

# 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 11<sup>th</sup> 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: \_\_\_\_\_

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## ACCREDITATION EXAMINATION NUMBER 21 (2018 National Parliamentary Procedure LDE)

### 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

**THE SOCIETY FOR  
AGRICULTURAL EDUCATION PARLIAMENTARIANS**

**ACCREDITATION EXAMINATION NUMBER 21  
(2018 National Parliamentary Procedure LDE)**

**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)       |                       |

**LA SOCIEDAD PARA  
EDUCACIÓN AGRÍCOLA PARLAMENTARIOS  
EXAMEN DE ACREDITACIÓN  
(2019 National Parliamentary Procedure LDE)**

PARTE I --- INVESTIGACIÓN DEL PROCEDIMIENTO PARLAMENTARIO

NOMBRE: \_\_\_\_\_ ESCUELA: \_\_\_\_\_ FECHA: \_\_\_\_\_

**DIRECCIONES:**

Use la 11a edición de *Reglas de orden de Robert recién revisadas* para localizar la página y el número de la línea de inicio a las siguientes afirmaciones y escríbalos en los espacios provistos debajo de cada declaración. Luego transfiera las respuestas a la hoja de respuestas. Tendrá 30 minutos para completar esta parte. **Entregue esta parte y su copia de *Reglas de orden de Robert recién revisadas* a su supervisor inmediatamente después de que se complete y solicite la Parte II.**

1. “Voting by *ballot* (slips of paper on which the voter marks his vote) is used when secrecy of the members’ votes is desired.”  
“La votación por papeleta (tiras de papel en las que el votante marca su voto) se usa cuando se desea el secreto de los votos de los miembros.”

Página: \_\_\_\_\_

2. “A *main motion* is a motion whose introduction brings business before the assembly.”  
“Una moción principal es una moción cuya introducción trae negocios antes de la asamblea.”

Página: \_\_\_\_\_

3. “In an appeal from the decision of the chair, a tie vote sustains the chair’s decision, even though his vote created the tie, on the principle that the decision of the chair can be reversed only by a majority vote.”  
“En una apelación de la decisión del presidente, un voto empatado sostiene la decisión del presidente, a pesar de que su voto creó el empate, en el principio de que la decisión del presidente solo puede ser revocada por un voto mayoritario.”

Página: \_\_\_\_\_

4. “When a committee is appointed “with power,” this means with power to take all the steps necessary to carry out its instructions.”  
“Cuando un comité es designado “con poder”, esto significa con poder para tomar todos los pasos necesarios para llevar a cabo sus instrucciones.”

Página: \_\_\_\_\_

5. “The correction and approval of minutes (pp. 354-355) is an example of business that is normally handled by unanimous consent.”  
“La corrección y aprobación de las actas (págs. 354-355) es un ejemplo de negocio que normalmente se maneja por consentimiento unánime.”

Página: \_\_\_\_\_

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_ Date: \_\_\_\_\_

## Society for Agricultural Education Parliamentarians Accreditation Exam 2021-1 Part II

### Multiple Choice

Identify the choice that best completes the statement or answers the question. Robert's Rules of Order Newly Revised (2020) or other references are not allowed on Part I of the exam.

- \_\_\_\_\_ 1. The motion to Raise a Question of Privilege takes precedence over all the motions below except the motion to:
- Amend
  - Commit (or Refer)
  - Limit Debate
  - Recess
- \_\_\_\_\_ 2. Usually the article on members in the bylaws covers all of the following except:
- The names of the members.
  - Classes of members.
  - Qualifications or eligibility of members.
  - The required fees and dues and the payable due dates.
- \_\_\_\_\_ 3. What method of voting should the chair use in a large assembly to determine if a question has obtained two-thirds of the votes cast?
- Voice.
  - Rising.
  - Show of hands.
  - Ballot.
- \_\_\_\_\_ 4. The motion to Postpone Indefinitely is used by:
- The chair to place a main motion on the agenda at the next regular meeting.
  - A member to send a main motion to a standing committee.
  - Members who wish to change the pending main motion.
  - The assembly to show that it does not wish to take a position on the main motion.
- \_\_\_\_\_ 5. The minimum affirmative vote necessary to adopt a motion to Reconsider is:
- A majority.
  - Two-thirds.
  - One-third.
  - Answer not given. It doesn't require a vote since the chair makes the decision.
- \_\_\_\_\_ 6. If you were chairman and were unsure on how to rule on a Point of Order, what would you do?
- Ignore it and make a ruling after the meeting and include it in the minutes.
  - Submit it to a vote of the assembly.
  - Notify the assembly that a ruling would be made after they debate the point of order.
  - Consult with all the officers immediately and then make a ruling.

Name: \_\_\_\_\_

- \_\_\_\_\_ 7. If a motion for the *Previous Question* fails to gain the necessary votes:
- Debate is stopped on it.
  - The motion to which it was applied is lost.
  - Debate continues on the pending motion as if this motion had not been made.
  - Members may not ask the maker of the motion questions directly for the duration of the meeting.
- \_\_\_\_\_ 8. If a main motion and a primary amendment are pending, and a motion to lay the main motion on the table is adopted, the amendment itself:
- Can be brought up by any member as a new motion.
  - Becomes the immediately pending question.
  - Dies and is taken up under unfinished business at the next regular meeting.
  - Adheres to the main motion and goes to the table with it.
- \_\_\_\_\_ 9. If it appears that a motion will require time or study to perfect, it would be appropriate for a member to make a motion to:
- Postpone to a Certain Time
  - Postpone Definitely
  - Commit
  - Amend
- \_\_\_\_\_ 10. One characteristic of subsidiary motions is that they are:
- Always applied to another motion after they are voted on.
  - The highest ranking of all motions.
  - Applied to any main motion.
  - Only applied to a main motion after it has been amended.
- \_\_\_\_\_ 11. Which statement below is FALSE regarding main motions?
- They bring business before the assembly.
  - They can be made only while no other motion is pending.
  - It is preferable to avoid a main motion containing a negative statement.
  - They may be proposed even if they present the same question that was previously rejected at the same session.
- \_\_\_\_\_ 12. The questions acted upon in a deliberative assembly are normally decided by the:
- Officers of the organization.
  - Members who are present at a regular meeting.
  - Members who vote by mail.
  - Entire membership of the organization.
- \_\_\_\_\_ 13. The object of the motion to Take from the Table is to make pending again a motion that was:
- Postponed to a certain time at the last meeting.
  - Postponed indefinitely.
  - Rescinded.
  - Laid on the table.

Name: \_\_\_\_\_

- \_\_\_\_\_ 14. An amendment to an amendment:
- May be amended with the consent of the maker of the secondary amendment.
  - May not be amended.
  - May never be debated.
  - Requires a two-thirds (2/3) vote to be adopted.
- \_\_\_\_\_ 15. Which article below is generally not included in an organization's bylaws?
- Committees.
  - Parliamentary Authority.
  - Officers.
  - A listing of all the members' legal names and addresses.
- \_\_\_\_\_ 16. A member of an assembly, in a parliamentary sense, is a person having the right to:
- Examining all the records of the organization.
  - Attend the executive sessions.
  - Participate fully in its proceedings.
  - Debate a motion in detail before it is proposed.
- \_\_\_\_\_ 17. The basic principle of decision in a deliberative assembly is that:
- Propositions must be adopted by a majority vote.
  - It takes two members to demand a rising vote.
  - A 2/3 vote is required for all amendments.
  - All the decisions of the presiding officer may be reversed by a 2/3 vote.
- \_\_\_\_\_ 18. If 40 votes are cast, a majority is:
- 20
  - 21
  - 19
  - 18
- \_\_\_\_\_ 19. MEMBER: (After obtaining the floor) "I move that when this meeting adjourns, it adjourns to meet at 9:00 a.m. next Wednesday." The adoption of this motion establishes a (an):
- Postponed meeting.
  - Adjourned meeting.
  - Recessed meeting.
  - Special meeting.
- \_\_\_\_\_ 20. The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak:
- Three times on each topic.
  - Only two times, but as long as they wish.
  - on motions even after they are adopted.
  - as many times as they wish.
- \_\_\_\_\_ 21. The main motion is a motion that:
- Takes precedence over everything.
  - Cannot be applied to any other motion.
  - Can be moved at any time.
  - Always requires a majority vote.

Name: \_\_\_\_\_

- \_\_\_\_\_ 22. Which one of the following is usually made by the chairman?
- Primary amendments to a main motion.
  - Reconsidering motions.
  - Referring a motion to a special committee.
  - Declaring that nominations are closed.
- \_\_\_\_\_ 23. Which motion listed below has the lowest precedence or rank?
- Amend
  - Main
  - Adjourn
  - Commit (or Refer)
- \_\_\_\_\_ 24. Which of the following terms or phrases deal with the order in which business is taken up in a session?
- Agenda.
  - Order of Business.
  - Orders of the Day.
  - All of the above.
- \_\_\_\_\_ 25. The agenda for a regular business meeting calls for unfinished business to be taken up:
- Before committee reports.
  - Before new business.
  - Immediately after the call to order.
  - Immediately after the reading of the minutes.
- \_\_\_\_\_ 26. After a member makes a Point of Order, the chair should always:
- Ask for a second.
  - Determine if the maker wishes to debate it first.
  - Make certain that amendments that are applied to it are germane.
  - Try to make a ruling on it.
- \_\_\_\_\_ 27. Who has the duty to determine if a quorum is present before a meeting is called to order?
- Secretary.
  - Parliamentarian.
  - Presiding officer.
  - Vice President.
- \_\_\_\_\_ 28. Which of the following must be ordered after a demand by only one member?
- Object to the Consideration of a Question.
  - Division of the Assembly.
  - Withdrawal of a Motion (during debate).
  - Previous Question.
- \_\_\_\_\_ 29. Motions that do not relate to the pending business, but are so important that they may interrupt anything else are called:
- Main motions.
  - Privileged motions.
  - Subsidiary motions.
  - Incidental motions.

Name: \_\_\_\_\_

- \_\_\_\_\_ 30. The motion to Rescind can be applied to a:
- Main motion which has been adopted.
  - Contract when the party has been informed.
  - Resignation which has been acted upon.
  - Negative result of an appeal.
- \_\_\_\_\_ 31. If you wanted to propose a time limit in the discussion of a main motion, what would you say after obtaining the floor?
- "I move to limit debate to twelve more minutes."
  - "I move we vote on this motion immediately."
  - "I move to limit the previous question."
  - "I move to close debate."
- \_\_\_\_\_ 32. The only action that can legally be taken in the absence of a quorum is:
- Fix the Time to Which to Adjourn.
  - Recess or Adjourn.
  - Take measures to obtain a quorum.
  - All of the above.
- \_\_\_\_\_ 33. If you were the presiding officer and several members addressed the chair at about the same time after a motion was made, you should call on the member who:
- Has already debated twice.
  - Has the same opinions as all the other previous speakers.
  - Has debated once.
  - Made the motion and has not debated.
- \_\_\_\_\_ 34. Which motion would you propose if you wanted to close debate and vote immediately on a pending motion?
- Postpone Definitely.
  - Previous Question.
  - Lay on the Table.
  - Amend.
- \_\_\_\_\_ 35. The privileged motion to Call for the Orders of the Day is used primarily to:
- Order the chairman to take an immediate recess.
  - Require that a meeting conform to its agenda.
  - Indicate to members when a point of order may be called.
  - Write orders for all committees to complete their tasks by a specific time.
- \_\_\_\_\_ 36. In order that business can be legally transacted in an assembly, a quorum is necessary. A quorum in an assembly is the number of members entitled to vote who:
- Are present.
  - Must vote.
  - Must be present.
  - May be present.
- \_\_\_\_\_ 37. The first article in an unincorporated society's bylaws lists the society's:
- Members.
  - Name.
  - Officers.
  - Meeting times.



Name: \_\_\_\_\_

- \_\_\_\_\_ 38. To consider a motion later in the same meeting, a member may:
- Postpone the motion definitely.
  - Lay the motion on the table.
  - Refer the motion to a committee.
  - Call for the orders of the day on the motion.
- \_\_\_\_\_ 39. Before members can make a motion or debate, they must rise and address the chair and:
- Then must be recognized by the chair.
  - Ask the chair if they may speak.
  - Then speak in favor of the proposed motion.
  - Ask the assembly for recognition and then speak.
- \_\_\_\_\_ 40. Which motion below enables a majority of the assembly to bring back for further consideration a motion that has already been voted on?
- Amend
  - Postpone Indefinitely
  - Reconsider
  - Previous Question
- \_\_\_\_\_ 41. Which one of the following subsidiary motions should be proposed if you want to change the wording of a main motion?
- Postpone Indefinitely.
  - Commit (or Refer).
  - Amend.
  - Previous Question.
- \_\_\_\_\_ 42. Main motions should start with the words:
- "I move that..."
  - "I so move..."
  - "I wish to move..."
  - "I motion that..."
- \_\_\_\_\_ 43. All subsidiary motions can be applied to:
- An original main motion.
  - A Point of Order.
  - Themselves.
  - Third degree amendments.
- \_\_\_\_\_ 44. 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:
- Rise and come before the assembly before speaking.
  - Obtain permission from the assembly before addressing the chairman and speaking.
  - Rise, address the chair, and wait to be recognized before speaking.
  - Address the chair and then speak.
- \_\_\_\_\_ 45. The motion to *Postpone Indefinitely* is used when a member of the assembly wishes to avoid:
- An undesirable consequence.
  - A direct vote on the question.
  - An embarrassing matter.
  - The motion by postponing it to the next meeting.

**Society for Agricultural Education Parliamentarians Accreditation Exam 2021-1 Part II**  
**Answer Section**

**MULTIPLE CHOICE**

1. ANS: D	PTS: 1	REF: 19:6(1)
2. ANS: A	PTS: 1	REF: 56:19
3. ANS: B	PTS: 1	REF: 44:5
4. ANS: D	PTS: 1	REF: 11:1
5. ANS: A	PTS: 1	REF: 37:9(7)
6. ANS: B	PTS: 1	REF: 23:18
7. ANS: C	PTS: 1	REF: 16:5(7)
8. ANS: D	PTS: 1	REF: 17:3(2)
9. ANS: C	PTS: 1	REF: 10:30(4)
10. ANS: C	PTS: 1	REF: 6:6
11. ANS: D	PTS: 1	REF: 10:26(3)
12. ANS: B	PTS: 1	REF: 1:1, p. 2
13. ANS: D	PTS: 1	REF: 34:1
14. ANS: B	PTS: 1	REF: 12:7(6)
15. ANS: D	PTS: 1	REF: 2:9, p. 12
16. ANS: C	PTS: 1	REF: 1:4, p. 2
17. ANS: A	PTS: 1	REF: 1:6, p. 3
18. ANS: B	PTS: 1	REF: 44:1
19. ANS: B	PTS: 1	REF: 22:7
20. ANS: D	PTS: 1	REF: 13:2
21. ANS: B	PTS: 1	REF: 10:8(2)
22. ANS: D	PTS: 1	REF: 31:4
23. ANS: B	PTS: 1	REF: 5:11
24. ANS: D	PTS: 1	REF: 41:1
25. ANS: B	PTS: 1	REF: 41:6
26. ANS: D	PTS: 1	REF: 23:2(2)
27. ANS: C	PTS: 1	REF: 40:11
28. ANS: B	PTS: 1	REF: 29:1
29. ANS: B	PTS: 1	REF: 6:11
30. ANS: A	PTS: 1	REF: 35:2(2)
31. ANS: A	PTS: 1	REF: 6:5(5)
32. ANS: D	PTS: 1	REF: 40:7-8
33. ANS: D	PTS: 1	REF: 3:33
34. ANS: B	PTS: 1	REF: 6:5(6)
35. ANS: B	PTS: 1	REF: 18:1
36. ANS: C	PTS: 1	REF: 40:1
37. ANS: B	PTS: 1	REF: 56:17
38. ANS: A	PTS: 1	REF: 6:5(4)
39. ANS: A	PTS: 1	REF: 42:2

- |     |        |        |              |
|-----|--------|--------|--------------|
| 40. | ANS: C | PTS: 1 | REF: 37:1    |
| 41. | ANS: C | PTS: 1 | REF: 6:5(2)  |
| 42. | ANS: A | PTS: 1 | REF: 4:4     |
| 43. | ANS: A | PTS: 1 | REF: 10:8(2) |
| 44. | ANS: C | PTS: 1 | REF: 3:31    |
| 45. | ANS: B | PTS: 1 | REF: 11:1    |

Name: \_\_\_\_\_

State: \_\_\_\_\_

## 2022 National FFA Parliamentary Procedure LDE & SAEP Accreditation Exam - PART II

### 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 quorum of an assembly is:
- Two-thirds (2/3) of the members present at a meeting.
  - The largest number that can be depended on to attend any meeting.
  - The number of members who must be present for business to be legally transacted.
  - The number of members who always vote on motions brought before the assembly.
- \_\_\_\_\_ 2. If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?
- An ad hoc committee studies it and reports back at the next regular meeting.
  - It is brought back under the heading of Unfinished Business at the next regular meeting.
  - It is killed for the duration of the session.
  - It is automatically passed without debate.
- \_\_\_\_\_ 3. The motion to *Lay on the Table* is commonly misused in meetings in the place of the motion to:
- Adjourn
  - Postpone to a Certain Time
  - Reconsider
  - Commit (or Refer)
- \_\_\_\_\_ 4. If a motion to adjourn is qualified in any way (example: "I move we adjourn in 10 minutes"), it is classified as a(an):
- Main motion.
  - Privileged motion.
  - Subsidiary motion.
  - Incidental motion.
- \_\_\_\_\_ 5. The motion to Raise a Question of Privilege takes precedence over all the motions below except the motion to:
- Amend
  - Commit (or Refer)
  - Limit Debate
  - Recess
- \_\_\_\_\_ 6. Which motion below would you use to obtain the chairman's opinion on a matter related to parliamentary procedure as it relates to the pending business?
- Parliamentary Question of Privilege.
  - Point of Parliamentary Information.
  - Parliamentary Inquiry.
  - Parliamentary Authority Opinion.

Name: \_\_\_\_\_

- \_\_\_\_\_ 7. Which one of the following motions is debatable?
- Raise a Question of Privilege.
  - Previous Question.
  - The privileged motion to Fix the Time to Which to Adjourn.
  - Postpone Indefinitely.
- \_\_\_\_\_ 8. The privileged motion to Call for the Orders of the Day is used primarily to:
- Order the chairman to take an immediate recess.
  - Require that a meeting conform to its agenda.
  - Indicate to members when a point of order may be called.
  - Write orders for all committees to complete their tasks by a specific time.
- \_\_\_\_\_ 9. Motions that assist the assembly in treating or disposing of a main motion are called:
- Main motions.
  - Subsidiary motions.
  - Incidental motions.
  - Privileged motions.
- \_\_\_\_\_ 10. With a main motion and an amendment pending, which of the following motions would be out of order?
- Lay on the Table.
  - Recess.
  - Postpone Indefinitely.
  - Refer to a Committee.
- \_\_\_\_\_ 11. When an amendment is pending:
- Debate on the amendment is limited to one speech from each member.
  - The motion to be amended may not be discussed.
  - Debate can extend into the merits of the motion to be amended.
  - Another primary amendment may be applied to the motion to be amended.
- \_\_\_\_\_ 12. A meeting that is in continuation of the immediately preceding regular or special meeting is a(an):
- Regular meeting.
  - Special meeting.
  - Adjourned meeting.
  - Annual meeting.
- \_\_\_\_\_ 13. The motion calling for a Division of a Question is used to:
- Obtain a standing vote on the pending question.
  - Divide the pending question into parts and assign the parts to ad hoc committees.
  - Separate, debate, and vote on different, distinct parts of a motion.
  - Determine if debate should be divided equally between members.
- \_\_\_\_\_ 14. After the presiding officer calls a meeting to order, the next order of business is usually:
- New business.
  - Reports of officers.
  - Unfinished business.
  - Reading and approval of the minutes.

Name: \_\_\_\_\_

- \_\_\_\_\_ 15. Which motion below has the highest precedence?
- Fix the Time to Which to Adjourn.
  - Lay on the Table.
  - Call for the Orders of the Day.
  - Main Motion.
- \_\_\_\_\_ 16. When a motion to Recess is made while another motion is pending it is a(an):
- Incidental motion.
  - Privileged motion.
  - Incidental main motion.
  - Main motion.
- \_\_\_\_\_ 17. Which of the following must be ordered after a demand by only one member?
- Object to the Consideration of a Question.
  - Division of the Assembly.
  - Withdrawal of a Motion (during debate).
  - Previous Question.
- \_\_\_\_\_ 18. Which one of the following is a motion that brings a question again before the assembly?
- Lay on the Table
  - Reopen Nominations
  - Postpone Definitely
  - Take from the Table
- \_\_\_\_\_ 19. To be in order, an amendment must always be:
- Germane.
  - Made by the member who proposed the motion that the amendment is applied to.
  - Short.
  - In the form of a question.
- \_\_\_\_\_ 20. The subsidiary motion to *Limit or Extend the Limits of Debate*:
- Can only be applied to amendments.
  - Requires a majority vote to be adopted.
  - Is in order when another member has the floor.
  - Takes precedence over all debatable motions.
- \_\_\_\_\_ 21. Which one of the following motions is amendable?
- Lay on the Table.
  - Commit (or Refer).
  - The privileged motion to Adjourn.
  - Raise a Question of Privilege.
- \_\_\_\_\_ 22. The questions acted upon in a deliberative assembly are normally decided by the:
- Officers of the organization.
  - Members who are present at a regular meeting.
  - Members who vote by mail.
  - Entire membership of the organization.

Name: \_\_\_\_\_

- \_\_\_\_\_ 23. Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?
- Adjourn
  - Fix the Time to Which to Adjourn
  - Recess
  - Call for the Orders of the Day
- \_\_\_\_\_ 24. In contrast to the motion to Reconsider, the motion to Rescind:
- Does not need to be seconded.
  - Is never debatable.
  - Can be made by any member.
  - Requires a majority vote of all the members of a society to be adopted.
- \_\_\_\_\_ 25. Main motions:
- Take precedence over all motions.
  - Are not debatable.
  - Always require a two-thirds (2/3) vote to be adopted.
  - Are out of order when another member has the floor.
- \_\_\_\_\_ 26. Which statement below is true regarding the subsidiary motion to Move the *Previous Question*?
- A second is not needed.
  - The chairman must call on members for and against this motion when it is debated.
  - It does not prevent the making of privileged or incidental motions.
  - It is in order when another member has the floor.
- \_\_\_\_\_ 27. To withdraw a motion that has been stated by the chair requires:
- A secondary amendment.
  - Approval of the member who seconded the motion to be withdrawn.
  - Permission of the assembly.
  - Approval of the secretary.
- \_\_\_\_\_ 28. The incidental motion to Appeal is used:
- To have the chairman's ruling voted on by the assembly.
  - If a member wishes to appeal to the maker of a motion to accept an amendment.
  - When an accurate standing vote is needed on a main motion.
  - To point out that another member's debate is not germane.
- \_\_\_\_\_ 29. When an organization needs to make a decision that requires more than a majority vote, common requirements are a:
- Rising vote.
  - Ballot vote.
  - 2/3 vote or previous notice
  - 3/4 vote and previous notice

Name: \_\_\_\_\_

- \_\_\_\_\_ 30. Your organization has 60 regular members in attendance at a regular meeting and the president, who is the presiding officer. If all 60 regular members voted, how many would have to vote in favor of the motion to Move the Previous Question for it to be adopted? Assume the president does not vote.
- 20
  - 40
  - 30
  - 31
- \_\_\_\_\_ 31. 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):
- Adjourned meeting.
  - Executive meeting.
  - Special meeting.
  - Sine die* meeting.
- \_\_\_\_\_ 32. The object of the incidental motion to Suspend the Rules is to suspend one or more rules contained in the:
- Parliamentary authority.
  - Special rules of order.
  - Standing rules of the assembly.
  - All of the above.
- \_\_\_\_\_ 33. All of the following should be included in *Article IV: Officers* of the bylaws except:
- The specific date new officers are to assume their duties.
  - How the officers will be elected.
  - The method of nominating officers.
  - The length of term of officers.
- \_\_\_\_\_ 34. The actual reading of the minutes by a society's secretary may be waived if:
- The chairman decides they are not important.
  - They are too long.
  - They are sent to all members in advance and no member objects to not reading them.
  - The secretary does not have time.
- \_\_\_\_\_ 35. Which statement below is true regarding debate?
- A member is entitled to debate two consecutive times.
  - The chair should recognize members who have the same opinion as often as possible.
  - The chair should alternate between those favoring and those opposing a measure.
  - The member who made a pending motion can speak on the question as many times as desired.
- \_\_\_\_\_ 36. The minimum affirmative vote necessary to suspend Standing Rules is:
- A majority with notice.
  - A majority without notice.
  - Two-thirds without notice.
  - Two-thirds with notice.



Name: \_\_\_\_\_

- \_\_\_\_\_ 37. When a member makes a Point of Order, how is it normally decided?
- The chair rules on it.
  - It can be adopted by a majority vote of the assembly after it is seconded.
  - It can be adopted by a two-thirds vote of the assembly after it is seconded.
  - The parliamentarian rises after the breach of order is described by the member and immediately rules on it.
- \_\_\_\_\_ 38. A Request for Information (or Point of Information) is a request directed to the chair, or through the chair to another member, for information relevant to:
- Parliamentary procedure.
  - A motion that was adopted at the last regular meeting.
  - The business at hand, but not concerned with parliamentary procedure.
  - The comfort of the meeting room.
- \_\_\_\_\_ 39. In the absence of a society's president and vice-president:
- Any standing committee chairman can preside.
  - A chairman pro tem should be elected.
  - The secretary can put questions to a vote.
  - Any volunteer from the assembly may preside.
- \_\_\_\_\_ 40. The highest ranking of the following motions is a(an):
- Main motion.
  - Amendment.
  - Amendment to the motion to Recess.
  - Recess.
- \_\_\_\_\_ 41. To take a motion out of its proper order at a meeting requires:
- A two-thirds vote in the affirmative.
  - A majority vote in the affirmative.
  - The chairman's approval.
  - A three-fourths affirmative vote by ballot.
- \_\_\_\_\_ 42. Which motion below would you make if an original main motion is proposed that is strongly undesirable?
- Division of a Question.
  - Objection to the Consideration of a Question.
  - Objection to the Previous Question.
  - Appeal the Question.
- \_\_\_\_\_ 43. Which of the following is not a characteristic of the motion to Reconsider?
- It must be made only on the same day the vote to be reconsidered was taken.
  - It must be made only by a member who voted with the prevailing side.
  - It can only be moved by a member who voted "Aye" if the motion was adopted, or "No" if the motion was lost.
  - It requires a two-thirds vote or a majority vote with previous notice.
- \_\_\_\_\_ 44. A committee that has a continuing existence and is in the society's bylaws is called a(an):
- Special committee.
  - Standing committee.
  - Ordinary committee.
  - Whole committee.

Name: \_\_\_\_\_

- \_\_\_\_\_ 45. The purpose of the motion to *Commit* or *Refer* is to send a pending question to a committee so that:
- a. It may be delayed.
  - b. They can amend it and take action without permission from the assembly.
  - c. The question may be carefully investigated and put into better condition for the assembly to consider.
  - d. They can Lay it on the Table during informal discussions at a committee meeting.

## 2022 National FFA Parliamentary Procedure LDE & SAEP Accreditation Exam - PART II

### Answer Section

#### MULTIPLE CHOICE

1. ANS: C	PTS: 1	REF: 3:3
2. ANS: C	PTS: 1	REF: 11:1
3. ANS: B	PTS: 1	REF: 17:1
4. ANS: A	PTS: 1	REF: 21:3
5. ANS: D	PTS: 1	REF: 19:6(1)
6. ANS: C	PTS: 1	REF: 33:3
7. ANS: D	PTS: 1	REF: Tinted p. 4
8. ANS: B	PTS: 1	REF: 18:1
9. ANS: B	PTS: 1	REF: 6:3
10. ANS: C	PTS: 1	REF: Tinted p. 4
11. ANS: B	PTS: 1	REF: 12:7(5)
12. ANS: C	PTS: 1	REF: 9:17
13. ANS: C	PTS: 1	REF: 27:1
14. ANS: D	PTS: 1	REF: 3:16(1)
15. ANS: A	PTS: 1	REF: Tinted p. 4
16. ANS: B	PTS: 1	REF: 20:2
17. ANS: B	PTS: 1	REF: 29:1
18. ANS: D	PTS: 1	REF: 34:1
19. ANS: A	PTS: 1	REF: 12:6
20. ANS: D	PTS: 1	REF: 15:5(1)
21. ANS: B	PTS: 1	REF: Tinted p. 4
22. ANS: B	PTS: 1	REF: 1:1, p. 2
23. ANS: B	PTS: 1	REF: 22:1
24. ANS: C	PTS: 1	REF: 35:3
25. ANS: D	PTS: 1	REF: 10:8(3)
26. ANS: C	PTS: 1	REF: 16:2
27. ANS: C	PTS: 1	REF: 33:13
28. ANS: A	PTS: 1	REF: 24:1
29. ANS: C	PTS: 1	REF: 1:7, p. 4
30. ANS: B	PTS: 1	REF: 44:4
31. ANS: C	PTS: 1	REF: 9:13
32. ANS: D	PTS: 1	REF: 25:3
33. ANS: A	PTS: 1	REF: 56:23,25,27
34. ANS: C	PTS: 1	REF: 41:9
35. ANS: C	PTS: 1	REF: 42:9(3)
36. ANS: B	PTS: 1	REF: 25:15
37. ANS: A	PTS: 1	REF: 23:2(7)
38. ANS: C	PTS: 1	REF: 33:6
39. ANS: B	PTS: 1	REF: 47:11(3)

40.	ANS: C	PTS: 1	REF: Tinted p. 4
41.	ANS: A	PTS: 1	REF: 41:38
42.	ANS: B	PTS: 1	REF: 26:1
43.	ANS: D	PTS: 1	REF: 37:8
44.	ANS: B	PTS: 1	REF: 50:7-8
45.	ANS: C	PTS: 1	REF: 13:1

Name: \_\_\_\_\_

State: \_\_\_\_\_

**2023 National FFA Parliamentary Procedure LDE & SAEP Accreditation Exam – Part II**

**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. If the chair does not obtain a vote count at his own instance and a member thinks one is desirable, that member should
- A. Call for a Division.
  - B. Move that the vote be counted.
  - C. Ask the chair for the vote to be counted.
  - D. Move the Previous Question.
- \_\_\_\_\_ 2. Assume that the Main Motion and an amendment are pending. While the amendment is pending, a member moves to limit debate to one debate per member. (The motion to limit debate is adopted.) If while the amendment is pending a member moves to refer pending business to a committee, is the Limit of Debate in effect while debate on the motion to refer occurs?
- A. Yes, the limit of debate applies to subsequent subsidiary motions.
  - B. No, the limit of debate applies only to the motion to amend.
  - C. Yes, the limit of debate is in effect until the meeting is adjourned.
  - D. No, limit of debate never applies to referrals.
- \_\_\_\_\_ 3. If an embarrassing main motion has been brought before the assembly, a member can propose to dispose of this question without bringing it to a direct vote,
- A. by moving to Amend.
  - B. by moving to Lay on the Table.
  - C. by moving to Postpone Indefinitely.
  - D. by moving the Previous Question.
- \_\_\_\_\_ 4. If two business sessions are separated by more than a quarterly time interval – then business can go over from the earlier session to the later one only by means of
- A. the motion to Lay on the Table.
  - B. the motion to Postpone to a Certain Time.
  - C. the Call for the Orders of the Day.
  - D. Referral to a Committee.

- \_\_\_\_\_
5. If a main motion is referred to a committee while Postpone Indefinitely is pending,
- A. the motion to Postpone Indefinitely goes to the committee with the main motion.
  - B. the motion to Postpone Indefinitely is ignored and does not go to the committee.
  - C. the motion to Postpone Indefinitely is put to a vote before the referral is considered.
  - D. the motion to refer to a committee can only be adopted by a 2/3 vote.
- \_\_\_\_\_
6. If a member moves to refer the main question to a committee that would have the effect of defeating the purpose of the main question, what should the chairperson do?
- A. Ask for a second and restate the referral to make it pending.
  - B. Point out the member who made the motion to commit and try to convince the member to withdraw their motion.
  - C. Rule the motion to commit out of order as dilatory.
  - D. Request a member move to Postpone the Motion Indefinitely to kill the motion to commit.
- \_\_\_\_\_
7. If a motion to Limit Debate is made while no question is pending, such a motion is the subsidiary motion to Limit Debate, but is an Incidental Main Motion. The vote required to adopt the Incidental Main Motion to Limit debate requires what vote for adoption?
- A. A majority vote for adoption.
  - B. A two-thirds vote for adoption.
  - C. A majority vote for adoption provide notice was given.
  - D. A majority vote of the entire membership.
- \_\_\_\_\_
8. 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.
- \_\_\_\_\_
9. If an assembly holding regularly scheduled business meetings adjourns to meet at the "call of the chair," when does the chair's authority to call an adjourned meeting expire?
- A. Seven days after the adjourned regular meeting.
  - B. Thirty days from the date of the adjourned regular meeting.
  - C. Ninety days.
  - D. Until the next regular meeting.

- \_\_\_\_\_ 10. What statement is true relating to a motion to recess?
- A. The motion to Recess is always a privileged motion.
  - B. If the motion to Recess is adopted the Recess begins as soon as there is no business pending.
  - C. If a motion to recess is made when no business is pending it is a Main Motion.
  - D. The motion to recess does not require a second.
- \_\_\_\_\_ 11. When the adjournment closes a session in a body that will have members terms of membership expire any pending matters temporarily but not finally disposed of, except those that remain in the hands, fall to the ground except:
- A. All pending matters fall to the ground or are lost.
  - B. Matters that are in the hands of a committee to which they have been referred.
  - C. Pending Appeals.
  - D. Motions that require a 2/3 vote for adoption.
- \_\_\_\_\_ 12. If a member moves to Suspend the Rules
- A. The member must state the entire specific rule that is being proposed to Suspend.
  - B. The motion is amendable as to which rule is Suspended.
  - C. May interrupt a speaker.
  - D. The rules to be suspended are not mentioned; but the motion must state its specific purpose.
- \_\_\_\_\_ 13. If an Objection to the Consideration of the Question is sustained, the main question is dismissed for that session and cannot be renewed during the same session unless,
- A. demanded by a majority.
  - B. until after another matter of business is dispensed with.
  - C. unanimous consent is granted.
  - D. requested by a standing committee.
- \_\_\_\_\_ 14. A motion can be taken from the table
- A. can be Taken from the Table at the next session of the same convention.
  - B. at a special meeting called for a different matter before the quarterly time interval has elapsed.
  - C. At next year's convention.
  - D. a motion can't be taken from the table after the session in which it was tabled has adjourned.
- \_\_\_\_\_ 15. In the case of a motion that was lost or failed, who can move to Reconsider the motion?
- A. Any member who voted in favor of the motion being reconsidered.
  - B. Any member who voted against the motion being reconsidered.
  - C. Any member who was in attendance at the time the motion being reconsidered was voted on.
  - D. Any member who changed their mind on how to vote on the motion being reconsidered.

- \_\_\_\_\_ 16. In the absence of a Quorum, the members present at the meeting could
- A. move to Recess.
  - B. approve the minutes.
  - C. Approve the treasurer's report.
  - D. Move to Lay all business on the table.
- \_\_\_\_\_ 17. The standard order of business includes items being taken up in the following order.
- A. Reports of Special Committees, Reports of Officers, Special Orders, General Orders
  - B. Reports of Officers, Reports of Special Committees, Special Orders, General Orders
  - C. General Orders, Special Orders, Reports of Special Committees, Reports of Officers
  - D. Special Orders, General Orders, Reports of Special Committees, Officer Reports
- \_\_\_\_\_ 18. If the chair wishes to relinquish the chair so they can debate the pending question the person who assumes the chair will be
- A. the oldest member of the Executive Committee.
  - B. the advisor.
  - C. the secretary assumes the chair.
  - D. The highest-ranking Vice President present who has not spoken on the Question.
- \_\_\_\_\_ 19. During a meeting with 120 members in attendance, a standing vote was taken on the Previous Question. If all 120 members vote, how many must vote in the affirmative for the Previous Question to be adopted?
- A. 60 votes
  - B. 80 votes
  - C. 100 votes
  - D. 120 votes
- \_\_\_\_\_ 20. Following the Treasurers report at a chapter meeting
- A. the report should be adopted by a majority vote.
  - B. the report should be adopted by a 2/3 vote.
  - C. the report should be adopted by unanimous consent.
  - D. the monthly treasurer's report requires no action by the assembly.



- \_\_\_\_\_ 21. When certain conditions apply, a standing committee must be approved by a specific provision of the bylaws or by a resolution which is in effect a special rule of order and therefore requires for its adoption either previous notice and a two-thirds vote or a vote of a majority of the entire membership. Which response is **not** one of those conditions?
- A. Members of the committee serve for a term corresponding to that of the officers.
  - B. If the committee is to have standing authority to act for the society on matters of a certain class without specific instructions from the assembly.
  - C. If all business of a certain class is to be automatically referred to the committee.
  - D. If some other rule of parliamentary procedure is affected by the committee's assigned function.
- \_\_\_\_\_ 22. The quorum in a committee is, unless otherwise prescribed,
- A. all members of the committee.
  - B. a majority of the committee membership.
  - C. two-thirds of the committee membership.
  - D. determined by the chairperson.
- \_\_\_\_\_ 23. Which of the following is true about the Amendment of Bylaws.
- A. A motion to amend the bylaws is a privileged motion.
  - B. Adoption of a bylaw change requires previous notice and a majority vote.
  - C. An affirmative vote on the motion to amend the bylaws cannot be reconsidered.
  - D. A negative vote on the motion to amend the bylaws can be reconsidered.
- \_\_\_\_\_ 24. A member can demand a division
- A. from the time that the chair announces the vote until the next topic is introduced.
  - B. from the moment the negative votes have been cast until the result of the vote has been announced or immediately thereafter.
  - C. from the moment the chair asks for the votes in the affirmative until the vote is announced.
  - D. from the time the results of the vote are announced until the next motion is pending.
- \_\_\_\_\_ 25. If you are the chairperson at a meeting and a member moved that "No response be made to the request by the principal that the FFA donate to the school beautification fund, what should you do?
- A. Ask for a second and restate the motion to make it pending.
  - B. Ask for debate.
  - C. Restate the motion and ask for amendments.
  - D. It is preferable to avoid a motion containing a negative statement.

- \_\_\_\_\_ 26. In addition to their annual reports, the president and vice president may need to report on their activities. These reports may sometimes contain recommendations calling for action by the assembly. Motions to adopt or implement any recommendations should be
- A. made by the officer after making their report and the motion carries with it an implied second.
  - B. made by the officer after making their report and the motion must be seconded.
  - C. made from the floor by a member other than the reporting officer.
  - D. referred to a committee for further review and a recommendation.
- \_\_\_\_\_ 27. If at a regular meeting, members dispense with the reading of the minutes,
- A. the minutes are approved as written.
  - B. they may dispense with the reading of the minutes by majority vote without debate.
  - C. they may dispense with the reading of the minutes by majority vote following debate.
  - D. The minutes must be read at the time scheduled on the agenda.
- \_\_\_\_\_ 28. If a member objects to an Incidental Main Motion they may
- A. Object to the Consideration of the Question.
  - B. Move to postpone the motion indefinitely to allow them a vote to kill the motion without risking adoption of the motion.
  - C. Move to lay the motion on the table which kills an Incidental Main Motion.
  - D. Call for a Recess to kill the motion.
- \_\_\_\_\_ 29. Assume you are the chairperson of a meeting and a member moves to Suspend the Rule in the bylaws that states Greenhands are not allowed to vote during the election of officers. What would you do?
- A. Ask for a second.
  - B. Ask if there is an objection to suspending the rule.
  - C. Refer the matter to the Bylaws Committee.
  - D. Rule the motion out of order because rules of this type contained in the bylaws cannot be suspended.
- \_\_\_\_\_ 30. The minimum affirmative vote necessary to suspend Standing Rules is:
- A. A majority without notice.
  - B. A majority with notice.
  - C. Two-thirds without notice.
  - D. Two-thirds with notice.

- \_\_\_\_\_ 31. You are the chairperson at a meeting. A member moves a debatable motion. Once the motion is pending you call for debate. The member who made the motion did not request the floor. You recognize a member for debate. Another member rises to a Point of Order that the maker of the motion is entitled to the first right to debate. What do you do?
- A. Say, "Point well taken, maker of the motion you have the floor".
  - B. Poll the members to determine how to proceed.
  - C. Say, "the maker of the motion did not request the floor. Will the member please continue with their debate?"
  - D. Announce a Recess for informal consultation to decide how to proceed.
- \_\_\_\_\_ 32. If the maker of the motion changes their mind while the motion is pending and wants to alert the members, they can
- A. debate against their own motion.
  - B. ask permission to withdraw the motion.
  - C. rise to a point of order.
  - D. move a new original main motion.
- \_\_\_\_\_ 33. If a member moves to Lay a matter on the Table until the next meeting, what should the chair do?
- A. Ask for a second on the motion to Lay on the Table.
  - B. Call for an immediate vote.
  - C. There is no set time for bringing the matter up again.
  - D. It can be admitted only as a motion to Postpone. Make that statement and ask for a second on the motion to postpone.
- \_\_\_\_\_ 34. If at a meeting a member moves to refer a matter to a standing committee, which amendment below would be in order?
- A. No amendment would be in order.
  - B. As to the committee's composition.
  - C. As to the committee's manner of selection.
  - D. As to the committee to which the main question is to be referred.
- \_\_\_\_\_ 35. Which statement is true as it relates to the privileged motion to recess?
- A. It is applied to the main motion.
  - B. Only the affirmative vote on the motion to Recess can be Reconsidered.
  - C. It requires a majority vote for adoption.
  - D. It requires a 2/3 vote for adoption.
- \_\_\_\_\_ 36. If a motion to Take from the Table is lost, can the motion be reconsidered?
- A. Yes, the negative vote on the motion to Take from the Table may be reconsidered.
  - B. If the motion to Take from the Table is rejected, it can be renewed each time that any business has been transacted.
  - C. Only the positive vote on the motion to Take From the Table may be reconsidered.
  - D. You may only attempt to Take from the Table once per session.

- \_\_\_\_\_ 37. In the absence of a quorum, any business is null and void, except
- A. Recess
  - B. Fix the Time to Which to Adjourn
  - C. Adjourn
  - D. All of the above.
- \_\_\_\_\_ 38. The motion to Limit or Extend Limits of Debate yield to which motion below.
- A. Previous Question
  - B. Main Motion
  - C. Refer to a Committee
  - D. Postpone Infinitely
- \_\_\_\_\_ 39. The motion, Previous Question
- A. is debatable.
  - B. requires no second.
  - C. is not amendable.
  - D. Requires a majority vote.
- \_\_\_\_\_ 40. The privileged device Raise a Question of Privilege, takes precedence over all other motions except:
- A. Take from the Table, Rescind, and Reconsider.
  - B. Division of the Assembly, Division of a Question, and Suspend the Rules.
  - C. Question of Privilege, Reconsider, and Call for the Orders of the Day
  - D. Recess, Adjourn, Fix the Time to which to Adjourn.
- \_\_\_\_\_ 41. An Appeal is undebatable
- A. always.
  - B. never.
  - C. if it is made after the Previous Question has been moved or ordered and before the order is exhausted.
  - D. If it is made after the Previous Question has been moved or ordered and after the order is exhausted.
- \_\_\_\_\_ 42. If the bylaws contain no provision relating to amendment, a motion to rescind applied to a constitution or bylaws is subject to the same voting requirement as to rescind or amend special rules of order. What vote is required?
- A. With previous notice a majority vote.
  - B. Without previous notice a two-thirds vote.
  - C. Two-thirds vote of the entire membership.
  - D. Previous notice and two-thirds vote or a vote of a majority of the entire membership.

\_\_\_\_\_ 43. A motion to Postpone Indefinitely

- A. can be renewed in connection with the same main question during the same session.
- B. cannot be renewed in connection with the same main question during the same session.
- C. can be renewed in connection with the same main question subject to a two-thirds vote.
- D. Can be renewed in connection with the same main question if a majority of the entire membership votes in

\_\_\_\_\_ 44. What vote is required for the assembly to set aside the orders of the day when they are called for?

- A. A two-thirds vote in the affirmative.
- B. A two-thirds vote in the negative.
- C. A three-fourths affirmative vote.
- D. The approval of the chairperson.

45. Following the adoption of a motion to divide a question, during debate a member rises and moves to reconsider the motion to divide the question. What should the chair do?

- A. Ask the member, if they voted on the prevailing side.
- B. Ask for a second to the motion to reconsider.
- C. Ask for Debate.
- D. Rule the motion out of order because the motion cannot be reconsidered.

#### Part I Research Quotes

46. A primary amendment applies directly to the pending resolution, main motion, or other motion (except *Amend*) to be amended.

Section \_\_\_\_\_ Paragraph \_\_\_\_\_

47. Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote.

Section \_\_\_\_\_ Paragraph \_\_\_\_\_

48. For example, if amendments and a motion to *Commit* were pending when a resolution was laid on the table, then when it is taken from the table the question is first on the motion to *Commit*.

Section \_\_\_\_\_ Paragraph \_\_\_\_\_

49. Rules which embody *fundamental principles of parliamentary law*, such as the rule that allows only one question to be considered at a time (5:4), cannot be suspended, even by a unanimous vote.

Section \_\_\_\_\_ Paragraph \_\_\_\_\_

50. The correction of the minutes (41:10) is an example of business that is normally handled by unanimous consent.

Section \_\_\_\_\_ Paragraph \_\_\_\_\_

## 2023 National FFA Parliamentary Procedure LDE & SAEP Accreditation Exam – Pat II Answer Section

### Multiple Choice

1.	ANS:	B	PTS:	1	REF:	45:14
2.	ANS:	A	PTS:	1	REF:	15:8
3.	ANS:	C	PTS:	1	REF:	6:5
4.	ANS:	D	PTS:	1	REF:	9:8
5.	ANS:	B	PTS:	1	REF:	11:4
6.	ANS:	C	PTS:	1	REF:	13:9
7.	ANS:	B	PTS:	1	REF:	15:4
8.	ANS:	D	PTS:	1	REF:	17:14
9.	ANS:	D	PTS:	1	REF:	22:8
10.	ANS:	C	PTS:	1	REF:	20:3
11.	ANS:	B	PTS:	1	REF:	21:7
12.	ANS:	D	PTS:	1	REF:	25:4
13.	ANS:	C	PTS:	1	REF:	26:5
14.	ANS:	A	PTS:	1	REF:	34:3
15.	ANS:	B	PTS:	1	REF:	37:10
16.	ANS:	A	PTS:	1	REF:	40:6
17.	ANS:	B	PTS:	1	REF:	41:5
18.	ANS:	D	PTS:	1	REF:	43:29
19.	ANS:	B	PTS:	1	REF:	44:3
20.	ANS:	D	PTS:	1	REF:	48:20
21.	ANS:	A	PTS:	1	REF:	50:8
22.	ANS:	B	PTS:	1	REF:	50:21
23.	ANS:	C	PTS:	1	REF:	57:1
24.	ANS:	B	PTS:	1	REF:	4:52
25.	ANS:	D	PTS:	1	REF:	10:11 & 10:12
26.	ANS:	C	PTS:	1	REF:	48:19
27.	ANS:	B	PTS:	1	REF:	48:11
28.	ANS:	B	PTS:	1	REF:	10:6
29.	ANS:	D	PTS:	1	REF:	25:7
30.	ANS:	A	PTS:	1	REF:	25:15
31.	ANS:	C	PTS:	1	REF:	42:9
32.	ANS:	B	PTS:	1	REF:	43:25
33.	ANS:	D	PTS:	1	REF:	17:2
34.	ANS:	D	PTS:	1	REF:	13:7
35.	ANS:	C	PTS:	1	REF:	20:5
36.	ANS:	B	PTS:	1	REF:	34:2
37.	ANS:	D	PTS:	1	REF:	40:6 & 40:7
38.	ANS:	A	PTS:	1	REF:	15:5
39.	ANS:	C	PTS:	1	REF:	16:5
40.	ANS:	D	PTS:	1	REF:	19:6

41. ANS	C	PTS:	1	REF:	16:18
42. ANS	D	PTS:	1	REF:	35:2
43. ANS	B	PTS:	1	REF:	38:5 2)
44. ANS	B	PTS:	1	REF:	18:8
45. ANS	D	PTS:	1	REF:	27:3

### **2023 National FFA Parliamentary Procedure LDE Exam – Part I Research Quotes**

#### **Answer Key**

46. SECTION: 12	PARAGRAPH: 11
47. SECTION: 45	PARAGRAPH: 3
48. SECTION: 34	PARAGRAPH: 6
49. SECTION: 25	PARAGRAPH: 9
50. SECTION: 4	PARAGRAPH: 61