

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

2017 National FFA Parliamentary Procedure LDE (#SuperBowlLDE) Accreditation Exam (#17)

PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: _____ STATE: _____ DATE: _____

DIRECTIONS: Use the 11th edition of *Robert's Rules of Order Newly Revised* to locate the beginning page number to the following statements and write them in the spaces provided below each statement. Then transfer the answers to the answer sheet (Example: Page 152 enter the three digit number 152). 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. "After the presentation of the report of an officer, a board, or a committee, one or more motions to carry out recommendations contained in the report may be introduced."

Page: _____

2. "A *special meeting* (or *called meeting*) is a separate session of a society held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting."

Page: _____

3. "Questions of privilege are of two types: (1) those relating to the privileges of the assembly as a whole; and (2) questions of personal privilege."

Page: _____

4. "Unless the assembly has a special rule providing otherwise, no member can speak more than twice to the same question on the same day—except that in the case of an *Appeal* (24), only the presiding officer can speak twice (the second time at the close of the debate), all other members being limited to one speech."

Page: _____

5. "A committee report should always be worded in the third person—that is, as shown in the next paragraph (not "I report . . ." or "We recommend . . .")."

Page: _____

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PART II---MULTIPLE CHOICE WRITTEN TEST

NAME: _____ STATE: _____ SCORE: _____

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. If the class of a specific motion is not named for a question, it belongs to the class on the list of permissible motions for this Leadership Development Event. 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 basic principle of decision in a deliberative assembly is that:**
- A. Propositions must be adopted by a majority vote.
 - B. It takes two members to demand a rising vote.
 - C. A $\frac{2}{3}$ vote is required for all amendments.
 - D. All the decisions of the presiding officer may be reversed by a two-thirds vote.
- _____ 2. **Special rules of order:**
- A. Should be adopted as part of the bylaws.
 - B. Cannot be suspended.
 - C. Should be adopted separately from the bylaws.
 - D. Should be voted on by the officers before being proposed to the organization.
- _____ 3. **Before a member of an assembly is allowed to speak or propose a motion, he or she must "obtain the floor."**
This means that the member must:
- A. Rise and come before the assembly before speaking.
 - B. Obtain permission from the assembly before addressing the chairman and speaking.
 - C. Rise, address the chair, and wait to be recognized before speaking.
 - D. Address the chair and then speak.
- _____ 4. **The statement by the chair, "Are you ready for the question?" means the:**
- A. Assembly may not debate the pending question.
 - B. Assembly must decide if it is ready to ask questions.
 - C. Members may debate the pending question.
 - D. Members may ask the maker of the motion questions.
- _____ 5. **Which one of the following motions is an incidental motion?**
- A. Appeal
 - B. Extend Debate
 - C. Recess
 - D. Postpone an event.

- _____ **6. The motion to *Postpone Indefinitely* can be reconsidered when it has received a (an)**
- A. Affirmative vote.
 - B. Negative vote.
 - C. Plurality vote
 - D. Tie vote.
- _____ **7. The motion to Postpone to a Certain Time:**
- A. When a subsidiary motion, is debatable, amendable and may be reconsidered.
 - B. If adopted, makes the item postponed a special order.
 - C. Always includes a clock time.
 - D. Is identical to *Lay on the Table* except for terminology.
- _____ **8. When the chair takes a vote on a main motion, the abstentions are:**
- A. Called for first
 - B. Called for last and used to calculate the majority number.
 - C. Not taken.
 - D. Usually added to the affirmative votes.
- _____ **9. A meeting that is called to be held at a time different from the regular meeting to consider one or more items is called a (an):**
- A. Special Meeting
 - B. Adjourned Meeting
 - C. Annual Meeting
 - D. Sine die Meeting
- _____ **10. The motion to *Reconsider* is debatable if:**
- A. The member who proposed the motion to Reconsider voted on the prevailing side.
 - B. The motion that is to be reconsidered is debatable.
 - C. Members debate only in favor of the motion to be reconsidered.
 - D. There are amendments applied to the reconsidered motion.
- _____ **11. Who has the duty to determine if a quorum is present before a meeting is called to order?**
- A. Secretary
 - B. Parliamentarian
 - C. Presiding Officer
 - D. Vice-president
- _____ **12. How can an item of business be taken out of its proper order?**
- A. The chair simply makes an announcement.
 - B. A recess is called, and it is handled during that time.
 - C. Adopt a motion to suspend the rules.
 - D. Postpone the pending motion indefinitely, and then take up the necessary business.
- _____ **13. Which one of the following is a rule that members should obey during debate?**
- A. Address all remarks through the chairman.
 - B. Use members' names for clarity.
 - C. Speak against your own motions.
 - D. Attack members' motives.
- _____ **14. In order to have a majority vote with 51 votes cast, there must be an affirmative vote of at least**
- A. 25
 - B. 26
 - C. 27
 - D. 34

- ___ **15. When counting a rising vote, the:**
- A. Affirmative is always counted first.
 - B. Chair should always make the count without assistance.
 - C. Negative is always counted first.
 - D. Chair must report the abstentions when announcing the final results.
- ___ **16. The presiding officer of a large assembly should be chosen chiefly on his or her:**
- A. Congeniality.
 - B. Loyalty to the organization.
 - C. Ability to preside.
 - D. Experience serving as vice-president.
- ___ **17. When an individual is conferred an honorary office or membership in an organization, it:**
- A. Is an honor that confers all the rights of a regular member.
 - B. Must be renewed each year.
 - C. Is perpetual unless rescinded or qualified by the bylaws.
 - D. Means that the member may make and vote on motions.
- ___ **18. In organizations that meet monthly or more often, a board is:**
- A. Given all the power.
 - B. Required to act for the society in all cases.
 - C. Not given so much power.
 - D. Required to meet before the monthly meeting.
- ___ **19. A vacancy occurring in a committee is filled by the:**
- A. Committee itself.
 - B. Appointing power (usually the chairman).
 - C. Society.
 - D. Board of directors.
- ___ **20. Which of the following is suitable for small meetings of an ordinary society?**
- A. Committee of the whole
 - B. Quasi committee of the whole
 - C. Informal consideration
 - D. None of the answers are correct
- ___ **21. Which one of the following types of meetings would not occur in an organized society?**
- A. Special meeting
 - B. Regular meeting
 - C. Annual meeting
 - D. Mass meeting
- ___ **22. If the bylaws contain no provision for amending them, they can be amended by a:**
- A. Majority vote of the members present at any meeting.
 - B. Special committee of the officers of the society.
 - C. $\frac{2}{3}$ vote after notice at any business meeting.
 - D. $\frac{2}{3}$ vote at any special meeting.
- ___ **23. The extreme penalty that an organization can impose on a member is a (an)**
- A. Reprimand.
 - B. Fine.
 - C. Suspension.
 - D. Expulsion.

- ___ 24. 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
- ___ 25. Which statement below is false regarding the subsidiary motion to Amend a pending motion?
- A. It is not in order if another member is debating.
 - B. It may be amended.
 - C. It is only debatable if the motion to be amended is debatable.
 - D. It requires notice and a majority vote to be adopted.
- ___ 26. The privileged motion to Recess:
- A. Is in order when another member has the floor.
 - B. May be debated.
 - C. Must be seconded.
 - D. Is decided on by the chairman without a vote.
- ___ 27. Which one of the following motions is debatable and amendable?
- A. Previous Question
 - B. Refer to a Committee
 - C. Suspend the Rules
 - D. Take from the Table
- ___ 28. Which of the following motions is NOT allowed in the absence of a quorum?
- A. Recess.
 - C. Fix the time to Which to Adjourn.
 - B. Move to call absent members to encourage them to attend the meeting.
 - D. Move to establish a committee to encourage members to attend future meetings.
- ___ 29. Usually the chair must state the question on a motion immediately after it is
- A. Made and seconded.
 - B. Made.
 - C. Submitted in writing before being proposed.
 - D. Recorded in the minutes by the secretary.
- ___ 30. A *Point of Order* arising from a motion to *Recess* would yield to a motion to
- A. Commit.
 - B. Adjourn.
 - C. Amend.
 - D. Postpone Definitely.
- ___ 31. According to *Robert's Rules of Order Newly Revised*, who "makes an amendment?"
- A. The member who offers the amendment"
 - B. The maker of the motion that the amendment is applied to
 - C. The assembly
 - D. Both the member who proposed the amendment and the member who seconded it
- ___ 32. Which two motions below are not allowed in committees?
- A. *Main Motions* and the subsidiary motion to *Amend*
 - B. The subsidiary motions to *Limit or Extend Limits of Debate* and *Previous Question*
 - C. The incidental motions to call a *Point of Order* and a *Division of the Assembly*
 - D. None of the above

- ___ 33. **The correct motion that should be used to dispose of a motion without a direct vote is:**
- A. Lay on the Table
 - B. Postpone Indefinitely
 - C. Previous Question
 - D. Point of Order
- ___ 34. **The adoption of the motion to Fix the Time to Which to Adjourn does not:**
- A. Have the same effect as a motion to fix the time *at* which to adjourn.
 - B. Adjourn the present meeting.
 - C. Set a time for the present meeting to adjourn.
 - D. All of the above
- ___ 35. **A Division of the Assembly is in order:**
- A. Without obtaining the floor.
 - B. When another member has the floor.
 - C. Immediately after the vote has been announced.
 - D. All of the answers are correct.
- ___ 36. **In different organizations, the number of members constituting a quorum:**
- A. Is always 51% of the membership.
 - B. May vary.
 - C. Is dependent on a decision by the presiding officer prior to opening the meeting.
 - D. Can be determined immediately before roll call by a majority vote of those members present.
- ___ 37. **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
 - B. Two times
 - C. Three times
 - D. The member cannot speak on the amendment.
- ___ 38. **In the standard order of business, new business is considered:**
- A. After approval of the minutes.
 - B. Before the reports of the officers.
 - C. At the discretion of the President and Secretary.
 - D. After unfinished business and general orders.
- ___ 39. **The minimum affirmative vote needed to reopen nominations after they are closed is:**
- A. Majority
 - B. $\frac{2}{3}$
 - C. Majority with previous notice.
 - D. $\frac{2}{3}$ with previous notice.
- ___ 40. **When a question is considered informally, the information that should be included in the minutes should not include the:**
- A. Member who made the motion.
 - B. Disposition of the motion.
 - C. Details of debate for motions.
 - D. Exact wording of adopted main motions.
- ___ 41. **If a motion is referred to a committee, what must be included in the minutes?**
- A. Only the name of the committee chairman.
 - B. The committee members' names that are appointed by the chair.
 - C. The names of the members of the organization who voted in favor of the motion to refer.
 - D. The reasons for referring the motion to a committee.

- ___ 42. **What should you do as chairman if your mass meeting was attended by several people who were not invited?**
- A. Ask them to leave.
 - B. Allow the assembly to determine if they should be allowed to remain.
 - C. Allow them to remain but do not recognize them.
 - D. Direct the sergeant-at-arms to seat them away from those who were invited.
- ___ 43. **The presiding officer never uses the gavel to:**
- A. Drown out a disorderly member.
 - B. Call a meeting to order.
 - C. Adjourn the meeting.
 - D. Signal a recess.
- ___ 44. **The Previous Question is out of order when:**
- A. A main motion is immediately pending.
 - B. A motion to *Commit* is immediately pending.
 - C. Any one of the debatable subsidiary motions are immediately pending.
 - D. A motion which cannot be debated or amended is immediately pending.
- ___ 45. **Which of the following characteristics is FALSE about Limit or Extend Limits of Debate when it is moved as a main motion when no other business is pending?**
- A. Is debatable.
 - B. Is amendable.
 - C. Can be reconsidered.
 - D. Requires a majority vote.

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ANSWER KEY

PART I

1. Page 28.
2. Page 91.
3. Page 227.
4. Page 388.
5. Page 511.

PART II

- | | |
|-----------------|-----------------------|
| 1. A (4) | 24. D (4, TINTED) |
| 2. C (17) | 25. D (8, 9 TINTED) |
| 3. C (29) | 26. C (24, 25 TINTED) |
| 4. C (37) | 27. B (42 TINTED) |
| 5. A (70) | 28. D (347-348) |
| 6. A (127) | 29. A (37) |
| 7. A (182) | 30. B (74) |
| 8. C (45) | 31. C (131) |
| 9. A (91) | 32. B (191) |
| 10. B (320) | 33. B (216) |
| 11. C (348-349) | 34. D (244-245) |
| 12. C (363) | 35. D (281) |
| 13. A (392) | 36. B (345-346) |
| 14. B (400) | 37. B (389) |
| 15. A (410-411) | 38. D (353) |
| 16. C (449) | 39. A (436) |
| 17. C (463) | 40. C (471) |
| 18. C (482-483) | 41. B (473) |
| 19. B (492) | 42. A (545) |
| 20. C (530) | 43. A (645) |
| 21. D (543) | 44. D (4, 5 TINTED) |
| 22. C (581) | 45. D (14, 15 TINTED) |
| 23. D (643) | |