

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 16 (2016 National Parliamentary Procedure CDE)

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. 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.**

“A motion is a formal proposal by a member, in a meeting, that the assembly take certain action.”

1. Page: _____ 2. Beginning line number: _____

“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.”

3. Page: _____ 4. Beginning line number: _____

“By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without
debate.”

5. Page: _____ 6. Beginning line number: _____

“Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated.”

7. Page: _____ 8. Beginning line number: _____

“The minutes of the meeting are normally read and approved at the beginning of the next regular meeting, immediately after the
call to order and any opening ceremonies.”

9. Page: _____ 10. Beginning line number: _____

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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 Career 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. If a special rule of order is not in agreement with an organization's parliamentary authority, which one must be used?**
- A. The parliamentary authority.
 - B. It is decided by a majority rule of the assembly
 - C. The special rule.
 - D. Neither one. The organization's secondary parliamentary authority would be consulted.
- ____ **2. A standing rule remains in effect until**
- A. rescinded or amended.
 - B. the end of the meeting.
 - C. the member who proposed the rule withdraws it.
 - D. the parliamentarian decides it has no value for the organization.
- ____ **3. Before proposing a main motion, a member may**
- A. not offer an explanation for the motion or debate it.
 - B. offer an explanation of a few words.
 - C. explain all the reasons in detail for making the motion.
 - D. debate the motion up to ten minutes.
- ____ **4. When a member's motion is not in order, the chair says,**
- A. "You are out of order because ..."
 - B. "I rule your motion is out of order because ..."
 - C. "I'm sorry, Mary, you made a mistake and you are out of order because ..."
 - D. "The chair rules that the motion is out of order because ..."
- ____ **5. When the presiding officer puts the question, this means that the chair**
- A. is asking for a second.
 - B. proceeds to take a vote on the pending motion.
 - C. is going to ask the maker of the motion a question.
 - D. is going to put the pending motion on temporary hold.

- ___ 6. **If there is a tie vote on a motion and the chair does not vote, the chair**
- A. must take another vote.
 - B. must vote to break the tie.
 - C. declares that the motion is lost.
 - D. declares the motion is adopted.
- ___ 7. **The lowest ranking privileged motion is**
- A. *Raise a Question of Privilege*
 - B. *Recess*
 - C. *Call For the Orders of the Day*
 - D. *Fix the Time to Which to Adjourn*
- ___ 8. **Which one of the following is not a standard descriptive characteristic of a motion?**
- A. Whether the motion requires a second
 - B. The vote required for the adoption of the motion
 - C. Which members can debate the motion
 - D. Whether the motion is amendable
- ___ 9. **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.
- ___ 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*
 - B. *Limit Debate*
 - C. *Postpone Indefinitely*
 - D. *Adjourn*
- ___ 11. **"An amendment must be 'germane' to be in order." This means that**
- A. the amendment must be made by a process called "insertion."
 - B. the date and purpose of the proposed change must be included.
 - C. an amendment must in some way involve the same question that is raised by the motion to which it is applied.
 - D. the amendment must always be proposed by the member who proposed the main motion.
- ___ 12. **The subsidiary motion to *Postpone to a Certain Time* takes precedence over the motion to**
- A. *Adjourn*.
 - B. *Limit Debate*.
 - C. *Lay on the Table*.
 - D. *Amend*.

- ___13. 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.
 - B. order as determined by the chairman.
 - C. reverse order in which they were made.
 - D. order that the proposer of each motion demands.
- ___14. One of the rules related to the motion to *Take From the Table* is that it
- A. must be made by the same member who proposed the tabled motion.
 - B. can be proposed during the interrupting business.
 - C. can be proposed during any pending business.
 - D. requires a majority vote for its adoption.
- ___15. 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.
 - B. The chair appoints a committee to determine the proper procedure for announcing the recess.
 - C. The chair declares the recess at the specified time.
 - D. A member calls for the order of the day, it is seconded, and the chair conducts a voice vote.
- ___16. MEMBER:-(After obtaining the floor) "I move that when this meeting adjourns, it adjourn to meet at 9 a.m. next Wednesday." The adoption of this motion establishes a (an)
- A. *postponed* meeting.
 - B. *adjourned* meeting.
 - C. *recessed* meeting.
 - D. *special* meeting.
- ___17. When a member wishes to do something at a meeting that he/she cannot do without violating one or more of its regular rules, the assembly can adopt a motion to
- A. appeal the decision of the chairman.
 - B. raise a question of privilege.
 - C. suspend the rules.
 - D. allow the chairman to change the rule without notice.
- ___18. You have made a motion "to have a dance next Saturday." Immediately after it has been seconded and before the chair has stated the motion to the assembly, you realize that the club's picnic is the same day. How could you cancel your motion?
- A. Obtain the floor and say, "I move to amend my motion by withdrawing it."
 - B. Rise, and without obtaining the floor say, "I move to suspend the rules allowing my motion."
 - C. Rise, and without obtaining the floor say, "I move to withdraw my motion."
 - D. Rise, and without obtaining the floor say, "I withdraw the motion."
- ___19. Under which circumstance below might a motion to *Postpone Indefinitely* be renewed?
- A. If amendments have substantially changed the main motion
 - B. If a substitute motion has replaced the main motion
 - C. If a motion to refer the matter to a committee has been voted down
 - D. None of the above. The motion to postpone indefinitely cannot be renewed in connection with the same main motion during the same session

- ___20. **A motion arising out of a report of an officer, board, or committee is taken up**
- A. at the next meeting.
 - B. immediately after the report is given.
 - C. under new business.
 - D. under unfinished business.
- ___21. **When an interruption occurs, the member who has the floor**
- A. loses it permanently.
 - B. sits while the interrupting matter is attended to.
 - C. stands while the interrupting matter is attended to.
 - D. gives permission to the chair to be interrupted.
- ___22. **The word *majority* means:**
- A. "exactly half."
 - B. "less than half."
 - C. "more than half."
 - D. 51%.
- ___23. **If you were chairman and were not in favor of a main motion that just received a tie vote from the assembly, what would you do?**
- A. Vote against the motion and announce that the motion is lost.
 - B. Tell the assembly you were not in favor of the motion, but couldn't vote.
 - C. Have the other officers decide the outcome.
 - D. Announce that the motion is lost.
- ___24. **Another name for the secretary is the**
- A. *clerk*.
 - B. *recording secretary*.
 - C. *scribe*.
 - D. All of the above
- ___25. **Normally, in most organizations, the minutes of each meeting are read and approved**
- A. by the officers when they meet to plan the next meeting.
 - B. at the end of the regular meeting before adjournment.
 - C. at the beginning of the next regular meeting after the meeting is called to order and opening ceremonies are completed.
 - D. whenever the chairman determines there will be adequate time to discuss them in detail.
- ___26. **A quorum of a board, if not provided in the bylaws, is**
- A. two-thirds of the members elected.
 - B. a majority of the standing committee chairmen.
 - C. more than half the members.
 - D. all of the officers.

- ___27. **Usually the article on members in the bylaws covers all of the following except**
- A. the names of the members.
 - B. classes of members.
 - C. qualifications or eligibility of members.
 - D. the required fees and dues and the payable due dates.
- ___28. **A member who uses objectionable or disorderly words in a meeting can be removed by**
- A. a vote of the assembly.
 - B. any member.
 - C. the chair.
 - D. the sergeant-at-arms.
- ___29. **Which series of motions below is arranged from highest to lowest precedence?**
- A. Recess, Adjourn, Main Motion, Amend
 - B. Adjourn, Amend, Recess, Main Motion
 - C. Main Motion, Amend, Recess, Adjourn
 - D. Adjourn, Recess, Amend, Main Motion
- ___30. **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.
 - B. Debate is not allowed.
 - C. It is amendable.
 - D. A member may interrupt another member who is debating to propose it.
- ___31. **Which form below would be used if a member wanted to make a motion so that members could speak in debate as often as they could obtain the floor?**
- A. "I move that the question be considered informally."
 - B. "I move that debate be extended."
 - C. "I move the previous question."
 - D. "I move that debate on the question be unlimited."
- ___32. **The usual term used in *Robert's Rules of Order Newly Revised* that refers to a combination of the bylaws and constitution is**
- A. *Charter*.
 - B. *Statutes*.
 - C. *Bylaws*.
 - D. *Constitution*.
- ___33. **During the debate of a measure, the chair should alternate between**
- A. the maker of the motion and members who oppose it.
 - B. officers and members who are not officers.
 - C. members who want to speak pro and con.
 - D. members and nonmembers.

- ___34. **A main motion yields to all applicable secondary motions and takes precedence over**
- A. incidental main motions.
 - B. another pending main motion.
 - C. all other motions.
 - D. no other motion.
- ___35. **The subsidiary motion to *Postpone Indefinitely***
- A. yields only to main motions.
 - B. can be applied to any motion.
 - C. is the lowest-ranking subsidiary motion.
 - D. is used to bring a motion back for consideration at the same meeting.
- ___36. **When a presiding officer appoints a committee at a regular meeting, the chairman is usually the committee member named**
- A. first.
 - B. second.
 - C. next to the last.
 - D. last.
- ___37. **Which statement is false regarding the subsidiary motion to *Limit or Extend Limits of Debate*?**
- A. Any amendment applied to it is debatable.
 - B. It must be seconded.
 - C. It can be used to control debate on a series of pending questions.
 - D. It is out of order when another member has the floor.
- ___38. **The privileged motion to *Adjourn* can be applied to the motion to**
- A. *Postpone Indefinitely*.
 - B. *Lay on the Table*.
 - C. *Postpone to a Certain Time*.
 - D. None of the above
- ___39. **MEMBER:- (Rising, and without waiting to be recognized) "Mr. President, I object to the consideration of the motion." What is the major effect of the above motion?**
- A. To object to the consideration of amendments to the pending motion
 - B. To not consider the immediately pending motion during the meeting
 - C. To object to the fact that a motion has been considered and adopted by a majority vote
 - D. To demand that the maker of the motion explain the objective of the pending motion immediately
- ___40. **If the maker of the motion to *Reconsider* fails to state which side he/she voted on when the vote was by unanimous consent, the chair should**
- A. ignore the motion to *Reconsider* and not process it.
 - B. ask if the member was present at the time.
 - C. rule the member out of order, since the motion to *Reconsider* cannot be applied to a motion adopted by unanimous consent.
 - D. take another voice vote on the motion to *Reconsider*.

- ___ 41. **When a member is not the first to rise and address the chair, and still is assigned the floor, this member is said to be entitled to**
- A. "preference in being recognized."
 - B. "a question of personal preference."
 - C. "preference due to previous consideration."
 - D. "precedence in assignment of the floor."
- ___ 42. **If 21 votes are cast at a meeting and there are no fractional votes, a minimum majority vote is**
- A. 10
 - B. 11
 - C. 12
 - D. 13
- ___ 43. **A parliamentarian for an organization should be appointed by the**
- A. officers
 - B. president.
 - C. assembly.
 - D. None of the above
- ___ 44. **The presenter of a committee report is usually the committee**
- A. chairman.
 - B. secretary.
 - C. member chosen by the committee chairman.
 - D. co-chairman.
- ___ 45. **Which motion below must be pending if a member wants to make a motion to *Postpone Indefinitely*?**
- A. *Main Motion*
 - B. *Primary Amendment*
 - C. *Commit (or Refer)*
 - D. *Recess*

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ANSWER KEY

PART I

- | | |
|--------------|---------------------|
| 1. Page 27. | Beginning line: 18. |
| 2. Page 91. | Beginning line: 28. |
| 3. Page 210. | Beginning line: 5. |
| 4. Page 386. | Beginning line: 6. |
| 5. Page 473. | Beginning line: 28. |

PART II

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|------------------|------------------------|
| 1. C (16) | 24. D (458) |
| 2. A (18) | 25. C (473) |
| 3. B (34) | 26. C (487) |
| 4. D (39) | 27. A (571) |
| 5. B (44) | 28. A (647) |
| 6. C (54) | 29. D (4, TINTED) |
| 7. C (67) | 30. D (12, 13, TINTED) |
| 8. C (80) | 31. A (33, TINTED) |
| 9. B (100) | 32. C (12) |
| 10. C (126,127) | 33. C (31) |
| 11. C (136) | 34. D (60, 61) |
| 12. D (180) | 35. C (126) |
| 13. C (203) | 36. A (175) |
| 14. D (213, 301) | 37. A (192, 193) |
| 15. C (232) | 38. D (236) |
| 16. B (244) | 39. B (269) |
| 17. C (260) | 40. B (331) |
| 18. D (296) | 41. A (378) |
| 19. D (338) | 42. B (400) |
| 20. B (356) | 43. B (465) |
| 21. B (384, 385) | 44. A (506) |
| 22. C (400) | 45. A (4, 5) |
| 23. D (405) | |

