

2021 Pennsylvania State FFA Parliamentary Procedure LDE Written Exam

- ___ 1. **Members of a deliberative assembly**
- A. must debate all motions.
 - B. may vote only if their dues are paid.
 - C. have the right to make motions, participate in debate, and vote.
 - D. can stop debate on any motion by yelling out "Question!"
- ___ 2. **The written rules of parliamentary procedure formally adopted by an assembly or an organization are known as the**
- A. rules of order.
 - B. certificate of endorsement.
 - C. minutes.
 - D. charter.
- ___ 3. **A motion is brought before the assembly by a member**
- A. making a motion and the chairman stating it.
 - B. making a motion, another member seconding it, and the chair stating it.
 - C. proposing, seconding and debating a motion.
 - D. asking the chair to offer a specific topic open for debate and then taking an immediate vote.
- ___ 4. **The simple rising vote in which the number of members voting on each side is not counted is usually used**
- A. on motions requiring a two-thirds vote for adoption.
 - B. even when the chairman believes the voice vote is conclusive.
 - C. on all motions requiring a majority vote for adoption.
 - D. only in the election of officers.
- ___ 5. **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*
- ___ 6. **A short intermission that does not end the meeting is called a (an)**
- A. *recess*.
 - B. *temporary adjournment*.
 - C. *adjournment sine die*.
 - D. motion to *Fix the Time to Which to Recess*.
- ___ 7. **When a main motion and a motion to postpone the main question indefinitely are pending, the first vote is taken on the**
- A. main motion.
 - B. motion to postpone indefinitely.
 - C. amendment.
 - D. None of the above. The chair makes the decision which is dependent on the worth of each amendment.
- ___ 8. **Which of the following is false regarding an amendment?**
- A. An amendment can be applied to itself.
 - B. Debate on an amendment is permissible only for the member who proposed the amendment.
 - C. The presiding officer cannot debate an amendment unless the chair is given up to the next ranking officer.
 - D. An amendment requires a majority vote to be adopted.
- ___ 9. **The subsidiary motion to *Limit or Extend Limits of Debate***
- A. can only be applied to amendments.
 - B. requires a majority vote to be adopted.
 - C. is in order when another member has the floor.
 - D. takes precedence over all debatable motions.

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- ___ 10. 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 . . ."
- ___ 11. Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?
- A. *Adjourn*
 - B. *Fix the Time to Which to Adjourn*
 - C. *Recess*
 - D. *Call for the Orders of the Day*
- ___ 12. Rules that cannot generally be suspended are those that
- A. protect absentees.
 - B. protect the basic rights of individual members.
 - C. are in the bylaws (or constitution).
 - D. All of the above
- ___ 13. A motion to call for the *Previous Question* is pending, and you are uncertain if this motion is amendable. How could you find out?
- A. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a point of information."
 - B. Rise, and without obtaining the floor say, "Mr. Chairman, I rise to a question of privilege."
 - C. Rise, and without obtaining the floor say, "I rise to a parliamentary inquiry."
 - D. Obtain the floor and say, "I rise to a point of order."
- ___ 14. 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 considered is debatable.
 - C. members debate only in favor of the motion to be reconsidered.
 - D. there are amendments applied to the reconsidered motion.
- ___ 15. If several general orders are made for the same time, they are taken up in
- A. alphabetical order.
 - B. an order as decided by the chairman.
 - C. the order in which they were made.
 - D. random order so that no one order will be given an advantage.
- ___ 16. Which vote is always taken first by the chairman?
- A. Negative
 - B. Affirmative
 - C. Abstentions
 - D. None of the above. It doesn't matter.
- ___ 17. The parliamentarian who is a member can only vote when the vote is by
- A. viva voce.
 - B. rising.
 - C. ballot.
 - D. a roll call.
- ___ 18. While an amendment to a bylaw is pending, a motion can be made to amend it which requires a
- A. majority vote.
 - B. two-thirds vote of members present and voting.
 - C. three-fourths vote of all members.

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D. unanimous vote of the officers in executive session.

- ___ 19. When the program is adopted by the voting body of a convention, it becomes the
- A. *bylaws*.
 - B. *standing rules*.
 - C. *order of business*.
 - D. *charter*.
- ___ 20. What can a member do if the regular presiding officer does not properly perform the duties of the chair at a meeting?
- A. Announce that the vice-president is the presiding officer.
 - B. Ask for nominations and then elect a presiding officer pro tem.
 - C. Make a motion to censure the presiding officer.
 - D. None of the above. Members do not have the power to discipline the presiding officer in this case.
- ___ 21. 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.
- ___ 22. Which one of the following motions does not require a two-thirds vote for adoption?
- A. *Limit or Extend Limits of Debate*
 - B. *Previous Question*
 - C. *Secondary Amendment*
 - D. *Suspend the Rules*
- ___ 23. In large assemblies during the debate on motions, the presiding officer should
- A. not enter into debate on the pending questions.
 - B. remain seated.
 - C. not close debate if members wish to speak.
 - D. All of the above
- ___ 24. The proper form to use to make a motion come up exactly at a certain hour even if it interrupts business that may be pending is
- A. "I move that the motion be postponed until 3 p.m. at tomorrow's meeting."
 - B. "I move that the motion be postponed indefinitely until 3 p.m. at tomorrow's meeting."
 - C. "I call for the orders of the day and postpone the motion until 3 p.m. tomorrow."
 - D. "I move that the motion be postponed and be made a special order for 3 p.m. tomorrow."
- ___ 25. After a parliamentarian declares a position on a point, the chair
- A. allows the parliamentarian to make the final ruling to the assembly.
 - B. must follow the advice given.
 - C. may disregard the advice given.
 - D. should always allow the assembly to vote on the point before making a ruling.
- ___ 26. 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.
- ___ 27. In the standard order of business, the reports of officers are presented
- A. only as time allows.

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- B. immediately before new business.
- C. immediately after approval of the minutes.
- D. just before the program begins.

- ___ 28. **A debatable motion is placed on the floor and is opened for debate after the**
A. member who seconded the motion speaks for it.
B. motion has been stated by the chair.
C. member makes the motion.
D. motion has been seconded.
- ___ 29. **Which motion listed below has the lowest precedence or rank?**
A. *Amend*
B. *Main*
C. *Adjourn*
D. *Commit (or Refer)*
- ___ 30. **If a member violates the secrecy of an executive session,**
A. the member may be punished under disciplinary procedures.
B. no action may be taken by the organization.
C. the president directs the secretary to publish the information that was secret and distribute it to all members.
D. None of the above
- ___ 31. **The motion to *Postpone Indefinitely* can be reconsidered when it has received a (an)**
A. plurality vote.
B. negative vote.
C. affirmative vote.
D. tie vote.
- ___ 32. **Suppose that the motion "to buy basketballs" is pending. A correct example of amending this motion by *Inserting* is to say, "I move to amend the main motion by**
A. adding the word 'three.'
B. substituting 'three' for 'basketballs.'
C. inserting the word 'three' before the word 'basketballs.'
D. inserting the word 'three'."
- ___ 33. **Assume that you were chairman at a regular monthly meeting and a motion requiring action the next day was pending. A member moved to "refer it to a committee to report back at the next regular meeting." What would you do?**
A. Take a ballot vote on the referral.
B. Ask for a second and conduct a voice vote on the motion to refer.
C. Rule the motion to refer is dilatory.
D. Ask for a second
- ___ 34. **To properly call for the *Previous Question* members should**
A. call out "Question" from their seats without being recognized.
B. say "I demand the question" without obtaining the floor.
C. say "I move the previous question" after obtaining the floor.
D. raise a question of privilege without being recognized by the chair.
- ___ 35. **It is out of order to move to lay a pending question on the table if**
A. the motion on the previous question is pending.
B. the motion to be laid on the table has an amendment already applied to it.
C. another member has already moved to lay the matter on the table during the same meeting.
D. there is evidently no other matter urgently requiring immediate attention.

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- ___ 36. **The privileged motion to *Recess***
A. requires a two-thirds vote to be adopted.
B. is amendable as to the length of the recess. C. is debatable.
D. need not be seconded.
- ___ 37. **The purpose of the privileged motion to *Fix the Time to Which to Adjourn* is to establish a (an)**
A. adjourned meeting.
B. annual meeting.
C. regular meeting.
D. special meeting.
- ___ 38. **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."
- ___ 39. **If a member calls for a *Division* when a voice vote is obviously a majority, the chairman should**
A. conduct the rising vote.
B. declare to the assembly that the call for a *Division* is dilatory. C. conduct another voice vote because it is faster.
D. conduct a rising, counted vote and enter the votes in the minutes.
- ___ 40. **After a motion has been withdrawn, the same motion**
A. can be made again at the same meeting.
B. cannot be made again at the same meeting.
C. can be made again at the same meeting if the original maker approves by seconding it.
D. can be made the immediately pending question by a member proposing the motion to *Take From the Table*.
- ___ 41. **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.
- ___ 42. **Which statement is false regarding the motion to *Reconsider*?**
A. It is in order when any other question is pending. B. It yields to nothing.
C. The member who seconds the motion to reconsider must have voted on the prevailing side. D. Debate is allowed on the merits of the question whose reconsideration is proposed.
- ___ 43. **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.
- ___ 44. **Which one of the following statements is false?**
A. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker.
B. If a speaker does not use up the allotted ten minutes, it can be transferred to another member. C. A committee member's report is not considered as debate.
D. When a member's debate time is exhausted, the chair may interrupt and stop debate.

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- ___45. If sixty votes are cast, a minimum two-thirds vote is
- A. 30.
 - B. 31.
 - C. 40.
 - D. 41.

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Research Problems

DIRECTIONS: Use the 11th edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the statements below, write them in the spaces and then transfer them 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.**

46 - "Under no circumstances should the chair attempt to drown out a disorderly member---either by his own voice or the gavel---or permit himself to be drawn into a verbal duel."

Page number: _____

47. "A committee of the whole cannot appoint subcommittees or refer a matter to another (ordinary) committee."

Page number: _____

48. "An organization should never adopt a bylaw permitting a question to be decided by a voting procedure in which the votes of persons who attend a meeting are counted together with ballots mailed in by absentees."

Page number: _____

49. "If a motion to suspend the rules is voted down, it cannot be renewed by moving to suspend the rules for the same purpose at the

same meeting, unless unanimous consent is given."

Page number: _____

50. "A main motion that proposes action outside the scope of the organization's object as defined in the bylaws or corporate charter is

out of order unless the assembly by a two-thirds vote authorizes its introduction."

Page number: _____

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Exam
ANSWER KEY**

QUESTION NUMBER	ANSWER	QUESTION NUMBER	ANSWER
1	C	26	C
2	A	27	C
3	B	28	B
4	A	29	B
5	C	30	A
6	A	31	C
7	B	32	C
8	B	33	C
9	D	34	C
10	A	35	D
11	B	36	B
12	D	37	A
13	C	38	D
14	B	39	B
15	C	40	A
16	B	41	C
17	C	42	C
18	A	43	C
19	C	44	B
20	C	45	C
21	D	46.	p 645
22	C	47	p. 534
23	D	48	p. 423
24	D	49	p. 262
25	C	50	p. 113