

**THE SOCIETY FOR  
AGRICULTURAL EDUCATION PARLIAMENTARIANS  
ACCREDITATION EXAMINATION  
(2019 National Parliamentary Procedure LDE)**

**PART I---PARLIAMENTARY PROCEDURE RESEARCH**

**NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIRECTIONS:**

Use the 11<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the following statements and write them in the spaces provided below each statement. Then transfer **the** answers to the answer sheet. You will be allowed 30 minutes to complete this part. **Submit this part and your copy of *Robert's Rules of Order Newly Revised* to your proctor immediately after it is completed and request Part II.**

1. "Voting by *ballot* (slips of paper on which the voter marks his vote) is used when secrecy of the members' votes is desired."

Page: \_\_\_\_\_

2. "A *main motion* is a motion whose introduction brings business before the assembly."

Page: \_\_\_\_\_

3. "In an appeal from the decision of the chair, a tie vote sustains the chair's decision, even though his vote created the tie, on the principle that the decision of the chair can be reversed only by a majority vote."

Page: \_\_\_\_\_

4. When a committee is appointed "with power," this means with power to take all the steps necessary to carry out its instructions."

Page: \_\_\_\_\_

5. "The correction and approval of minutes (pp. 354-355) is an example of business that is normally handled by unanimous consent."

Page: \_\_\_\_\_

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**PART II---MULTIPLE CHOICE WRITTEN TEST**

**NAME:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**DIRECTIONS:**

Read each question carefully and place the one, best answer in the blank to the left of each question. Then transfer the answer to the answer sheet. You will be allowed one hour to complete this part. *Robert's Rules of Order Newly Revised* cannot be used for this part. Remember to answer all 45 questions.

- \_\_\_\_\_ **1. Main motions:**
- a. Take precedence over all motions.
  - b. Are not debatable.
  - c. Always require a two-thirds (2/3) vote to be adopted.
  - d. Are out of order when another member has the floor.
- \_\_\_\_\_ **2. Motions proposed in small boards or committees:**
- a. Must be seconded.
  - b. May be seconded by the maker of the motion.
  - c. Need not be seconded.
  - d. Must be seconded by the presiding officer.
- \_\_\_\_\_ **3. A member of an assembly, in a parliamentary sense, is a person having the right to:**
- a. Examining all the records of the organization.
  - b. Attend the executive sessions.
  - c. Participate fully in its proceedings.
  - d. Debate a motion in detail before it is proposed.
- \_\_\_\_\_ **4. When a motion is adopted without the steps of stating the question and putting the motion to a formal vote, it is called adopting by:**
- a. Consensus
  - b. Unanimous (general) consent.
  - c. A withdraw of objections.
  - d. A caucus.
- \_\_\_\_\_ **5. When writing a complex main motion in the form of a resolution, what word should a preamble begin with to give reasons for the motion's adoption?**
- a. "Therefore"
  - b. "Be it resolved"
  - c. "Whereas"
  - d. "However"

- \_\_\_\_\_ **6. The bylaws of an organized local society usually provide that it shall hold:**
- Biannual adjourned meetings.
  - Regular meetings at stated intervals.
  - A specific number of meetings each year.
  - Special meetings every month.
- \_\_\_\_\_ **7. A communication addressed to the organization is normally read aloud at a meeting by the:**
- President.
  - Vice President.
  - Committee Chairman.
  - Secretary.
- \_\_\_\_\_ **8. An incidental main motion:**
- Can be made only with the permission of the assembly.
  - Is in order if an original main motion is the immediate pending question.
  - Proposes an action that is defined under parliamentary law and described by a particular parliamentary term.
  - Is the same as a main motion, except it only can be proposed when an incidental motion is pending.
- \_\_\_\_\_ **9. A motion to postpone indefinitely can be used when a member wishes to:**
- Avoid an embarrassing matter.
  - Postpone the motion to a later time.
  - Postpone the motion to the next meeting.
  - Change the motion to make it more germane.
- \_\_\_\_\_ **10. To consider a motion later in the same meeting, a member may:**
- Postpone the motion definitely.
  - Lay the motion on the table.
  - Refer the motion to a committee.
  - Call for the orders of the day on the motion.
- \_\_\_\_\_ **11. Unless there is a rule to the contrary, a member may speak:**
- Once during the same day.
  - Twice during the same day.
  - Three times on the same motion on the same day.
  - Twice on the same motion on the same day.
- \_\_\_\_\_ **12. Previous notice may be given:**
- Only by members of the executive board.
  - By charter members.
  - By any member present at a meeting.
  - By anyone present at a meeting.
- \_\_\_\_\_ **13. An organized society requires certain rules to:**
- Establish its basic structure and manner of operation.
  - Make certain it is different from other societies.
  - Allow its officers to rule against its bylaws.
  - Ensure that its officers are not liable for their actions.
- \_\_\_\_\_ **14. Which motion below would a member propose to fix a date and hour of another meeting before the next regular meeting?**
- Recess
  - Adjourn
  - Raise a Question of Privilege
  - Fix the Time to Which to Adjourn

\_\_\_\_\_ **15. If a member wishes a voice vote to be retaken as a rising vote, he/she may call out, without obtaining the floor:**

- a. "I doubt the result of the vote."
- b. "Division!"
- c. "I call for a division."
- d. Any of the above

\_\_\_\_\_ **16. After members make motions, they should:**

- a. Remain standing and wait for permission to debate.
- b. Resume their seats.
- c. Debate the motion.
- d. Sit and wait for another member to ask a question so that debate may proceed.

\_\_\_\_\_ **17. 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."
- b. "I move we vote on this motion immediately."
- c. "I move to limit the previous question."
- d. "I move to close debate."

\_\_\_\_\_ **18. An original main motion is a main motion that:**

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

\_\_\_\_\_ **19. The seconder of a motion has the right to withdraw his/her second:**

- a. Anytime during a meeting.
- b. If the maker of the motion modifies the motion that was seconded before it is stated by the chair.
- c. Immediately after the motion is stated by the chair.
- d. After the minutes are read for approval by the assembly.

\_\_\_\_\_ **20. During a regular meeting, the presiding officer refers to himself/herself as:**

- a. "I"
- b. "Your presiding officer."
- c. "The chair."
- d. "The President."

\_\_\_\_\_ **21. A member can move to Adjourn a meeting while business is pending provided that:**

- a. Two-thirds of the assembly votes in the affirmative.
- b. The time for the next meeting has been established.
- c. There are no immediately pending amendments.
- d. Important announcements that have been established by the agenda have been made.

\_\_\_\_\_ **22. Which one of the following is a standard descriptive characteristic of a motion?**

- a. Other motions which are applicable to the motion.
- b. The number of times members may debate on the motion.
- c. The duties of the secretary regarding the motion.
- d. When the minority may speak.

- \_\_\_\_\_ **23. If a motion is considered and adopted without having been seconded, it:**
- Is lost.
  - Must be proposed, seconded and voted on again at a future meeting.
  - Is still adopted.
  - Is automatically laid on the table.
- \_\_\_\_\_ **24. The statement by the chair, “Are you ready for the question?” means the:**
- Assembly may not debate the pending question.
  - Assembly must decide if it is ready to ask questions.
  - Members may debate the pending question.
  - Members may ask the maker of the motion questions.
- \_\_\_\_\_ **25. One method of calling for a counted rising vote is for a member to rise, address the chair and move that the vote be counted. This motion must be seconded and adopted by a:**
- Unanimous vote.
  - Two-thirds (2/3) vote.
  - Majority vote.
  - None of the above, a vote is not necessary.
- \_\_\_\_\_ **26. The motion to Postpone to a Certain Time can be made while:**
- The main motion with an amendment is pending.
  - The motion to Lay on the Table is pending.
  - Another member has the floor.
  - Another member is debating a main motion.
- \_\_\_\_\_ **27. 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?**
- Point of Order
  - Limit Debate
  - Postpone Indefinitely
  - Adjourn
- \_\_\_\_\_ **28. The requirement of a second to a motion is for the guidance of the:**
- Maker of the motion to determine who supports the motion.
  - Secretary in recording the name of the seconder in the minutes.
  - Chair so that the question on the motion can be stated.
  - Members to recognize who supports the motion.
- \_\_\_\_\_ **29. If an assembly decides to do what a motion proposes, the motion is carried or:**
- Adopted.
  - Accepted.
  - Passed.
  - Endorsed.
- \_\_\_\_\_ **30. Business is brought before the assembly by a member making a formal proposal called a(an):**
- Agenda.
  - Motion.
  - Order.
  - Memorandum.
- \_\_\_\_\_ **31. Special meetings can only be called if they are authorized:**
- In the bylaws.
  - By the president.
  - By all of the officers of an organization.
  - By a two-thirds (2/3) vote.

- \_\_\_\_\_ **32. What specifies the sequence in which certain general types or classes of business are brought up or permitted to be introduced at a meeting?**
- Order of business.
  - Bylaws.
  - Standing rules.
  - Charter.
- \_\_\_\_\_ **33. Which of the following is not classified as a secondary motion?**
- Original main motions.
  - Incidental main motions.
  - Motions that bring a question again before the assembly.
  - All of the above.
- \_\_\_\_\_ **34. The motion to Ratify is a(an):**
- Subsidiary motion
  - Privileged motion
  - Main motion
  - Incidental main motion
- \_\_\_\_\_ **35. The term rules of order refers to the:**
- Rules of parliamentary procedure.
  - Agenda.
  - Adopted bylaws.
  - General orders of business.
- \_\_\_\_\_ **36. A Parliamentary Inquiry may be used at a meeting to:**
- Request the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand.
  - Inquire about the facts of the pending business.
  - Require that the chairman conduct a counted standing vote.
  - Introduce a new parliamentary authority to be considered.
- \_\_\_\_\_ **37. The lowest ranking privileged motion is:**
- Raise a Question of Privilege
  - Recess
  - Call for the Orders of the Day
  - Fix the Time to Which to Adjourn
- \_\_\_\_\_ **38. Motions that relate in different ways to the pending business or to business otherwise at hand are called:**
- Main motions
  - Privileged motions
  - Incidental motions
  - Subsidiary motions
- \_\_\_\_\_ **39. A standing rule passed at one session does not interfere with the freedom of a later session because it can be suspended for the duration of any session by a:**
- Majority vote.
  - Decision of the presiding officer.
  - Mandate from a majority vote of the organization's officers.
  - Two-thirds (2/3) vote of the standing committee on standing rules.
- \_\_\_\_\_ **40. One characteristic of subsidiary motions is that they are:**
- Always applied to another motion after they are voted on.
  - The highest ranking of all motions.
  - Applied to any main motion.
  - Only applied to a main motion after it has been amended.

- \_\_\_\_\_ **41. When a convention concludes:**
- a. Official delegates must meet to elect new officers.
  - b. The assembly is normally dissolved.
  - c. Alternate delegates begin their own convention.
  - d. All of the officers may meet to adopt new bylaws.
- \_\_\_\_\_ **42. The maker of a motion:**
- a. Must always speak first in debate on the motion.
  - b. May assign his/her right to debate to another member without permission of the assembly.
  - c. Has the right to speak first and last on his or her motion.
  - d. Has the right to speak first in debate on the motion.
- \_\_\_\_\_ **43. The motion to Commit (or Refer):**
- a. Need not be seconded.
  - b. Is not debatable.
  - c. Can be applied to main motions with any amendments that may be pending.
  - d. May be proposed when another member has the floor provided debate has not begun.
- \_\_\_\_\_ **44. The primary purpose of using the subsidiary motion to Amend is to:**
- a. Eliminate the main purpose of the main motion.
  - b. Modify the wording of a pending motion.
  - c. Lengthen the debate time on the main motion.
  - d. Call for an immediate vote on the original main motion.
- \_\_\_\_\_ **45. The motions to Discharge a Committee and Take from the Table have the common feature of:**
- a. Requiring a two-thirds (2/3) vote for adoption.
  - b. Allowing members to each debate twice.
  - c. Proposing that the assembly take up a matter still “within its control.”
  - d. Correcting an action taken previously.

# 2019 National FFA Parliamentary Procedure LDE & SAEP Accreditation Exam Answer Key

## Part 1. Research

1. RONR. p. 412
2. RONR, p. 100
3. RONR, p. 406
4. RONR, p. 490
5. RONR, p. 55

## Part II. MULTIPLE CHOICE

(note: the page number in the parliamentary authority (RONR) as well as the cross reference to the National Association of Parliamentarians (NAP) Book of Knowledge (BOK) is provided.

1. ANS: D                      PTS: 1                      REF: Chapter 5           NAT: NAP BOK I.1.H.  
KEY: Main Motion                      NOT: RONR 11th ed., p. 103
2. ANS: C                      PTS: 1                      REF: Chapter 1           NAT: NAP BOK II.4.C.  
KEY: Conduct of Business                      NOT: RONR 11th ed., p. 35 fn
3. ANS: C                      PTS: 1                      REF: Chapter 1           NAT: NAP BOK I.1.B.  
KEY: Deliberative Assembly                      NOT: RONR 11th ed., p. 3
4. ANS: B                      PTS: 1                      REF: Chapter 2           NAT: NAP BOK II.1.G.  
KEY: Voting                      NOT: RONR 11th ed., p. 54
5. ANS: C                      PTS: 1                      REF: Chapter 5           NAT: NAP BOK I.1.N.  
KEY: Resolutions                      NOT: RONR 11th ed., p. 107
6. ANS: B                      PTS: 1                      REF: Chapter 1           NAT: NAP BOK II.6.C.  
KEY: Bylaws                      NOT: RONR 11th ed., p. 6
7. ANS: D                      PTS: 1                      REF: Chapter 2           NAT: NAP BOK I.1.A.  
KEY: Conduct of Business                      NOT: RONR 11th ed., p. 28
8. ANS: C                      PTS: 1                      REF: Chapter 5           NAT: NAP BOK I.2.  
KEY: Main Motions                      NOT: RONR 11th ed., p. 101
9. ANS: A                      PTS: 1                      REF: Chapter 3           NAT: NAP BOK I.2.A.  
KEY: Subsidiary Motions                      NOT: RONR 11th ed., p. 63
10. ANS: A                      PTS: 1                      REF: Chapter 3           NAT: NAP BOK I.2.A.  
KEY: Subsidiary Motions                      NOT: RONR 11th ed., p. 64



11. ANS: D PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.J.  
KEY: Debate NOT: RONR 11th ed., p. 43
12. ANS: C PTS: 1 REF: p. 122
13. ANS: A PTS: 1 REF: Chapter 1 NAT: NAP BOK I.3.A.  
KEY: Rules of an Assembly NOT: RONR 11th ed., p. 10
14. ANS: D PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Privileged Motions NOT: RONR 11th ed., p. 68
15. ANS: D PTS: 1 REF: Chapter 2 NAT: NAP BOK II.1.G.  
KEY: Voting NOT: RONR 11th ed., p. 52
16. ANS: B PTS: 1 REF: Chapter 2 NAT: NAP BOK II.1.C.  
KEY: Handling a Motion NOT: RONR 11th ed., p. 34
17. ANS: A PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.A.  
KEY: Subsidiary Motions NOT: RONR 11th ed., p. 64
18. ANS: B PTS: 1 REF: Chapter 5 NAT: NAP BOK I.2.  
KEY: Main Motion NOT: RONR 11th ed., p. 100
19. ANS: B PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.H.  
KEY: Conduct of Business NOT: RONR, 11th ed., p. 40
20. ANS: C PTS: 1 REF: Chapter 1 NAT: NAP BOK I.1.A.  
KEY: Conduct of Business NOT: RONR 11th ed., p. 24
21. ANS: B PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Privileged Motions NOT: RONR 11th ed., p. 68
22. ANS: A PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Characteristics of Motions NOT: RONR 11th ed., p. 79
23. ANS: C PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.H.  
KEY: Conduct of Business NOT: RONR 11th ed., p. 37
24. ANS: C PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.H.  
KEY: Conduct of Business NOT: RONR 11th ed., p. 37
25. ANS: C PTS: 1 REF: Chapter 2 NAT: NAP BOK II.1.G.  
KEY: Voting NOT: RONR 11th ed., p. 52
26. ANS: A PTS: 1 REF: p. 180
27. ANS: C PTS: 1 REF: p. 126-127
28. ANS: C PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.H.  
KEY: Conduct of Business NOT: RONR 11th ed., p. 36
29. ANS: A PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.H.  
KEY: Handling a Motion NOT: RONR 11th ed., p. 32

30. ANS: B PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.B.  
KEY: Conduct of Business NOT: RONR 11th ed., p. 27
31. ANS: A PTS: 1 REF: Chapter 4 NAT: NAP BOK II.1.J.  
KEY: Meetings NOT: RONR 11th ed., p. 92
32. ANS: A PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.D.  
KEY: Conduct of Business NOT: RONR 11th ed., p. 25
33. ANS: D PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Secondary Motions NOT: RONR 11th ed., p. 59
34. ANS: D PTS: 1 REF: p. 124
35. ANS: A PTS: 1 REF: Chapter 1 NAT: NAP BOK II.6.A.  
KEY: Rules of an Assembly NOT: RONR 11th ed., p. 15
36. ANS: A PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Incidental Motions NOT: RONR 11th ed., p. 72
37. ANS: C PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Privileged Motions NOT: RONR 11th ed., p. 67
38. ANS: C PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Classification of Motions NOT: RONR 11th ed., p. 69
39. ANS: A PTS: 1 REF: Chapter 4 NAT: NAP BOK III.1.H.  
KEY: Standing Rules NOT: RONR 11th ed., p. 87
40. ANS: C PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Subsidiary Motions NOT: RONR 11th ed., p. 64
41. ANS: B PTS: 1 REF: Chapter 1 NAT: NAP BOK II.1.J.  
KEY: Deliberative Assembly NOT: RONR 11th ed., p. 7
42. ANS: D PTS: 1 REF: Chapter 2 NAT: NAP BOK I.1.H.  
KEY: Debate NOT: RONR, 11th ed., p. 42
43. ANS: C PTS: 1 REF: p. 170
44. ANS: B PTS: 1 REF: p. 130
45. ANS: C PTS: 1 REF: Chapter 3 NAT: NAP BOK I.2.  
KEY: Motions Which Bring a Question Again Before the Assembly  
NOT: RONR 11th ed., p. 78