PARLIAMENTARY PROCEDURE TEST Basic parliamentary law and motions (randomly selected from the reference) NUMBER 5

NAME:_____NUMBER CORRECT:_____SCORE:_____

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER

___ 1. The minimum essential officers that must be present to conduct business in a deliberative assembly are a

A. presiding officer and the vice-president.

B. presiding officer and a treasurer.

C. presiding officer and a secretary or clerk.

D. secretary and a clerk

. ___ 2. Main motions should start with the words

A. "I move that . . ."

B. "I so move . . ."

C. "I wish to move . . ."

D. "I motion that . . ."

___ 3. Members have the right to change their vote

A. anytime.

B. up to the time the result is announced.

C. if permission is given by the chairman.

D. when the minutes are read at the next regular meeting.

___ 4. A parliamentary inquiry may be used at a meeting to

A. request the chair's opinion on the matter of parliamentary procedure as it relates to the business at hand.

B. inquire about the facts of the business pending.

C. require that the chairman conduct a counted standing vote.

D. introduce a new parliamentary authority to be considered.

___ 5. Main motions are not in order which

A. conflict with national laws.

B. conflict with or present the same question as one which has been temporarily but not finally disposed of.

C. propose action outside the scope of the organization's bylaws or charter unless authorized by two thirds vote.

D. All of the above ___

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

A. between other words.

B. at the end of the motion.

C. at the beginning of the motion.

D. after the first word.

___ 7. When a main motion is postponed while a motion to Amend is pending, the amendment is

A. automatically adopted.

B. lost.

C. postponed with the main motion.

D. tabled also.

___ 8. 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.

___ 9. The privileged motion to Adjourn takes precedence over all motions except the motion to

A. Fix the Time to Which to Adjourn.

B. Recess.

C. Amend.

D. Lay on the Table.

___10. MEMBER:-(After obtaining the floor) "I move that we buy our president a new lectern and a new gavel." Which motion below would you use in order to make the motion above two separate motions?

A. Second Degree Amendment

B. Reconsider and Amendment by Separation

C. Division of the Assembly

D. Division of the Question

___11. What happens to a main motion if the motion to Take it From the Table is not proposed within the required time limit?

A. It is automatically placed under "Unfinished Business."

B. A motion to Reconsider may be proposed to bring it back.

C. It dies.

D. It is adopted.

___12. 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.

___13. Before members can make a motion or debate, they must rise and address the chair and

A. then must be recognized by the chair.

B. ask the chair if they may speak.

C. then speak in favor of the proposed motion.

D. ask the assembly for recognition and then speak.

___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 there is only one candidate for the office of president and vice president in a viva voce election, the chairman can

A. take a vote on the nominee for president.

B. declare that the nominees are elected without a vote.

C. take a vote on the candidate for vice president.

D. Any of the above

___16. A governor of a state who is an ex-officio board member of a private hospital

A. should not be counted in determining a quorum.

B. must always attend meetings.

C. may not make motions.

D. may not vote.

___17. Members of standing committees generally continue their duties until

A. they make a report.

B. the committee chairman excuses the committee permanently.

C. new officers of the society replace them.

D. their recommendations are put into effect.

___18. The first business of a meeting to organize a permanent society is to

A. adopt bylaws.

B. select a committee to choose the officers.

C. nominate a chairman pro tem and then a secretary.

D. adopt a resolution to form society.

___19. If you were chairman and a member's debate was not germane, what would you do?

A. Loudly call the member out of order and follow with a reprimand.

B. Rap the gavel lightly, point out the fault, and advise the member to stay on the pending topic.

C. Ignore it.

D. Tell the parliamentarian to call the member out of order and to explain the breach of order.

___20. Which of the following motions is an incidental motion?

A. Refer to a committee

B. Division of the Question

C. Reconsider

D. Take from the Table

___21. The form to use to make a motion to Lay on the Table is

A. "Table, table!"

B. "I move that the motion be tabled

C. "I move that the motion be laid on the table."

D. "I move to postpone the motion."

___22. Which one of the following motions is in order when another member has the floor (but has not begun speaking) and does not require a second?

A. Point of Order

B. Parliamentary Inquiry

C. Objection to the Consideration of a Question

D. Call for Division of the Assembly

___23. Only the affirmative vote may be reconsidered on the motion to

A. Recess.

B. Postpone Indefinitely.

C. Adjourn.

D. Amend.

___24. How many primary amendments and secondary amendments are allowed at a time?

A. One primary amendment and one secondary amendment.

B. One primary amendment and two secondary amendments.

C. Two primary amendments and one secondary amendment.

D. Two primary amendments and two secondary amendments.

___25. Which statement below is false regarding a quorum?

A. Depending on the organization, the number of members constituting a quorum may vary.

B. In most church organizations that have no dues or a registration of members, a quorum consists of those attending.

C. A quorum refers to the actual number of members voting on a motion.

D. A quorum is often specified as a percentage of the membership