**Conduct of chapter part B**

**MULTIPLE CHOICE**

1. A motion to postpone indefinitely can be used when a member wishes to

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| --- | --- | --- | --- |
| a. | avoid an embarrassing matter. | c. | postpone the motion to the next meeting. |
| b. | postpone the motion to a later time. | d. | change the motion to make it more germane. |

ANS: A PTS: 1

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

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

ANS: A PTS: 1

3. When a main motion and a motion to postpone the main question indefinitely are pending, the first vote is taken on the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | main motion. | c. | amendment. |
| b. | motion to postpone indefinitely. | d. | None of the above. The chair makes the decision which is dependent on the worth of each. Amendment. |

ANS: B PTS: 1

4. 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

5. 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

6. If the motion to Postpone Indefinitely is adopted, what happens to the pending main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | An ad hoc committee studies it and reports back at the next regular meeting. | c. | It is killed for the duration of the session. |
| b. | It is brought back under the heading of Unfinished Business at the next regular meeting. | d. | It is automatically passed without debate. |

ANS: A PTS: 1

7. The motion to Postpone Indefinitely is used when a member of the assembly wishes to avoid.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | an undesirable consequence. | c. | an embarrassing matter. |
| b. | a direct vote on the question. | d. | the motion by postponing it to the next meeting. |

ANS: B PTS: 1

8. The subsidiary motion to Postpone Indefinitely takes precedence over

|  |  |  |  |
| --- | --- | --- | --- |
| a. | all other subsidiary motions. | c. | nothing except the main question to which it is applied. |
| b. | a secondary amendment. | d. | the privileged motion to Adjourn. |

ANS: C PTS: 1

9. The motion to Postpone Indefinitely can be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | applied to all subsidiary motions. | c. | laid on the table. |
| b. | referred to a committee. | d. | applied only to the main question. |

ANS: D PTS: 1

10. If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Point of Order | c. | Postpone Indefinitely |
| b. | Limit Debate | d. | Adjourn |

ANS: C PTS: 1

11. The motion to Postpone Indefinitely can.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | be laid on the table. | c. | be moved only when the main motion is pending. |
| b. | go to committee with the main motion. | d. | be applied to all subsidiary motions. |

ANS: C PTS: 1

12. The motion to Postpone Indefinitely remains with the main motion when the main motion is.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | laid on the table. | c. | reconsidered. |
| b. | referred to a committee. | d. | All of the above |

ANS: A PTS: 1

13. The subsidiary motion to Postpone Indefinitely

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is in order when another member has the floor. | c. | is not a secondary motion. |
| b. | does not require a second. | d. | is debatable and debate can go fully into the merits of the main question. |

ANS: D PTS: 1

14. The motion to Postpone Indefinitely can be reconsidered when it has received a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | plurality vote. | c. | affirmative vote. |
| b. | negative vote. | d. | tie vote. |

ANS: C PTS: 1

15. Strategists test their strength on a motion they oppose by proposing the motion to Postpone

Indefinitely, which allows

|  |  |  |  |
| --- | --- | --- | --- |
| a. | more debate of the main question. | c. | that debate be closed on the main question if the motion to Postpone Indefinitely is lost. |
| b. | members to transfer their debating times to other members. | d. | All are correct |

ANS: A PTS: 1

16. Which one of the following motions is debatable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Raise a Question of Privilege | c. | The privileged motion To Fix the Time to Which to Adjourn |
| b. | Previous Question | d. | Postpone Indefinitely |

ANS: D PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Amend, Main Motion, Recess, Postpone Indefinitely | c. | Recess, Amend, Postpone Indefinitely, Main Motion |
| b. | Main Motion, Postpone Indefinitely, Amend, Recess | d. | Postpone Indefinitely, Amend, Main Motion, Recess |

ANS: B PTS: 1

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

motions would be out of order.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone to a Certain Time | c. | Postpone Indefinitely |
| b. | Lay on the Table | d. | Recess |

ANS: C PTS: 1

19. The subsidiary motion to Postpone Indefinitely

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is in order when another member has the floor. | c. | requires a two-thirds vote and previous notice to be adopted. |
| b. | must be seconded. | d. | is amendable. |

ANS: B PTS: 1

20. The motion to Postpone Indefinitely and to Postpone Definitely both

|  |  |  |  |
| --- | --- | --- | --- |
| a. | are amendable. | c. | must be seconded. |
| b. | require a majority with notice to be adopted. | d. | are classified as incidental motions. |

ANS: C PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Division of the Question | c. | Take From the Table |
| b. | Postpone Indefinitely | d. | Point of Information |

ANS: B PTS: 1

22. The subsidiary motion to Postpone Indefinitely

|  |  |  |  |
| --- | --- | --- | --- |
| a. | yields only to main motions. | c. | is the lowest-ranking subsidiary motion. |
| b. | can be applied to any motion. | d. | is used to bring a motion back for consideration at the same meeting. |

ANS: C PTS: 1

23. The subsidiary motion to Postpone Indefinitely

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can only have primary amendments applied to it. | c. | is amendable as to the time of postponement. |
| b. | is out of order when another member has the floor. | d. | requires a minimum affirmative vote of two-thirds to be adopted. |

ANS: B PTS: 1

24. MEMBER: (After obtaining the floor) "I move to Amend the motion to Postpone Indefinitely by adding the words 'until our next regular meeting.'" What would you do as chairman if a member made the above amendment, and it was seconded?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Ask for debate on the amendment, since the motion to Postpone Indefinitely is debatable. | c. | Declare that the amendment is out of order. |
| b. | Take an immediate vote on the amendment. | d. | Suggest to the member that a motion to Lay the Postponed Motion on the Table would serve the same. |

ANS: C PTS: 1

25. The effect of adopting the subsidiary motion to Postpone Indefinitely is to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | postpone the main motion to the next regular meeting. | c. | reject the main motion indirectly. |
| b. | lay a main motion on the table. | d. | put a main motion off to a time which is determined by the presiding officer. |

ANS: C PTS: 1

26. If a motion is made that cannot be debated or amended, the chair would

say:

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Are you ready for the question? | c. | put the motion to a vote immediately after stating it. |
| b. | still ask if the maker of the motion wants to give reasons for proposing the motion. | d. | say, Since this motion cannot be debated or amended, it is adopted. |

ANS: C PTS: 1

27. 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

28. 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

29. When an amendment to a main motion is adopted, the motion that was amended

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is also adopted. | c. | remains pending. |
| b. | is voted on immediately. | d. | is postponed to the next regular meeting or until the adopted amendment is acted on. |

ANS: C PTS: 1

30. Rejection of the subsidiary motion to Amend leaves the pending motion

|  |  |  |  |
| --- | --- | --- | --- |
| a. | rejected also. | c. | closed for additional debate. |
| b. | worded as it was before the amendment was made. | d. | postponed to the next regular meeting. |

ANS: B PTS: 1

31. If a member votes in favor of the motion to Amend when the vote is taken on the motion to which

 the amendment applies, the member

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

ANS: C PTS: 1

32. To be in order, an amendment must always be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | germane. | c. | short. |
| b. | made by the member who proposed the motion that the amendment is applied to. | d. | in the form of a question. |

ANS: A PTS: 1

33. The subsidiary motion to Amend can be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | referred to a committee. | c. | postponed indefinitely. |
| b. | applied to any main motion or any motion with a variable factor. | d. | laid on the table. |

ANS: B PTS: 1

34. 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

35. When an amendment is pending,

|  |  |  |  |
| --- | --- | --- | --- |
| a. | debate on the amendment is limited to one speech from each member. | c. | debate can extend into the merits of the motion to be amended. |
| b. | the motion to be amended may not be discussed. | d. | another primary amendment may be applied to the motion to be amended. |

ANS: B PTS: 1

36. Which of the following is false regarding an amendment?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | An amendment can be applied to itself. | c. | The presiding officer cannot debate an amendment unless the chair is given up to the next ranking officer. |
| b. | Debate on an amendment is permissible only for the member who proposed the amendment. | d. | An amendment requires a majority vote to be adopted. |

ANS: B PTS: 1

37. If you were chairman and a member moved to amend a Secondary Amendment, what would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Call the motion to amend the secondary amendment out of order. | c. | Vote immediately on the third degree amendment. |
| b. | Ask for a second on the third degree amendment. | d. | Suggest that the proposed amendment to the secondary amendment be referred to a committee. |

ANS: A PTS: 1

38. An amendment to an amendment

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may be amended with the consent of the maker of the secondary amendment. | c. | may never be debated. |
| b. | may not be amended. | d. | requires a two-thirds vote to be adopted. |

ANS: B PTS: 1

39. An amendment to a primary amendment is called a

|  |  |  |  |
| --- | --- | --- | --- |
| a. | secondary motion. | c. | third degree amendment. |
| b. | secondary amendment. | d. | first degree amendment. |

ANS: B PTS: 1

40. The process used to amend a motion by placing words at the end of a sentence is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | insertion. | c. | addition. |
| b. | striking out. | d. | substitution. |

ANS: C PTS: 1

41. Which form of amendment below would be proper to use if you wanted to strike out a paragraph

 and insert another paragraph?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Strike out and Insert | c. | Strike out |
| b. | Substitution | d. | Add |

ANS: B PTS: 1

42. "An amendment must be 'germane' to be in order." This means that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the amendment must be made by a process called "insertion." | c. | an amendment must in some way involve the same question that is raised by the motion to which it is applied. |
| b. | the date and purpose of the proposed change must be included. | d. | the amendment must always be proposed by the member who proposed the main motion. |

ANS: C PTS: 1

43. If you were chairman and could not decide if an amendment was germane, what would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Tell the assembly the proposed amendment is Tabled. | c. | Ask the maker to withdraw the amendment. |
| b. | Refer the decision to the assembly and have them vote to determine if it is germane. | d. | Ask the secretary to rewrite the amendment. |

ANS: B PTS: 1

44. One form of amending is to Insert. This means that a word to be inserted is always placed

|  |  |  |  |
| --- | --- | --- | --- |
| a. | between other words. | c. | at the beginning of the motion. |
| b. | at the end of the motion. | d. | after the first word. |

ANS: A PTS: 1

45. If you were the presiding officer, what would be the next step you would pursue after an

 amendment to a main motion was adopted?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | More new business | c. | Debate on the adopted amendment |
| b. | A motion to adjourn | d. | Debate on the amended main motion |

ANS: D PTS: 1

46. When a main motion is postponed while a motion to Amend is pending, the amendment is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | automatically adopted. | c. | postponed with the main motion. |
| b. | lost. | d. | tabled also. |

ANS: C PTS: 1

47. Which one of the following motions below must be seconded and is debatable and amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rescind | c. | Call for the Previous Question |
| b. | Object to Consideration | d. | Reconsider |

ANS: A PTS: 1

48. The motion to Reconsider

|  |  |  |  |
| --- | --- | --- | --- |
| a. | may have primary amendments applied to it. | c. | is not amendable. |
| b. | is the only motion that can have a third degree amendment applied to it. | d. | is amendable only as to the time the question will be reconsidered. |

ANS: C PTS: 1

49. If a member has spoken twice on a main motion, how many times can he/she speak on an amendment

that is applied to it?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Once | c. | Three times |
| b. | Two times | d. | The member cannot speak on the amendment. |

ANS: B PTS: 1

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

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

ANS: A PTS: 1

51. The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a majority of those present. | c. | a majority of the entire membership with notice. |
| b. | two-thirds without previous notice. | d. | two-thirds with previous notice or a vote of a majority of the entire membership. |

ANS: D PTS: 1

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

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

ANS: A PTS: 1

53. Assume that a main motion is pending and an amendment is made and seconded. Then another member moves to refer the main motion and the amendment to a committee. Which motion would be voted on first?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Main Motion | c. | Refer to a Committee |
| b. | Amendment | d. | None of the above |

ANS: C PTS: 1

54. Which of the following is not a form of amendment?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Striking out words | c. | Add words |
| b. | Insert words | d. | Fill a blank with words |

ANS: D PTS: 1

55. A motion is before the assembly to commend the high school basketball coach for her conduct during the disturbance after a recent game. a member moves to amend this motion by striking out "commend" and inserting in its place "censure." What would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Declare the amendment out of order because it is contrary to the spirit of the main motion. | c. | Have the assembly decide by a voice vote if the amendment is proper. |
| b. | Accept this amendment and ask for a second. | d. | Declare the amendment out of order because it is not germane to the main motion. |

ANS: B PTS: 1

56. An amendment is always out of order that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is not germane to the question being amended. | c. | strikes out the word Resolved. |
| b. | is frivolous or absurd. | d. | All answers are correct. |

ANS: D PTS: 1

57. Suppose that the motion to buy basketballs is pending. a correct example of amending this

 motion by Inserting is to say, I move to amend the main motion by

|  |  |  |  |
| --- | --- | --- | --- |
| a. | adding the word three. | c. | inserting the word three before the word basketballs. |
| b. | substituting three for basketballs. | d. | inserting the word three. |

ANS: C PTS: 1

58. Assume the main motionthat we have a dance next Saturday is pending. You want to include the time for the dance. What would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Obtain the floor and say, I move to amend by inserting '9 p.m. to 11:30 p.m. | c. | Obtain the floor and say, I move to amend by adding the words, from 9 p.m. to 11:30 p.m. |
| b. | Propose a new motion and include the time. | d. | Rise, and without obtaining the floor say, I move to amend the motion by substituting 9 p.m. to 11:30 p.m. |

ANS: C PTS: 1

59. The motion to amend can be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | postponed indefinitely. | c. | referred to a committee. |
| b. | adopted without a formal vote (by unanimous consent). | d. | laid on the table. |

ANS: B PTS: 1

60. In amending a motion by striking out separate words, the best method is to make a motion to strike out

the separate words.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | one word and then immediately make another motion to strike out the other word. | c. | the entire motion and substitute a new motion. |
| b. | the entire clause containing the separated words and insert a new clause. | d. | all are correct |

ANS: C PTS: 1

61. a substitute motion offered for a main motion is a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | third degree amendment. | c. | primary amendment. |
| b. | incidental motion. | d. | incidental main motion. |

ANS: C PTS: 1

62. After a section of a resolution has been substituted for another, how can the substituted section be amended?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | By adding words. | c. | By inserting words. |
| b. | By striking out words. | d. | By striking out and inserting words. |

ANS: A PTS: 1

63. The subsidiary motion to Commit (or Refer) takes precedence over the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Amend. | c. | Recess. |
| b. | Lay on the Table. | d. | Limit Debate |

ANS: A PTS: 1

64. When a main motion is postponed while a motion to Amend is pending, the amendment is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | automatically adopted. | c. | postponed with the main motion. |
| b. | lost. | d. | tabled also. |

ANS: C PTS: 1

65. Which one of the following motions is not debatable but is amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Lay on the Table | c. | Postpone Indefinitely |
| b. | Commit or Refer | d. | Limit or Extend Limits of Debate |

ANS: D PTS: 1

66. If you were chairman and a member proposed an Amendment to the main motion when the motion to Limit or Extend Limits of Debate was pending, what would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | State the proposed amendment and ask for debate. | c. | Call the amendment out of order. |
| b. | Call the amendment out of order and ask for debate on the motion to Limit or Extend Limits of Debate. | d. | Suggest that the maker of the amendment propose a secondary amendment, since it has precedence over the motion to Limit or Extend Limits of Debate. |

ANS: C PTS: 1

67. If a main motion and a primary amendment are pending, and a motion to lay the main motion on

 the table is adopted, the amendment itself

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can be brought up by any member as a new motion. | c. | dies and is taken up under unfinished business at the next regular meeting. |
| b. | becomes the immediately pending question. | d. | adheres to the main motion and goes to the table with it. |

ANS: D PTS: 1

68. The motion to Lay on the Table

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can only be amended by the member who made the motion. | c. | can be amended regarding the time of the action. |
| b. | cannot be amended. | d. | cannot be amended unless the chairman consents. |

ANS: B PTS: 1

69. An amendment to the privileged motion to Recess

|  |  |  |  |
| --- | --- | --- | --- |
| a. | must relate to which members may take the recess. | c. | is not debatable. |
| b. | is never allowed. | d. | requires a two-thirds vote to be adopted. |

ANS: C PTS: 1

70. Which one of the following motions cannot be amended?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Recess | c. | Limit or Extend Limits of Debate |
| b. | Previous Question | d. | Amend |

ANS: B PTS: 1

71. Which one of the following motions is amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Lay on the Table | c. | The privileged motion to Adjourn |
| b. | Commit (or Refer) | d. | Raise a Question of Privilege |

ANS: B PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Amend, Main Motion, Recess, Postpone Indefinitely | c. | Recess, Amend, Postpone Indefinitely, Main Motion |
| b. | Main Motion, Postpone Indefinitely, Amend, Recess | d. | Postpone Indefinitely, Amend, Main Motion, Recess |

ANS: B PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjourn | c. | Amend |
| b. | Previous Question | d. | All of the above |

ANS: D PTS: 1

74. Which one of the following motions can be proposed with an amendment pending?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone Indefinitely | c. | Limit Debate |
| b. | Main Motion | d. | a new motion to "have a dance." |

ANS: C PTS: 1

75. How many primary amendments and secondary amendments are allowed at a time?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | One primary amendment and one secondary amendment. | c. | Two primary amendments and one secondary amendment. |
| b. | One primary amendment and two secondary amendments. | d. | Two primary amendments and two secondary amendments |

ANS: A PTS: 1

76. How can a member propose to have the pending matter given special study?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Move to refer it to a committee. | c. | Move to postpone it definitely. |
| b. | Move to lay the matter on the table. | d. | Move to reconsider it. |

ANS: A PTS: 1

77. 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

78. The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | three times on each topic. | c. | on motions even after they are adopted. |
| b. | only two times, but as long as they wish. | d. | as many times as they wish. |

ANS: D PTS: 1

79. The subsidiary motion to Commit (or refer) takes precedence over the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Amend. | c. | Recess. |
| b. | Lay on the Table. | d. | limit Debate |

ANS: A PTS: 1

80. The motion to Refer to a committee can be applied to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Points of Order. | c. | All Secondary Motions. |
| b. | Main Motions. | d. | Privileged Motions. |

ANS: B PTS: 1

81. The motion to Commit (or Refer)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | need not be seconded. | c. | can be applied to main motions with any amendments that may be pending. |
| b. | is not debatable. | d. | may be proposed when another member has the floor provided debate has not begun. |

ANS: C PTS: 1

82. One of the rules concerning the subsidiary motion to Commit (or refer) is that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | debate can extend only to the desirability of committing the main question. | c. | it doesn't need to be seconded. |
| b. | it is in order when another member has the floor. | d. | a two-thirds vote is required for it to be adopted. |

ANS: A PTS: 1

83. If the main question is to be handled by a special committee (select or ad hoc), the subsidiary

 motion To Commit (or refer) may specify the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | number of committee members. | c. | names of the members. |
| b. | method of selection. | d. | All are correct |

ANS: D PTS: 1

84. Which of the following are examples of binding instructions which may be included in the motion

 to Commit?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | When the committee should report. | c. | If the committee should employ an expert consultant. |
| b. | How the committee should consider the question. | d. | All are correct |

ANS: D PTS: 1

85. A special committee appointed with power means that the committee

|  |  |  |  |
| --- | --- | --- | --- |
| a. | must report to the assembly before acting. | c. | can act for the society in specific cases. |
| b. | can act for the society in all cases that are similar. | d. | must meet until all committee members agree on a solution to their assigned task. |

ANS: C PTS: 1

86. A committee that is given "full power" to act for an organization can be authorized to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | spend money for the society. | c. | act for the society in a certain case. |
| b. | add more members to its membership. | d. | All are correct |

ANS: D PTS: 1

87. Assume that you were chairman at a regular monthly meeting and a motion requiring action the next day was pending. a member moved to "refer it to a committee to report back at the next regular meeting." What would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Take a ballot vote on the referral. | c. | Rule the motion to refer is dilatory. |
| b. | Ask for a second and conduct a voice vote on the motion to refer. | d. | Ask for a second |

ANS: C PTS: 1

88. If the chairman appoints a committee, who determines its chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The assembly votes | c. | The chairman who appointed the committee |
| b. | The committee members | d. | The vice-president who is the administrator for committees |

ANS: C PTS: 1

89. If the motion to Postpone Indefinitely is made before a member moved to refer a main motion to a

 committee, what would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Conduct a voice vote on the motion to Postpone Indefinitely. | c. | Declare that the motion to Postpone Indefinitely cannot be considered. |
| b. | Declare that the motion to Refer is out of order. | d. | Dissolve the committee and make the motion to Postpone Indefinitely the immediate pending question. |

ANS: C PTS: 1

90. 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

91. If a motion to close debate in ten minutes is adopted, it is not then in order to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | move to lay the question on the table. | c. | move the previous question. |
| b. | move to refer the matter to a committee. | d. | raise a point of order. |

ANS: B PTS: 1

92. Which one of the following motions would be out of order after the previous question has been ordered on the pending amendment to a main motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Recess | c. | Parliamentary Inquiry |
| b. | Adjourn | d. | Refer |

ANS: D PTS: 1

93. Debate on the motion to Commit should relate only to the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | pros and cons of referring. | c. | nature of its instructions |
| b. | choice of personnel of the committee. | d. | All are correct |

ANS: D PTS: 1

94. Which statement below is true regarding debating the motion to Commit (or Refer) a pending

 motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Debate is not allowed. | c. | Debate must be confined only to the motion to Commit (or Refer). |
| b. | Debate may go into the merits of the main question. | d. | Members can each debate the motion three times. |

ANS: C PTS: 1

95. Which one of the following motions is debatable and amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Previous Question | c. | Refer to a committee. |
| b. | Suspend the Rules | d. | Take from the Table |

ANS: C PTS: 1

96. a member of an assembly may debate a main motion and end by making a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amendment. | c. | secondary motion. |
| b. | motion to refer the pending motion to a committee. | d. | all are correct |

ANS: D PTS: 1

97. If a main motion is referred to a committee while the motion to Postpone Indefinitely is

 immediately pending, the motion to Postpone Indefinitely

|  |  |  |  |
| --- | --- | --- | --- |
| a. | does not go to committee. | c. | is voted on before the motion to Refer. |
| b. | goes to committee with the main motion. | d. | is automatically laid on the table. |

ANS: A PTS: 1

98. The subsidiary motion to Commit or Refer cannot be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amended. | c. | reconsidered in any case. |
| b. | postponed indefinitely. | d. | carried to the table when applied to a main motion. |

ANS: B PTS: 1

99. The minimum affirmative vote required to adopt the subsidiary motion to Commit or Refer is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a majority. | c. | three-fourths. |
| b. | two-thirds and previous notice. | d. | None of the above |

ANS: A PTS: 1

100. Which form below is proper for the subsidiary motion to a Commit or Refer?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I move to commit the referral to a motion. | c. | I move to refer the motion to a committee. |
| b. | I move to commit and refer the motion to a committee. | d. | I move that a committee refer the motion. |

ANS: C PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | postpones the motion definitely. | c. | refers the motion to a committee. |
| b. | lay the motion on the table. | d. | call for the orders of the day on the motion. |

ANS: A PTS: 1

102. Which one of the following motions may be used to delay consideration of a main motion later in

the same meeting or until the next meeting?

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

ANS: C PTS: 1

103. Which one of the following motions is not an incidental motion?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Object to the Consideration of a Question | c. | Postpone to a Certain Time |
| b. | Appeal from the Decision of the Chair | d. | Point of Order |

ANS: C PTS: 1

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

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

ANS: A PTS: 1

105. Assume that a motion to Postpone the main motion to a certain time is immediately pending.

Which motion below may be proposed?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Commit (or refer) | c. | Lay on the Table |
| b. | Postpone Indefinitely | d. | Main Motion |

ANS: C PTS: 1

106. Which one of the following statements is false regarding the subsidiary motion to Postpone to a Certain Time?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | It has the same effect as the motion to Postpone Indefinitely. | c. | It can be moved regardless of how much debate there has been on the motion it proposed to  postpone. |
| b. | It allows action on a pending motion to be put off. | d. | It is debatable and requires a majority vote to be adopted. |

ANS: A PTS: 1

107. The motion to Postpone to a Certain Time can be made while

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the main motion with an amendment is pending. | c. | another member has the floor. |
| b. | the motion to Lay on the Table is pending. | d. | another member is debating a main motion. |

ANS: A PTS: 1

108. The subsidiary motion to Postpone to a Certain Time takes precedence over the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjourn. | c. | Lay on the Table. |
| b. | Limit Debate. | d. | Amend. |

ANS: D PTS: 1

109. The motion to Postpone to a Certain Time (Postpone Definitely) yields to which one of the

following motions?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Main Motion | c. | Lay on the Table |
| b. | Postpone Indefinitely | d. | Division of the Question |

ANS: C PTS: 1

110. One rule for the subsidiary motion to Postpone to a Certain Time is that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a second is not required. | c. | debate may go into the merits of the main question. |
| b. | it is out of order when another member has the floor. | d. | a two-thirds vote is required to adopt it. |

ANS: B PTS: 1

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

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

ANS: B PTS: 1

112. The motion to Postpone to a Certain Time

|  |  |  |  |
| --- | --- | --- | --- |
| a. | always includes a clock time. | c. | when a subsidiary motion, is debatable, amendable and may be reconsidered. |
| b. | if adopted, makes the item postponed a special order. | d. | is identical to Lay on the Table except for terminology. |

ANS: C PTS: 1

113. In an assembly that does not meet as often as quarterly, a question

|  |  |  |  |
| --- | --- | --- | --- |
| a. | cannot be postponed beyond the end of the present session. | c. | can be postponed beyond the end of the next session. |
| b. | cannot be postponed beyond the end of the next session. | d. | cannot be postponed. |

ANS: A PTS: 1

114. In a society that holds regular business meetings on the same day of each week, a question cannot be postponed for longer than a

|  |  |  |  |
| --- | --- | --- | --- |
| a. | day. | c. | quarter (three months). |
| b. | week. | d. | year. |

ANS: B PTS: 1

115. In an assembly that meets as often as quarterly, a question

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can be postponed beyond the end of the next session. | c. | cannot be postponed beyond the end of the present session. |
| b. | cannot be postponed beyond the end of the next session. | d. | cannot be postponed at all. |

ANS: B PTS: 1

116. Which motion below, if adopted, makes a postponed question an order of the day for a future

meeting?

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

ANS: A PTS: 1

117. When a main motion is postponed while a motion to Amend is pending, the amendment is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | automatically adopted. | c. | postponed with the main motion. |
| b. | lost. | d. | tabled also. |

ANS: C PTS: 1

118. When a question is taken up on a different day from the one on which it was proposed, each

member

|  |  |  |  |
| --- | --- | --- | --- |
| a. | cannot debate if they have already spoken twice. | c. | can again debate one more time. |
| b. | can again debate twice. | d. | cannot debate unless the maker of the motion grants permission. |

ANS: B PTS: 1

119. 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

120. 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

121. Which one of the following motions is debatable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Limit or Extend Debate on a pending question | c. | Postpone Definitely |
| b. | Lay on the Table | d. | Previous Question |

ANS: C PTS: 1

122. The motion to Postpone Indefinitely and to Postpone Definitely both

|  |  |  |  |
| --- | --- | --- | --- |
| a. | are amendable. | c. | must be seconded. |
| b. | require a majority with notice to be adopted. | d. | are classified as incidental motions. |

ANS: C PTS: 1

123. If you were chairman and a member proceeded to debate the merits of a main motion when the motion to Postpone to a Certain Time was the immediately pending question, what action would you take?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Nothing. | c. | Allow the member to debate for five minutes on the motion to Postpone Definitely and five minutes on the motion it is applied to. |
| b. | Politely notify the member that debate must be confined to the merits of the motion to postpone the main motion. | d. | Take a vote on the motion to postpone so that the main motion could be debated again. |

ANS: C PTS: 1

124. The subsidiary motion to Postpone to a Certain Time cannot be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | postponed indefinitely. | c. | All of the answers are correct. |
| b. | committed. | d. | laid on the table alone. |

ANS: A PTS: 1

125. The subsidiary motion to Postpone to a Certain Time is amendable as to the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | location where the postponement will be considered. | c. | number of members that will consider if the main question is postponed. |
| b. | time that the main question may be postponed to. | d. | duties of the presiding officer on handling the matter if the main question is postponed |

ANS: B PTS: 1

126. If you wanted to propose a time limit in the discussion of a main motion, what would you say after obtaining the floor?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | I move to limit debate to twelve more minutes. | c. | I move to limit the previous question. |
| b. | I move we vote on this motion immediately. | d. | I move to close debate. |

ANS: A PTS: 1

127. The motion to Limit or Extend Limits of Debate may be used to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | permit more or longer speeches. | c. | allows more speeches per member. |
| b. | limits the length of speeches. | d. | All are correct. |

ANS: D PTS: 1

128. The subsidiary motion to Limit or Extend Limits of Debate may be used to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | reduces the length of speeches permitted. | c. | close debate at a certain time. |
| b. | reduces the number of speeches permitted. | d. | All are correct |

ANS: D PTS: 1

129. The subsidiary motion to Limit or Extend Limits of Debate

|  |  |  |  |
| --- | --- | --- | --- |
| a. | can only be applied to amendments. | c. | is in order when another member has the floor. |
| b. | requires a majority vote to be adopted. | d. | takes precedence over all debatable motions. |

ANS: D PTS: 1

130. The subsidiary motion to Limit Debate can be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | postponed to a certain time. | c. | laid on the table. |
| b. | applied to a series of undebatable motions. | d. | applied to any immediately pending debatable motion. |

ANS: D PTS: 1

131. When the motion to Limit Debate is applied to a main motion, it

|  |  |  |  |
| --- | --- | --- | --- |
| a. | requires a majority vote to be adopted. | c. | does not need a second. |
| b. | can be laid on the table along with the main motion. | d. | is amendable and debatable. |

ANS: B PTS: 1

132. Which one of the following motions is not debatable but is amendable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Lay on the Table | c. | Postpone Indefinitely |
| b. | Commit or Refer | d. | Limit or Extend Limits of Debate |

ANS: D PTS: 1

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

because it

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

ANS: C PTS: 1

134. If you were chairman and a member proposed an Amendment to the main motion when the motion to Limit or Extend Limits of Debate was pending, what would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | State the proposed amendment and ask for debate. | c. | Call the amendment out of order. |
| b. | Call the amendment out of order and ask for debate on the motion to Limit or Extend Limits of Debate. | d. | Suggest that the maker of the amendment propose a secondary amendment, since it has precedence over the motion to Limit or Extend Limits of Debate. |

ANS: C PTS: 1

135. The rules changing general limits of debate for a pending question can be accomplished by adopting

a motion

|  |  |  |  |
| --- | --- | --- | --- |
| a. | to Limit Debate. | c. | for the Previous Question. |
| b. | to Extend Limits of Debate. | d. | All are correct |

ANS: D PTS: 1

136. Assume that debate on a motion is dragging on. What should you do if you wanted to reduce the number of times each member could debate?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Obtain the floor and say, I move that debate be limited for each member. | c. | Obtain the floor and say, I move that debate be limited to one speech for each member. |
| b. | Rise, and without obtaining the floor say, I move to limited debate. | d. | From your seat, and without obtaining the floor say, I move that debate be reduced. |

ANS: C PTS: 1

137. 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: A PTS: 1

138. Which one of the following motions would you propose if you wanted to speak longer on a motion than the maximum time allowed?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | move the Previous Question | c. | Postpone to a Certain Time |
| b. | Extend the Limits of Debate | d. | Refer to a committee. |

ANS: B PTS: 1

139. Which one of the following motions can be proposed with an amendment pending?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone Indefinitely | c. | Limit Debate |
| b. | Main Motion | d. | a new motion to "have a dance." |

ANS: C PTS: 1

140. Which one of the following statements is not true regarding the subsidiary motion to Limit or

Extend Limits of Debate?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | It requires a two-thirds vote of the members present and voting for adoption. | c. | It is amendable. |
| b. | Debate is not allowed. | d. | a member may interrupt another member who is debating to propose it. |

ANS: D PTS: 1

141. Which one of the following motions is amendable but not debatable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Suspend the Rules | c. | Limit or Extend Debate |
| b. | Take From the Table | d. | Postpone to a Certain Time |

ANS: C PTS: 1

142. Debate of the motions to Lay on the Table, Previous Question, and Limit or Extend Limits of Debate (the three highest-ranking subsidiary motions) is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | allowed, but members may speak only once on each motion. | c. | always allowed but members may speak only five minutes each time. |
| b. | not permitted. | d. | allowed only to the members who make them. |

ANS: B PTS: 1

143. When a main motion places a special limit on the number of speeches each member may make at a meeting, the minimum affirmative vote required for adoption is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a majority. | c. | a majority and notice. |
| b. | two-thirds. | d. | two-thirds and notice. |

ANS: B PTS: 1

144. Which two motions below are not allowed in committees?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Main Motions and the subsidiary motion to Amend | c. | The incidental motions to call a Point of Order and a Division of the Assembly |
| b. | The subsidiary motions to Limit or Extend Limits of Debate and Previous Question | d. | None are correct. |

ANS: B PTS: 1

145. The subsidiary motion to Limit or Extend Limits of Debate cannot

|  |  |  |  |
| --- | --- | --- | --- |
| a. | increase the length of speeches. | c. | require that debate be closed at a certain later hour. |
| b. | force an instant closing of debate. | d. | increase the number of speeches for each motion. |

ANS: B PTS: 1

146. An order limiting or extending the limits of debate that is no longer in force, is said to be

|  |  |  |  |
| --- | --- | --- | --- |
| a. | expired. | c. | exhausted. |
| b. | expended. | d. | excused. |

ANS: C PTS: 1

147. The minimum affirmative vote needed to adopt the motion to Limit or Extend Limits of Debate

when it is made with no question pending is

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a majority. | c. | one-fifth. |
| b. | two-thirds. | d. | None are correct. |

ANS: B PTS: 1

148. Which statement is false regarding the subsidiary motion to Limit or Extend Limits of Debate?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Any amendment applied to it is debatable. | c. | It can be used to control debate on a series of pending questions. |
| b. | It must be seconded. | d. | It is out of order when another member has the floor. |

ANS: A PTS: 1

149. Assume three debatable motions are pending. If a motion to limit debate to two minutes per member is adopted, which motion(s) will be affected?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | All the pending motions | c. | The immediately pending motion. |
| b. | The two motions with the highest precedence | d. | None of the motions, because the specific motion affected must be named. |

ANS: C PTS: 1

150. An order limiting or extending limits of debate is exhausted when the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | questions affected by the order have been referred to a committee. | c. | questions on which it was applied have been all voted on. |
| b. | meeting ends. | d. | All are correct |

ANS: D PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | commit (or refer). | c. | amend. |
| b. | Lay on the Table. | d. | postpone indefinitely. |

ANS: B PTS: 1

152. Which motion below would you use at a meeting to stop debate immediately and vote on a pending question?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Question of Privilege | c. | Previous Question |
| b. | division of the Question | d. | Reconsider the Question |

ANS: C PTS: 1

153. If adopted, the Previous Question is a motion that stops

|  |  |  |  |
| --- | --- | --- | --- |
| a. | the making of all subsidiary motions. | c. | the making of privileged motions. |
| b. | debate and the making of amendments on the pending question. | d. | the making of undebatable motions. |

ANS: B PTS: 1

154. The Previous Question is not allowed in

|  |  |  |  |
| --- | --- | --- | --- |
| a. | deliberate assemblies. | c. | conventions. |
| b. | committees. | d. | legislative meetings. |

ANS: B PTS: 1

155. Which statement below is true regarding the subsidiary motion to Move the Previous Question?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | A second is not needed. | c. | It does not prevent the making of privileged or incidental motions. |
| b. | The chairman must call on members for and against this motion when it is debated. | d. | It is in order when another member has the floor. |

ANS: C PTS: 1

156. The unqualified form of the Previous Question can apply only to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | all pending amendments. | c. | the immediately pending question. |
| b. | debatable motions. | d. | all incidental motions. |

ANS: C PTS: 1

157. When the subsidiary motion for the Previous Question is made in its unqualified form such as "I move the previous question," this means that it

|  |  |  |  |
| --- | --- | --- | --- |
| a. | requires a majority vote for adoption. | c. | applies to all pending questions. |
| b. | grants permission for members to ask questions of members. | d. | None are correct. |

ANS: D PTS: 1

158. If a motion for the Previous Question fails to gain the necessary votes,

|  |  |  |  |
| --- | --- | --- | --- |
| a. | debate is stopped on it. | c. | debate continues on the pending motion as if this motion had not been made. |
| b. | the motion to which it was applied is lost. | d. | members may not ask the maker of the motion questions directly for the duration of the meeting. |

ANS: C PTS: 1

159. If a member obtained the floor and “called for the question” on a motion to Refer, what would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Vote on the call for the question. | c. | Stop debate immediately on the motion to Refer. |
| b. | ask for a second. | d. | Ignore the member and ask if there is further debate on the motion to Refer |

ANS: B PTS: 1

160. When the Previous Question is ordered on a series of pending motions, they are voted on in the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | same order in which they were proposed. | c. | reverse order in which they were made. |
| b. | order as determined by the chairman. | d. | order that the proposer of each motion demands. |

ANS: C PTS: 1

161. The Previous Question is said to be exhausted when

|  |  |  |  |
| --- | --- | --- | --- |
| a. | it is voted on and not adopted. | c. | all the motions on which it was ordered have been finally disposed of. |
| b. | all the pending motions have been adopted. | d. | all the pending motions that have been adopted have been lost. |

ANS: C PTS: 1

162. A vote that has ordered the Previous Question can be reconsidered

|  |  |  |  |
| --- | --- | --- | --- |
| a. | before any of the motions affected by the order have been voted on. | c. | at any time. |
| b. | after any of the motions affected by the order have been voted on. | d. | if the chairman has voted on the prevailing side. |

ANS: A PTS: 1

163. To properly call for the Previous Question members should

|  |  |  |  |
| --- | --- | --- | --- |
| a. | call out Question from their seats without being recognized. | c. | say I move the previous question after obtaining the floor. |
| b. | say I demand the question without obtaining the floor. | d. | raise a question of privilege without being recognized by the chair. |

ANS: C PTS: 1

164. If you were chairman, what would you do after the motion for the Previous Question was adopted on a primary amendment?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | declare that the amendment is adopted. | c. | call for a vote on the amendment. |
| b. | Vote on the motion that the amendment was applied to. | d. | ask for more debate on the amendment. |

ANS: C PTS: 1

165. Your organization has 60 regular members in attendance at a regular meeting and the president, who is the presiding officer. If all 60 regular members voted, how many would have to vote in favor of the motion to Move the Previous Question for it to be adopted? assume the president does not vote.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 20 | c. | 30 |
| b. | 40 | d. | 31 |

ANS: B PTS: 1

166. Which one of the following motions cannot be amended?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Recess | c. | Limit or Extend Limits of debate. |
| b. | Previous Question | d. | amend. |

ANS: B PTS: 1

167. When using the form I move the previous question, it applies to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | all pending questions. | c. | motions after their adoption. |
| b. | only the immediately pending question. | d. | a main motion when an amendment to it is pending. |

ANS: B PTS: 1

168. Which one of the following motions can the Previous Question be applied to?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | adjourn. | c. | commit (or refer) |
| b. | Raise a Question of Privilege | d. | Lay on the Table |

ANS: C PTS: 1

169. A main motion and a motion for the previous question are pending. Which of the following motions is in order?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Limit debate | c. | Postpone to a certain Time. |
| b. | Recess for five minutes | d. | a motion to go in a Quasi Committee of the Whole |

ANS: B PTS: 1

170. The motion to call for the Previous Question may be applied to all the subsidiary motions listed below except

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Refer to a committee. | c. | Lay on the Table |
| b. | Limit debate | d. | Extend Limits of debate. |

ANS: C PTS: 1

171. In the series of motions listed below, where they are all pending and in order, which one of the following would be voted on first?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone Indefinitely | c. | Previous Question |
| b. | Limit debate | d. | Main Motion |

ANS: C PTS: 1

172. After the Previous Question has been adopted, this means that

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amendments may be made on the pending question. | c. | debate is not allowed on the motion to which it is applied. |
| b. | members may not ask the maker of the motion questions related to any motions. | d. | all previous motions are adopted. |

ANS: C PTS: 1

173. 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 are correct |

ANS: B PTS: 1

174. The Previous Question cannot be applied to the subsidiary motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone definitely. | c. | amends. |
| b. | commit. | d. | Lay on the Table. |

ANS: D PTS: 1

175. The subsidiary motion for the Previous Question takes precedence over the

|  |  |  |  |
| --- | --- | --- | --- |
| a. | privileged motion to adjourn. | c. | motion to Raise a Question of Privilege. |
| b. | incidental motion to rise to a Point of Order. | d. | subsidiary motion to Limit or Extend Limits of debate. |

ANS: D PTS: 1

176. Which one of the following motions would you propose if you wanted to call the presiding

officer's attention to the fact that ventilation in the meeting room was very poor and you wanted it to be more comfortable?

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

ANS: B PTS: 1

177. Which statement below is true regarding an executive session?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Members can openly discuss the proceedings of an executive session with anyone they wish. | c. | a motion to go into executive session is a question of privilege and requires a second and majority vote to be adopted. |
| b. | The minutes of an executive session are read and approved at a regular meeting. | d. | The session is always open only to the officers of the organization. |

ANS: C PTS: 1

178. The motion to Raise a Question of Privilege is a device which

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is ruled upon by the chair, and the ruling can be reconsidered. | c. | requires a second and is debatable. |
| b. | has a higher precedence than any incidental motion. | d. | may permit action otherwise not in order. |

ANS: B PTS: 1

179. Raising a question of privilege while business is pending

|  |  |  |  |
| --- | --- | --- | --- |
| a. | cannot usually interrupt a member speaking. | c. | cannot be made while an amendment is pending. |
| b. | requires recognition from the chairman to state the request. | d. | requires a two-thirds vote in order to be adopted. |

ANS: B PTS: 1

180. The motion to Raise a Question of Privilege takes precedence over all the motions below except the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Amend. | c. | Limit Debate. |
| b. | Commit (or refer). | d. | Recess. |

ANS: C PTS: 1

181. A member who has been assigned the floor may be interrupted for the purpose of

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amending a motion. | c. | limiting debate. |
| b. | raising a question of privilege. | d. | moving the previous question. |

ANS: B PTS: 1

182. The privileged device, Raise a Question of Privilege, is not

|  |  |  |  |
| --- | --- | --- | --- |
| a. | amendable. | c. | seconded. |
| b. | debatable. | d. | All are correct. |

ANS: D PTS: 1

183. Who makes the initial ruling on the motion to Raise a Question of Privilege?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Members | c. | The parliamentarian |
| b. | The chairman | d. | The vice president |

ANS: C PTS: 1

184. MEMBER Rising, and without obtaining the floor - I rise to a question of privilege affecting the

assembly. The statement above can be used by a member at a meeting to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | demand an immediate vote on the pending question. | c. | ask another member a question related to a privileged motion. |
| b. | request a standing, counted vote on an amendment. | d. | request that specific windows be opened to increase the ventilation in the meeting room. |

ANS: B PTS: 1

185. Which one of the following would not be a topic to justify a member making a Question of Privilege effecting the assembly?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The conduct of the officers | c. | a motion to go into executive session |
| b. | Charges circulated against a member’s character | d. | The comfort of members |

ANS: C PTS: 1

186. If a motion is made as a question of privilege and it is seconded, what would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Ignore it. | c. | Call for debate, and then vote on it. |
| b. | Call the motion out of order. | d. | Take an immediate vote on it. |

ANS: C PTS: 1

187. Assume that the meeting hall is very noisy because of the construction of a new road next to the building. What motion could you propose before asking the chairman to try to solve the problem?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rise, and without obtaining the floor say, I rise to a point of order. | c. | Obtain the floor and say, Mr. President, I rise to a point of information regarding the noise coming from outside our meeting hall. |
| b. | Rise, and without obtaining the floor say, Mr. President, I rise to a question of privilege affecting the assembly. | d. | Rise, and without obtaining the floor say, Mr. President, I cannot hear you speaking and move that you turn up the volume on the public address system. |

ANS: A PTS: 1

188. At a regular meeting, a controversial matter that demands immediate action is introduced as a main motion. During debate, a member interrupts, rises to a question of privilege, and moves that the meeting be closed and that nonmembers be asked to leave. What would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Declare the motion out of order. | c. | Ask for a second and debate on the new motion. |
| b. | Put the motion to an immediate vote. | d. | None are correct |

ANS: C PTS: 1

189. Which one of the following motions is debatable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Raise a Question of Privilege | c. | The privileged motion To Fix the Time to Which to Adjourn |
| b. | Previous Question | d. | Postpone Indefinitely |

ANS: C PTS: 1

190. Which one of the following motions is in order if the privileged motion to Raise a Question of Privilege is pending?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Lay on the Table | c. | Fix the Time to Which to Adjourn |
| b. | Limit or Extend Limits of Debate | d. | Main Motion |

ANS: B PTS: 1

191. If a Question of Privilege is made as a main motion, it

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is not debatable. | c. | is decided by the chairman. |
| b. | may be amended. | d. | cannot be reconsidered. |

ANS: B PTS: 1

192. A member who has been assigned the floor by the chairman may be interrupted for the purpose of proposing the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Move the Previous Question. | c. | Limit Debate. |
| b. | Raise a Question of Privilege. | d. | Amend. |

ANS: B PTS: 1

193. All of the following motions require a two-thirds vote for adoption except the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Close the Polls. | c. | Make a Special Order. |
| b. | Close Nominations. | d. | Raise a Question of Privilege |

ANS: C PTS: 1

194. Assume you are the chairman, and a member rises and addresses you without being recognized and says, "I rise to a question of personal privilege." What would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Call the member out of order. | c. | Put the question to the assembly. |
| b. | Ask for a second. | d. | Direct the member to state his/her question of privilege. |

ANS: B PTS: 1

195. a Question of Privilege that cannot be brought up as a main motion is classified as a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | subsidiary motion. | c. | privileged motion. |
| b. | incidental motion. | d. | None are correct. |

ANS: C PTS: 1

196. 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

197. The lowest ranking privileged motion is

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

ANS: C PTS: 1

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

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

ANS: B PTS: 1

199. 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: D PTS: 1

200. 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: D PTS: 1

201. A short intermission that does not end the meeting is called a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | recess. | c. | adjournment sine die. |
| b. | temporary adjournment. | d. | motion to Fix the Time to Which to Recess. |

ANS: B PTS: 1

202. 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

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

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

ANS: B PTS: 1

204. 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

205. A motion to recess that is made when no business is pending is a

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

ANS: C PTS: 1

206. Which of the following is true of the privileged motion to recess?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | It may provide for a recess at a later time. | c. | The vote may be reconsidered. |
| b. | It requires that the duration of the recess be included in the motion. | d. | It is privileged only when it is proposed while another question is pending. |

ANS: C PTS: 1

207. Assume a main motion is pending at a regular meeting. a member gains the floor and moves that the assembly recess for dinner after the vote on the pending motion. What would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Declare the motion to recess out of order. | c. | Call for a second on the motion to recess and then take an immediate voice vote. |
| b. | Take a voice vote on the motion to recess without a second. | d. | None are correct. |

ANS: D PTS: 1

208. The motion to take a Recess at a future time may be proposed only

|  |  |  |  |
| --- | --- | --- | --- |
| a. | when no question is pending. | c. | when another question is pending. |
| b. | if the member who made the immediately pending motion agrees. | d. | during the time before new business will be considered. |

ANS: C PTS: 1

209. The privileged motion to Recess has precedence over the motion to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Fix the Time to Which to Adjourn. | c. | Refer to a committee. |
| b. | Adjourn. | d. | All are correct |

ANS: B PTS: 1

210. The privileged motion to Recess

|  |  |  |  |
| --- | --- | --- | --- |
| a. | requires a two-thirds vote to be adopted. | c. | is amendable as to the length of the recess. |
| b. | is debatable. | d. | need not be seconded. |

ANS: B PTS: 1

211. An amendment to the privileged motion to Recess

|  |  |  |  |
| --- | --- | --- | --- |
| a. | must relate to which members may take the recess. | c. | is not debatable. |
| b. | is never allowed. | d. | requires a two-thirds vote to be adopted. |

ANS: C PTS: 1

212. How does the chair handle a recess if it is provided for in an adopted agenda?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The chair requests that a member make a motion to have a recess. | c. | The chair declares the recess at the specified time. |
| b. | The chair appoints a committee to determine the proper procedure for announcing the recess. | d. | A member calls for the order of the day, it is seconded, and the chair conducts a voice vote. |

ANS: A PTS: 1

213. If a prescheduled recess is not announced by the chair at the scheduled time, a member should

|  |  |  |  |
| --- | --- | --- | --- |
| a. | rise to a point of order. | c. | call for the orders of the day. |
| b. | move that a recess be taken. | d. | rise and make an amendment of the recess time on the pending amendment. |

ANS: C PTS: 1

214. The time for taking a pre-scheduled recess can be postponed by a

|  |  |  |  |
| --- | --- | --- | --- |
| a. | two-thirds vote of the people attending. | c. | two-thirds vote of the assembly. |
| b. | majority vote of the quorum. | d. | majority vote of officers. |

ANS: B PTS: 1

215. Assume that your organization is debating a motion and you want to talk privately to several fellow members about the business at hand. What would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Rise, and without obtaining the floor say, I move we postpone the motion for ten minutes and take a  recess. | c. | Obtain the floor and say, I move we lay the motion on the table and take a ten-minute recess. |
| b. | From your seat, and without obtaining the floor yell out, Recess! | d. | Obtain the floor and say, I move to recess for ten minutes. |

ANS: B PTS: 1

216. The gavel may be rapped to signal

|  |  |  |  |
| --- | --- | --- | --- |
| a. | a recess, an adjournment, and a breach of order. | c. | a question of privilege, the adoption of an amendment, and the start of debate on main motions. |
| b. | when a motion has been adopted, a division, and a point of information. | d. | when the chairman has cast the deciding vote on any motion. |

ANS: B PTS: 1

217. The only action that can legally be taken in the absence of a quorum is to

|  |  |  |  |
| --- | --- | --- | --- |
| a. | fix the time to which to adjourn. | c. | take measures to obtain a quorum. |
| b. | recess or adjourn. | d. | All are correct |

ANS: B PTS: 1

218. If a special order is pending and the time for a pre-scheduled recess arrives, what would you do as chairman?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Allow the pending business to continue. | c. | Declare the assembly in recess. |
| b. | Call for an immediate vote on the pending business and then call the recess. | d. | All are correct |

ANS: C PTS: 1

219. The highest ranking of the following motions is a (an)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Main motion. | c. | Amendment to the motion to Recess. |
| b. | Amendment. | d. | Recess. |

ANS: C PTS: 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Amend, Main Motion, Recess, Postpone Indefinitely | c. | Recess, Amend, Postpone Indefinitely, Main Motion |
| b. | Main Motion, Postpone Indefinitely, Amend, Recess | d. | Postpone Indefinitely, Amend, Main Motion, Recess |

ANS: C PTS: 1

221. If the following motions are all before the assembly at the same time, which is the immediately pending question?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Postpone Indefinitely | c. | Main Motion |
| b. | Limit Debate | d. | An amendment to the motion to Recess |

ANS: C PTS: 1

222. If all the following motions are pending, which is the immediately pending question?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Main Motion | c. | Commit (or refer) |
| b. | Postpone to a Certain Time | d. | Recess |

ANS: C PTS: 1

223. The privileged motion to Take a Recess

|  |  |  |  |
| --- | --- | --- | --- |
| a. | is in order when another member has the floor. | c. | must be seconded. |
| b. | may be debated. | d. | is decided on by the chairman without a vote. |

ANS: B PTS: 1

224. What is the difference between the privileged motion to Take a Recess and the main motion to Take a Recess?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The main motion is debatable. | c. | The main motion is in order when another member has the floor. |
| b. | The privileged motion requires a two-thirds vote of the members present and voting to be adopted. | d. | The privileged motion is not amendable. |

ANS: D PTS: 1

225. If you were chairman and noticed that a quorum was no longer present while a member was debating, what would you do?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Immediately declare the member out of order and adjourn the meeting. | c. | Allow the member to continue speaking. |
| b. | Stop the member's debate and announce that there will be a recess to try to obtain a quorum. | d. | None are correct. |

ANS: D PTS: 1