PTS: 1

 168. a Recess may be taken to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | count ballots.  | c. | allow for informal consultation.  |
| b. | secure information.  | d. | All are correct |

ANS: C PTS: 1

 169. The privileged motion to Fix the Time to Which to Adjourn

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may be applied to any motion.  | c. | does not require a second.  |
| b. | is not debatable  | d. | cannot be amended as to the date.  |

ANS: C PTS: 1

 170. Which motion below would be the most appropriate to be divided?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I move we form a recreation committee and give it instructions.  | c. | I move we buy our secretary a new personal computer and a new laser printer. |
| b. | I move we go to Disneyland next weekend.  | d. | I move we buy our president a new podium.  |

ANS: C PTS: 1

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

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

ANS: C PTS: 1

 172. Motions that seek to obstruct or thwart the will of the assembly are called

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Incidental motions.  | c. | Dilatory motions.  |
| b. | Secondary motions.   | d. | Privileged motions.   |

ANS: C PTS: 1

 173. Which motion below is used to make a pending question an order of the day for a future time?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Lay on the Table     | c. | Postpone   |
| b. | Amend     | d. | Reconsider   |

ANS: C PTS: 1

 174. a society has a total membership of 200 members. a minimum majority vote of the entire membership is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 100.     | c. | 150.    |
| b. | 101.    | d. | 167. |

ANS: C PTS: 1

 175. Which form below would be used to immediately close debate on a main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Question, question! | c. | I move we vote on the main motion. |
| b. | I move the previous question. | d. | None of above |

ANS: C PTS: 1

 176. The motion to Limit or Extend Limits of Debate is out of order when there is an immediately pending motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjourn  | c. | Lay on the Table |
| b. | Recess | d. | All of the above  |

ANS: C PTS: 1