

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 21 (2018 National Parliamentary Procedure LDE)

PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: _____ SCHOOL: _____ DATE: _____

DIRECTIONS: Use the 11th 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. "Business is brought before an assembly by the *motion* of a member."

Page: _____

2. "Neither the member who offers an amendment nor the maker of the main motion *amends* or "makes an amendment"; only the assembly can do that."

Page: _____

3. "If a question of order is to be raised, it must be raised promptly at the time the breach occurs."

Page: _____

4. "The presiding officer of an assembly ordinarily is called the *chairman** when no special title has been assigned, or in a body not permanently organized , such as a mass meeting."

Page: _____

5. "An honorary office is in fact not an office but---like honorary membership---a complimentary title hat may be bestowed on members and nonmembers."

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. The minimum affirmative vote to adopt a standing rule at any business meeting is a:
- A. two-thirds with previous notice.
 - B. two-thirds without previous notice.
 - C. a majority without previous notice.
 - D. a majority and mandatory previous notice.
- _____ 2. Complex motions are presented in the form of a (an)
- A. incidental main motion.
 - B. charter.
 - C. secondary amendment.
 - D. resolution.
- _____ 3. In large assemblies, the chair has the same voting rights as any other member. This means that the chairman may vote
- A. only to make a tie.
 - B. for the negative when there is a tie vote.
 - C. when it would affect the outcome, or he may abstain.
 - D. only when a motion is obviously going to be adopted.
- _____ 4. A Call for the Orders of the Day is in order when a member:
- A. can't hear the proceedings of the meeting.
 - B. demands that the assembly proceed to the part of the agenda that deals with the program before the scheduled time.
 - C. demands that the assembly conform to its agenda.
 - D. is aware that there is a disturbance in the assembly room.

- _____ 5. Main motions:
- A. take precedence over all motions.
 - B. are not debatable.
 - C. always require a two-thirds vote to be adopted.
 - D. are out of order when another member has the floor.
- _____ 6. 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
 - B. Substitution
 - C. Strike out
 - D. Add
- _____ 7. Which of the following are examples of binding instructions which may be included in the motion to Commit?
- A. When the committee should report
 - B. How the committee should consider the question
 - C. If the committee should employ an expert consultant
 - D. All of the above
- _____ 8. 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."
 - B. Rise, and without obtaining the floor say, "I move to limited debate."
 - C. Obtain the floor and say, "I move that debate be limited to one speech for each member."
 - D. From your seat, and without obtaining the floor say, "I move that debate be reduced."
- _____ 9. Assume that a main motion is being debated and you become aware that something else of immediate urgency has arisen. What should you do?
- A. Obtain the floor and say, "I move to lay the question on the table."
 - B. Rise, and without obtaining the floor say, "I move to postpone the motion."
 - C. Obtain the floor and say, "I move to lay the question on the table until 10:00 a.m."
 - D. From your seat, and without obtaining the floor say, "I move to postpone the motion indefinitely until after we decide the urgent matter of . . ."
- _____ 10. If a motion to adjourn is qualified in any way (example: "I move we adjourn in ten minutes"), it is classified as a (an)
- A. main motion.
 - B. privileged motion.
 - C. subsidiary motion.
 - D. incidental motion.

- _____ 11. The effect of adopting the privileged motion to Fix the Time to Which to Adjourn is to:
- A. adjourn the present meeting.
 - B. recess immediately.
 - C. establish a continuation of the present meeting.
 - D. set a time for adjourning the next meeting.
- _____ 12. Assume you do not agree with the chairman's ruling on your Point of Order. What could you do?
- A. Rise, and without obtaining the floor say, "I rise to a point of order over the decision of the chair."
 - B. Rise, and without obtaining the floor say, "I rise to debate the chair on his ruling."
 - C. From your seat, and without obtaining the floor say, "I move the previous question."
 - D. Rise, and without obtaining the floor say, "I appeal from the decision of the chair."
- _____ 13. If you call for a Division of the Assembly at a meeting of seventy members, this means that the vote must be taken again by:
- A. voice.
 - B. rising.
 - C. raising of hands.
 - D. paper ballot.
- _____ 14. A main motion is pending, and you have a question that needs to be answered by the maker of the motion. What could you do?
- A. Rise, and without obtaining the floor say, "Mr. Chairman, point of information, please."
 - B. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
 - C. From your seat, and without obtaining the floor say, "Parliamentary inquiry."
 - D. Obtain the floor and say, "I rise to a point of order."
- _____ 15. You want to cancel a motion that was adopted at a previous meeting. What could you do?
- A. Propose a second degree amendment to rescind it.
 - B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
 - C. Obtain the floor and say, "I move to rescind the motion related to . . . adopted at the meeting last month."
 - D. Make a motion to have a special committee investigate it.
- _____ 16. Assume a few members constantly called out "Division!" on all voice votes even though the outcome was obviously unanimous. What would you do as chairman?
- A. Conduct the rising vote.
 - B. Tell the members to stop disrupting the assembly.
 - C. Either not recognize the members or rule the request out of order.
 - D. Have the assembly vote on whether they wish the division.

- _____ 17. The minutes do not become the official record of a society's proceedings until they are:
- A. sent to members of the society.
 - B. signed by the president.
 - C. approved by the society.
 - D. amended for changes.
- _____ 18. Which motion below is used to make a pending question an order of the day for a future time?
- A. Lay on the Table
 - B. Amend
 - C. Reconsider
 - D. Postpone Definitely
- _____ 19. The maker of a motion can vote against it but is not allowed to
- A. speak in opposition to it.
 - B. amend it.
 - C. propose a motion to adjourn when the motion is pending.
 - D. refer the motion to a committee.
- _____ 20. In an election, John received 50 votes, Mary received 49 votes, and Jane received 48 votes. Which person received a plurality?
- A. John
 - B. Mary
 - C. Jane
 - D. None of the above
- _____ 21. The election of officers should take place:
- A. early in a meeting.
 - B. under new business.
 - C. at the end of the meeting.
 - D. during an executive session.
- _____ 22. If neither the president or vice-president is present, the meeting should be called to order by the:
- A. secretary.
 - B. parliamentarian.
 - C. officer with the most seniority.
 - D. sergeant-at-arms.

- _____ 23. Corrections to minutes may:
- A. never be made after being accepted by the assembly.
 - B. be made only immediately after they are read to the assembly.
 - C. be made by the assembly at any time a mistake is discovered.
 - D. be made only if approved by the organization's officers.
- _____ 24. Which of the following is the primary difference between a board and a committee?
- A. The committee is larger.
 - B. The board has more authority to act independently for the assembly.
 - C. The board meets more frequently.
 - D. The quorum for a board is always larger.
- _____ 25. A motion made to the assembly after a committee report:
- A. may not be debated.
 - B. has a higher precedence than the motion to amend.
 - C. requires no second.
 - D. can be proposed when another member is speaking.
- _____ 26. If an assembly considers a question informally, this means that:
- A. members can ask each other questions without going through the chairman.
 - B. debate is not allowed on all motions and their amendments.
 - C. there is no limit on the number of times members can speak in debate on main questions and their amendments.
 - D. members may debate longer than ten minutes each time they speak.
- _____ 27. Members of a new society who sign a permanent record sheet that will be filed with the original papers of the organization are called:
- A. Original members.
 - B. Charter members.
 - C. Permanent members.
 - D. Corporate members.
- _____ 28. The time at which a bylaw amendment goes into effect is immediately upon:
- A. adjournment of the meeting.
 - B. the conclusion of the report.
 - C. its adoption.
 - D. the signatures of all the officers.
- _____ 29. If the chair is occupied by a member who is not the regular presiding officer, and the assembly feels that the member should vacate the chair, what can be done by the assembly?
- A. Propose a motion to "declare the chair vacant and elect a new chairman."
 - B. Appeal the chair's decision to remain as chairman.
 - C. Rise to a parliamentary inquiry.
 - D. Propose a motion to "allow the secretary to preside for the remainder of the meeting."

- _____ 30. The motion to call for the Previous Question may be applied to all the subsidiary motions listed below except:
- A. Refer to a Committee
 - B. Limit Debate
 - C. Lay on the Table
 - D. Extend Limits of Debate
- _____ 31. A Division of the Assembly and a Division of the Question are both
- A. undebatable.
 - B. in order when another member has the floor.
 - C. adopted by a two-thirds vote of the members present and voting.
 - D. subsidiary motions.
- _____ 32. The motion to Take From the Table must always be:
- A. opened for debate by the presiding officer.
 - B. seconded.
 - C. amended.
 - D. adopted by a two-thirds vote of members present and voting.
- _____ 33. A mass meeting:
- A. is the most complicated form of a deliberative assembly.
 - B. always consists of one meeting.
 - C. does not need a large attendance to function.
 - D. has the same objectives as a convention.
- _____ 34. What does the chairman say after notifying the assembly that a motion has not been seconded?
- A. "Will the maker of the motion withdraw his/her motion?"
 - B. "The unseconded motion is postponed until the next regular meeting."
 - C. "The next item of business is . . ."
 - D. "The motion is lost."
- _____ 35. There are five classes of motions. Which one of the following belongs to the first class?
- A. Secondary motions (Privileged motions)
 - B. Main motions (Original and Incidental)
 - C. Motions that bring a question again before the assembly
 - D. Incidental motions
- _____ 36. The effect of adopting the subsidiary motion to Postpone Indefinitely is to:
- A. postpone the main motion to the next regular meeting.
 - B. lay a main motion on the table.
 - C. reject the main motion indirectly.
 - D. put a main motion off to a time which is determined by the presiding officer.

- _____ 37. Which form below is NOT correct for the motion to Commit or Refer?
- A. "I move that the motion be referred to the Membership Committee."
 - B. "I move that the assembly now resolve itself into a committee of the whole to consider the motion."
 - C. "I move that the motion be considered informally."
 - D. "I move to commit or refer."
- _____ 38. 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.
 - B. two-thirds.
 - C. one-fifth.
 - D. None of the above
- _____ 39. After a motion to *Adjourn* has been made and seconded when there is no other business, what would the chairman say to the assembly to adjourn by unanimous consent?
- A. "If there is no objection, the meeting will now adjourn." (Pause for response)
"Since there is no objection, the meeting is adjourned."
 - B. "Does a member wish to move to adopt the motion to adjourn by unanimous consent?" (Pause for response, and after the motion is made, seconded and voted on by the assembly) "The 'ayes' have it, and the motion to adjourn is adopted by unanimous consent."
 - C. "The chair moves that the meeting adjourn by unanimous consent."
(Pause for objection) "The meeting is adjourned."
 - D. None of the above. The chair cannot make the decision to adjourn by unanimous consent.
- _____ 40. Which of the following may not be suspended?
- A. Local, state, or national laws
 - B. The fundamental principles of parliamentary law
 - C. Rules protecting absentees
 - D. All of the above
- _____ 41. The motion to Reconsider:
- A. may have primary amendments applied to it.
 - B. is the only motion that can have a third degree amendment applied to it.
 - C. is not amendable.
 - D. is amendable only as to the time the question will be reconsidered.

- _____ 42. The chairman should not ask, "Is there any unfinished business," but should instead:
- A. direct a specific member to repeat the question to the assembly under this heading.
 - B. state the question on the first item of business under this heading.
 - C. determine by a majority vote if the assembly wishes the question to be considered.
 - D. allow the secretary to read the topic under consideration and put the question.
- _____ 43. If two members of a twelve-member board resign, a majority of the entire membership is
- A. 6.
 - B. 7.
 - C. 9.
 - D. None of the above
- _____ 44. Which statement below is true regarding the duties of the parliamentarian?
- A. The presiding officer should confer with the parliamentarian before a meeting begins.
 - B. The president should avoid conferring with the parliamentarian during a recess.
 - C. When a permanent appointee, the parliamentarian usually has a set number of functions.
 - D. When advising the presiding officer, the parliamentarian should wait until asked for advice.
- _____ 45. According to Robert's Rules of Order Newly Revised, which one of the following is NOT a recommended article in an organization's bylaws?
- A. Article I: Name
 - B. Article II: Object
 - C. Article III: Members
 - D. Article IV: Officers' Names

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ANSWER KEY

PART I

1. Page 27.
2. Page 131.
3. Page 250.
4. Page 448.
5. Page 465.

PART II

- | | |
|-------------------|-----------------------|
| 1. C (18) | 24. B (390) |
| 2. D (33) | 25. C (508) |
| 3. C (153) | 26. C (540) |
| 4. C (167) | 27. B (559 & 560) |
| 5. D (103) | 28. C (597) |
| 6. B (134) | 29. A (651) |
| 7. D (172) | 30. C (4) |
| 8. C (196) | 31. A (14 & 15) |
| 9. A (217) | 32. B (26 & 27) |
| 10. A (234) | 33. C (6) |
| 11. C (244) | 34. C (36) |
| 12. D (259) | 35. B (59) |
| 13. B (280) | 36. C (127 & 128) |
| 14. A (294) | 37. D (178) |
| 15. C (302) | 38. B (192) |
| 16. C (342) | 39. A (242) |
| 17. C (355) | 40. D (260) |
| 18. D (365) | 41. C (320) |
| 19. A (395) | 42. B (359) |
| 20. A (404 & 405) | 43. A (403-footnote) |
| 21. A (439) | 44. A (466) |
| 22. A (453) | 45. D (570, 571, 572) |
| 23. C (475) | |