

WRITTEN EXAMINATION
FOR THE NATIONAL
2012 INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

WRITTEN BY THE
ACCREDITATION COMMITTEE (SHANE DUNBAR, CHAIRMAN)
FOR THE
SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

NAME (Print in **CAPITAL** letters): _____ STATE: _____ SCORE: _____
FIRST **LAST**

ADVISOR NAME (Print in **CAPITAL** letters): _____

STATION ASSIGNMENT (Circle one): President Vice-President Secretary Treasurer Reporter Sentinel Advisor

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 shown on the table, "Rules for the Permissible Motions" for this event (Form 6). You will be allowed 30 minutes to complete the test. Remember to answer all 25 questions.

- _____ 1. **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.
- _____ 2. **The privileged device, *Raise a Question of Privilege*, is not**
A. amendable.
B. debatable.
C. seconded.
D. All of the above.
- _____ 3. **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. raise a question of privilege without being recognized by the chair.
D. say "I move the previous question" after obtaining the floor.
- _____ 4. **If the chairman appoints a committee, who determines its chairman?**
A. The chairman who appointed the committee
B. The committee members
C. The assembly votes
D. The vice-president who is the administrator for committees
- _____ 5. **The primary purpose of using the subsidiary motion to *Amend* is to**
A. eliminate the main purpose of the main motion.
B. modify the wording of a pending motion.
C. lengthen the debate time on the main motion.
D. call for an immediate vote on the original main motion.
- _____ 6. **The motion to *Postpone Indefinitely* is used by**
A. the chair to place a main motion on the agenda at the next regular meeting.
B. a member to send a main motion to a standing committee.
C. members who wish to change the pending main motion.
D. the assembly to show that it does not wish to take a position on the main motion.
- _____ 7. **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.
- _____ 8. **The chair is obligated to answer all *Parliamentary Inquiry* questions except those that**
A. explain the effects of a motion.
B. assist members in making an appropriate motion.
C. are hypothetical in nature.
D. help members understand the parliamentary situation.
- _____ 9. **A member can call for a division of the assembly on a motion from the time the negative vote has been cast until**
A. adjournment.
B. the chair announces the outcome of the voting.
C. adjournment at the next regular meeting.
D. the announcement of the result is complete or immediately thereafter.
- _____ 10. **The normal grounds for a member to rise to a *Point of Order* are**
A. to ask the maker of the motion a question.
B. uncomfortable conditions in the meeting room.
C. a breach of rules.
D. to obtain parliamentary information from the parliamentarian.

- _____ 11. Which one of the following results could result in a main motion to be adopted if the presiding officer decided to vote in the affirmative?
- A. 20 in favor and 20 opposed
 - B. 19 in favor and 20 opposed
 - C. 18 in favor and 22 opposed
 - D. 21 in favor and 22 opposed
- _____ 12. If you wanted to amend a pending main motion by placing words at the end of the motion, the proper form would be to say
- A. "I move to amend by inserting the word . . ."
 - B. "I move to amend by substituting . . ."
 - C. "I move to amend by adding . . ."
 - D. "I move to amend by striking out the . . ."
- _____ 13. Which one of the following motions cannot be amended?
- A. *Recess*
 - B. *Previous Question*
 - C. *Main Motion*
 - D. *Amend*
- _____ 14. A demand of a member to retake a vote by rising is called a *Division of the*
- A. *Assembly*.
 - B. *Members*.
 - C. *House*.
 - D. *Chapter*.
- _____ 15. If you were chairman, after a member makes a *Point of Order*, you should immediately ask the
- A. member to "state your point."
 - B. assembly for a second.
 - C. assembly for debate.
 - D. parliamentarian for an "immediate ruling."
- _____ 16. Which one of the following is not a subsidiary motion?
- A. *Postpone a Motion Indefinitely*
 - B. *Main Motion*
 - C. *Commit (or Refer)*
 - D. *Amend*
- _____ 17. According to *Robert's Rules of Order Newly Revised*, who "makes an amendment?"
- A. The assembly
 - B. The maker of the motion that the amendment is applied to
 - C. The member who offers the amendment
 - D. Both the member who proposed the amendment and the member who seconded it
- _____ 18. A general rule when wording a main motion is
- A. to offer statements such as "I so move," after informal consultation.
 - B. not to propose a motion that the assembly *refrain* from doing something.
 - C. to include negative statements.
 - D. never begin a motion with the words "I move that . . ."
- _____ 19. Which one of the following motions is undebatable but amendable?
- A. *Raise a Question of Privilege*
 - B. *Commit or Refer*
 - C. *Recess*
 - D. *Division of the Assembly*
- _____ 20. Which class of motions "aids the assembly in handling or disposing of a main motion"?
- A. Privileged
 - B. Incidental
 - C. Subsidiary
 - D. All of the above

- _____ 21. Which motion may interrupt a speaker, does not require a second, and is amendable?
- A. *Recess*
 - B. *Raise a Question of Privilege*
 - C. *Point of Order*
 - D. None of the above
- _____ 22. Which officer makes the following statement for the FFA chapter meeting Opening Ceremonies?
- “The rising sun is the token of a new era in agriculture.”
- A. President
 - B. Secretary
 - C. Vice President
 - D. Sentinel

THE LAST THREE QUESTIONS ARE FROM THE 2011-2012 OFFICIAL FFA MANUAL

- _____ 23. For the FFA chapter meeting Opening Ceremonies, the chapter reporter is stationed by the
- A. emblem of Washington
 - B. ear of corn
 - C. rising sun
 - D. flag
- _____ 24. Which one of the following is one duty of the FFA Vice President?
- A. Collect dues and special assessments
 - B. Coordinate all committee work
 - C. Prepare and maintain a chapter scrapbook
 - D. Welcome guests and visitors
- _____ 25. After FFA Opening Ceremonies, what is the next item considered for the order of business at a regular chapter meeting?
- A. Minutes of the previous meeting
 - B. Unfinished business
 - C. Officer reports
 - D. Committee reports

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NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

ANSWER KEY

1. B
2. D
3. D
4. A
5. B
6. D
7. B
8. C
9. D
10. C
11. A
12. C
13. B
14. A
15. A
16. B
17. A
18. B
19. C
20. C
21. D
22. C
23. D
24. B
25. A

WRITTEN EXAMINATION
FOR THE NATIONAL
2013 INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

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NAME (Print in **CAPITAL** letters): _____ STATE: _____ SCORE: _____
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STATION ASSIGNMENT (Circle one): President Vice-President Secretary Treasurer Reporter Sentinel Advisor

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 shown on the table, "Rules for the Permissible Motions" for this event (Form 6). You will be allowed 30 minutes to complete the test. Remember to answer all 25 questions.

- _____ 1. **An amendment to the privileged motion to *Recess***
- A. must relate to which members may take the recess.
 - B. is never allowed.
 - C. is not debatable.
 - D. requires a two-thirds vote to be adopted.
- _____ 2. **Who makes the initial ruling on the motion to *Raise a Question of Privilege*?**
- A. Members.
 - B. The chairman.
 - C. The parliamentarian.
 - D. The vice president.
- _____ 3. **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.
- _____ 4. **The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak**
- A. three times on each topic.
 - B. only two times, but as long as they wish.
 - C. on motions even after they are adopted.
 - D. as many times as they wish.
- _____ 5. **When an amendment is pending,**
- A. debate on the amendment is limited to one speech from each member.
 - B. the motion to be amended may not be discussed.
 - C. debate can extend into the merits of the motion to be amended.
 - D. another primary amendment may be applied to the motion to be amended.
- _____ 6. **The subsidiary motion to *Postpone Indefinitely***
- A. is in order when another member has the floor.
 - B. does not require a second.
 - C. is not a secondary motion.
 - D. is debatable and debate can go fully into the merits of the main question.
- _____ 7. **After debate seems to have ended on a main motion, the chairman makes sure that no one else wishes to speak by asking**
- A. "Are there any questions?"
 - B. "Are you ready for the question?" or "Is there any further debate?"
 - C. "Are there any questions that members wish to ask the maker of the motion?"
 - D. the maker of the motion for permission to take a voice vote.
- _____ 8. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**
- A. the reply is an opinion and not a ruling.
 - B. an appeal is used only when the chair refuses a member's request for a *Division*.
 - C. an appeal must be made by a member who voted with the side that did not prevail.
 - D. the reply is always voted on by the assembly.

- _____ 9. 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.
- _____ 10. When a member makes a *Point of Order*, how is it normally decided?
- A. The chair rules on it.
 - B. It can be adopted by a majority vote of the assembly.
 - C. It can be adopted by a two-thirds vote of the assembly after it is seconded.
 - D. The parliamentarian rises after the breach of order is described by the member and immediately rules on it.
- _____ 11. Which statement below is true regarding debate?
- A. A member is entitled to debate two consecutive times.
 - B. The chair should recognize members who have the same opinion as often as possible.
 - C. The chair should alternate between those favoring and those opposing a measure.
 - D. The member who made a pending motion can speak on the question as many times as desired.
- _____ 12. The word *majority* means
- A. "exactly half."
 - B. "less than half."
 - C. "more than half."
 - D. 51%.
- _____ 13. A member who wishes to call another member out of order
- A. must rise, address the chair, and wait to be recognized.
 - B. need not gain recognition from the chair.
 - C. must first wait for the chair to call the member to order.
 - D. must rise for a parliamentary inquiry.
- _____ 14. The privileged motion to *Take a Recess*
- A. is in order when another member has the floor.
 - B. may be debated.
 - C. must be seconded.
 - D. is decided on by the chairman without a vote.
- _____ 15. If motion "B" is properly made and seconded while motion "A" is pending, this means that motion "B"
- A. *yields* to motion "A."
 - B. must be put to the assembly immediately.
 - C. *takes precedence over* motion "A."
 - D. is more important than motion "A."
- _____ 16. If a main motion is referred to a committee while the motion to *Postpone Indefinitely* is immediately pending, the motion to *Postpone Indefinitely*
- A. does not go to committee.
 - B. goes to committee with the main motion.
 - C. is voted on before the motion to *Refer*.
 - D. is automatically laid on the table.

- ___ 17. If ninety votes are cast at a regular meeting on a motion to *Move the Previous Question*, what is the minimum number of affirmative votes that would be required to adopt it?
- A. Forty
 - B. Forty-six
 - C. Sixty
 - D. Sixty-one
- ___ 18. Which statement below is false regarding a motion for a *Division of the Assembly*?
- A. The chair can take a rising vote without permission from the assembly.
 - B. No subsidiary motion can be applied to it.
 - C. Debate is allowed if the vote is to be counted and entered in the minutes.
 - D. The chair can order that a vote be counted.
- ___ 19. 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."
- ___ 20. Both a *Point of Order* and a *Parliamentary Inquiry* are
- A. decided by the chair.
 - B. amendable.
 - C. required to be seconded to be considered.
 - D. privileged motions.
- ___ 21. In amending a motion by *striking out* separate words, the best method is to make a motion to strike out
- A. the separate words.
 - B. the entire clause containing the separated words and insert a new clause.
 - C. one word and then immediately make another motion to strike out the other word.
 - D. the entire motion and substitute a new motion.
- ___ 22. Committee motions require a second if the committee consists of
- A. one person.
 - B. two persons.
 - C. three persons.
 - D. over three persons.

THE LAST THREE QUESTIONS ARE FROM THE 2011-2012 OFFICIAL FFA MANUAL

- ___ 23. The *Official FFA Manual* states that new business is taken up immediately after
- A. officer reports.
 - B. committee reports.
 - C. minutes of the previous meeting.
 - D. unfinished business.
- ___ 24. What is the last statement made by the president to close a meeting after the pledge of allegiance to the flag is made?
- A. **President:** "The president will now entertain a motion to adjourn this meeting."
 - B. **President:** (After a member makes the motion to adjourn): "Is there a second to adjourn this meeting?"
 - C. **President:** "I move that this meeting adjourn."
 - D. **President:** "I now declare this meeting adjourned."
- ___ 25. Which one of the following is not a duty of the FFA Secretary?
- A. Prepare and present the minutes of each chapter meeting.
 - B. Be responsible for chapter correspondence.
 - C. Maintain member attendance and activity records and issue membership cards.
 - D. Release news and information to local and regional news media.

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ANSWER KEY

1. C
2. B
3. C
4. D
5. B
6. D
7. B
8. A
9. B
10. A
11. C
12. C
13. B
14. C
15. C
16. A
17. C
18. C
19. A
20. A
21. B
22. A
23. B
24. D
25. D

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- ___ 1. **After a main motion has been made and before the question has been stated by the chair,**
- A. any member can rise and informally suggest changes to the maker of the motion.
 - B. the chairman can insist on changes and implement them without a vote.
 - C. changes are not allowed because the motion is the property of the assembly.
 - D. any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly.
- ___ 2. **If the motion to *Postpone Indefinitely* is adopted, what happens to the pending main motion?**
- A. An ad hoc committee studies it and reports back at the next regular meeting.
 - B. It is brought back under the heading of *Unfinished Business* at the next regular meeting.
 - C. It is killed for the duration of the session.
 - D. It is automatically adopted without debate.
- ___ 3. **To be in order, an amendment must always be**
- A. germane.
 - B. made by the member who proposed the motion that the amendment is applied to.
 - C. short.
 - D. in the form of a question.
- ___ 4. **A special committee appointed *with power* means that the committee**
- A. must report to the assembly before acting.
 - B. can act for the society in all cases that are similar.
 - C. can act for the society in specific cases.
 - D. must meet until all committee members agree on a solution to their assigned task.
- ___ 5. **If adopted, the *Previous Question* is a motion that stops**
- A. the making of all subsidiary motions.
 - B. debate and the making of amendments on the pending question.
 - C. the making of privileged motions.
 - D. the making of undebatable motions.
- ___ 6. **If a *Point of Order* is raised while an amendment is immediately pending, the**
- A. point of order is ignored.
 - B. amendment is disposed of first, and the point of order next.
 - C. point of order is disposed of first.
 - D. chair asks for a second on the point of order and then it is ruled on.
- ___ 7. **If the chair is in doubt as to which member is entitled to the floor,**
- A. it should automatically be assigned to the member who addressed the chair.
 - B. the parliamentarian should decide.
 - C. the assembly can decide by a vote.
 - D. all the officers should confer and make the decision.
- ___ 8. **When a member has *exhausted his/her right to debate* a main motion for that day, it means that the member**
- A. cannot debate other motions that have similar content on the same day.
 - B. has debated the question twice and cannot make a third speech on the same day.
 - C. cannot debate an amendment that is applied to the question.
 - D. can now solicit unused debating time from other members of the assembly.
- ___ 9. **The only time a *Main Motion* can be made is while**
- A. the regular president of the organization is presiding.
 - B. no other motion is pending.
 - C. all the members of the organization are present.
 - D. unfinished business is being considered.

- ___10. If a member has spoken twice on a main motion, how many times can he/she speak on an amendment that is applied to it?
- A. Once
 - B. The member cannot speak on the amendment.
 - C. Three times
 - D. Two times
- ___11. Which one of the following is a motion that asks an urgent question regarding outside disruptive noise that effects an FFA chapter meeting?
- A. *Postpone Indefinitely*
 - B. *Commit or Refer*
 - C. *Previous Question*
 - D. *Raise a Question of Privilege*
- ___12. Which motion below is not debatable, but may be amended?
- A. *Previous Question*
 - B. *Recess*
 - C. *Parliamentary Inquiry*
 - D. *Division of the Assembly*
- ___13. If 21 votes are cast for the *Previous Question* at an FFA meeting, what is the minimum affirmative vote required to adopt it?
- A. 16
 - B. 14
 - C. 13
 - D. 11
- ___14. The motion to *Amend* is used to
- A. drop a *Main Motion* without a direct vote on it.
 - B. provide a brief break.
 - C. enforce the rules.
 - D. modify a motion.
- ___15. Which two motions below normally require no vote and are answered by the chair?
- A. *Recess* and *Main Motion*
 - B. *Amend* and *Postpone Indefinitely*
 - C. *Parliamentary Inquiry* and *Raise a Question of Privilege*
 - D. *Previous Question* and *Commit or Refer*
- ___16. At an FFA chapter meeting of 30 members, what method of voting is required if a member calls for a *Division of the Assembly*?
- A. Standing (rising)
 - B. Voice
 - C. Raising hand
 - D. Ballot
- ___17. If all the motions below are pending, which must be voted on first?
- A. *Commit or Refer*.
 - B. To take a *Recess*.
 - C. To *Postpone Indefinitely*.
 - D. An amendment to the motion to *Recess*.

- ___ 18. The subsidiary motion to *Commit or Refer* takes precedence over the motion to
- A. *Recess*
 - B. *Raise a Question of Privilege*
 - C. *Postpone Indefinitely*
 - D. order the *Previous Question*
- ___ 19. Which two motions below both require a second, are debatable, and require a majority vote to be adopted?
- A. *Previous Question* and *Raise a Question of Privilege*
 - B. *Postpone Indefinitely* and *Amend*
 - C. *Recess* and *Main Motion*
 - D. *Division of the Assembly* and *Parliamentary Inquiry*
- ___ 20. The purpose of a *Point of Order* is to
- A. call attention to a breach of rules.
 - B. make a *Parliamentary Inquiry*.
 - C. *Raise a Question of Privilege*.
 - D. reject a motion that has been stated by the chair.
- ___ 21. The privileged motion to *Recess*
- A. can be used to close a regular FFA meeting.
 - B. is debatable, and debate can go into the merits of the motion it is applied to.
 - C. is made when business is pending.
 - D. may be made by interrupting a member who is speaking.
- ___ 22. Which two motions below are in order when another FFA member has the floor?
- A. *Previous Question* and *Postpone Indefinitely*
 - B. *Commit or Refer* and *Recess*
 - C. *Amend* and *Main Motion*
 - D. *Point of Order* and *Raise a Question of Privilege*

THE LAST THREE QUESTIONS ARE FROM THE CURRENT EDITION OF THE OFFICIAL FFA MANUAL

- ___ 23. Which one of the following is not a duty of the Secretary?
- A. Assume all duties of the president if necessary
 - B. Prepare and present the minutes of each chapter meeting
 - C. Prepare and post the agenda for each chapter meeting.
 - D. Be responsible for chapter correspondence
- ___ 24. For the FFA meeting opening ceremonies, the sentinel is stationed by the
- A. owl.
 - B. door.
 - C. flag.
 - D. ear of corn.
- ___ 25. What is last item in the FFA order of business?
- A. New business
 - B. Officer reports
 - C. Closing ceremony
 - D. Entertainment, recreation, and/or refreshments

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ANSWER KEY

1. A
2. C
3. A
4. C
5. B
6. C
7. C
8. B
9. B
10. D
11. D
12. B
13. B
14. D
15. C
16. A
17. D
18. C
19. B
20. A
21. C
22. D
23. A
24. B
25. D

Additional Questions for Conduct of a Chapter Meeting

Duties of Officers....Stations....FFA Order of Business

1. **In the opening ceremonies, the president is stationed by what marker?**
 - a. Bust of Washington
 - b. Shield of Friendship
 - c. Ear of Corn
 - d. Rising Sun

2. **The Bust of Washington can be associated to which officer in the official FFA Opening Ceremonies?**
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Sentinel

3. **Which emblem represents the Vice President?**
 - a. Plow
 - b. Shield of Friendship
 - c. Ear of Corn
 - d. Rising Sun

4. **The advisor can be associated with which symbol?**
 - a. Rising Sun
 - b. Owl
 - c. Door
 - d. Plow

5. **The Ear of Corn, which is grown in all 50 states, symbolizes which office?**
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Sentinel

6. **According to the official order business in the FFA Manual, what is the last item to be done before Closing Ceremonies?**
 - a. Reports of Officers
 - b. Unfinished business
 - c. New Business
 - d. Announcements

7. **True/False: Unfinished business and general orders will always come after new business.**
 - a. True
 - b. False

8. **Which order of business is responsible for introducing new items for consideration?**
 - a. Special Orders
 - b. Unfinished Business and General Orders
 - c. New Business
 - d. Announcements

- 9. Which officer's duties call for them to appoint committees and serve on them as an ex-officio, non-voting member?**
- President
 - Vice President
 - Secretary
 - Sentinel
- 10. Which of these duties is not the responsibility of the President?**
- Preside over meetings
 - Maintain member attendance and activity records and issue membership cards
 - Coordinate the activities of the chapter and evaluate the progress of each division of the POA
 - Represent the chapter in public relations and official functions
- 11. It is the responsibility of which officer to coordinate all committee work?**
- President
 - Vice President
 - Secretary
 - Sentinel
- 12. Which of the following duties would be assigned to the Vice President?**
- Be responsible for the chapters correspondence
 - Serve as chair of the POA public relations committee
 - Collect dues and special assessments
 - Coordinate all committee work
- 13. According to the Official FFA Manual, which officer would be responsible for preparing and submitting the membership roster and dues to the National FFA Organization?**
- President
 - Secretary
 - Treasurer
 - Sentinel
- 14. Which duty would not be one of the Treasurer?**
- Supervising chapter activities year-round
 - Receive, record and deposit FFA funds and issue receipts
 - Supervise as chairperson of the finance committee
 - Collect dues and special assessments
- 15. Releasing news and information to local and regional news media would most likely be the responsibility of which officer?**
- Vice President
 - Sentinel
 - Advisor
 - Reporter
- 16. Which of the following duties would NOT be one of the Reporter?**
- Serve as the chapter photographer
 - Publish a chapter newsletter or website
 - Maintain member attendance and activity records and issue membership cards
 - Work with local media on radio and television appearances and FFA news.
- 17. Keeping the meeting room, chapter equipment and supplies in proper condition are the responsibility of which officer?**
- President
 - Vice President
 - Treasurer
 - Sentinel

18. A common responsibility of the Sentinel would be to?

- a. Welcome guests and visitors
- b. Serve as chair of the POA public relations committee
- c. Serve as chairperson of the finance committee
- d. Assume all duties of the president if necessary

19. The advisor would most like be responsible for?

- a. Presiding over meetings
- b. Preparing students for involvement in career development events and leadership programs
- c. Serve as the chapter photographer
- d. Keep the meeting room comfortable

20. The office most responsible for building school and community support for the program is the?

- a. President
- b. Vice President
- c. Reporter
- d. Advisor

Key for additional questions

- 1. D
- 2. C
- 3. A
- 4. B
- 5. B
- 6. D
- 7. B
- 8. C
- 9. A
- 10. B
- 11. B
- 12. D
- 13. C
- 14. A
- 15. D
- 16. C
- 17. D
- 18. A
- 19. B
- 20. D

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 13 (2015 National Parliamentary Procedure CDE)

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. **Large boards follow parliamentary procedure**
A. in the same way as any assembly.
B. to a lesser degree than other deliberative assemblies.
C. only for items that are brought from the previous meeting.
D. when the presiding officer feels it will benefit the organization.
- _____ 2. **If an organization has adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority and another manual disagrees with a specific rule, which manual is binding?**
A. The assembly votes and chooses the binding manual by a majority vote.
B. The parliamentarian decides which manual is binding.
C. *Robert's Rules of Order Newly Revised* is binding.
D. The officers meet in executive session to decide which manual should be binding.
- _____ 3. **In the absence of a provision in the bylaws, the quorum of an organized society is**
A. two-thirds of the registered members.
B. a majority of the entire membership.
C. a majority of the members who answer roll call.
D. two-thirds of its officers in attendance.
- _____ 4. **When a member "has the floor," this means that**
A. anyone else in the assembly may speak from their seat.
B. a main motion need not be seconded.
C. another member may also stand and make a motion.
D. recognition has been received from the chair.
- _____ 5. **The seconder of a motion has the right to withdraw his/her second**
A. anytime during a meeting.
B. if the maker of the motion modifies the motion that was seconded before it is stated by the chair.
C. immediately after the motion is stated by the chair.
D. after the minutes are read for approval by the assembly.
- _____ 6. **Immediately after stating the question, the chair should turn toward the maker of the motion to see if he or she**
A. wants to recommend a member to second the motion.
B. wishes the motion to be repeated.
C. wishes to be assigned the floor to debate.
D. wants the assembly to debate the motions.

- _____ 7. **Assume that a motion to *Postpone* the main motion to a certain time is immediately pending. Which motion below may be proposed?**
- A. *Commit (or Refer)*
 - B. *Postpone Indefinitely*
 - C. *Lay on the Table*
 - D. *Main Motion*
- _____ 8. **If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can**
- A. make a motion for *Division of the Question*.
 - B. move to *Postpone Indefinitely*.
 - C. request that the chair divide the question.
 - D. make a second degree *Amendment* to separate the motion into two parts.
- _____ 9. **One standard descriptive characteristic deals with precedence. The main motion ranks the lowest, and this means that it**
- A. takes precedence over all other motions.
 - B. can be debated in detail before being proposed.
 - C. takes precedence over no other motions.
 - D. has a higher precedence than subsidiary motions.
- _____ 10. **The motion to *Ratify* is a motion to**
- A. delay action.
 - B. reconsider previous action.
 - C. repeal previous action.
 - D. confirm.
- _____ 11. **Assume you know for certain that a motion that is pending will be bad for your organization and you want to stop it immediately. What would you do?**
- A. Rise, and without obtaining the floor say, "I rise to a point of order."
 - B. Obtain the floor and say, "I move that the motion be postponed indefinitely."
 - C. Obtain the floor and say, "I move the previous question."
 - D. From your seat, and without obtaining the floor say, "I move to lay this motion on the table."
- _____ 12. **Assume a main motion is pending that you feel should be put off until the next meeting. What should you do?**
- A. Obtain the floor and say, "I move to postpone the main motion to our next regular meeting."
 - B. Obtain the floor and say, "I move to postpone the main motion indefinitely to our next regular meeting."
 - C. Obtain the floor and say, "I move to table the motion to our next regular meeting."
 - D. Obtain the floor and say, "I move to rescind the motion to our next regular meeting."
- _____ 13. **If a motion to close debate in ten minutes is adopted, it is not then in order to**
- A. move to refer the matter to a committee.
 - B. move to lay the question on the table.
 - C. move the previous question.
 - D. raise a point of order.
- _____ 14. **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. *Fix the Time to Which to Adjourn*
 - B. *Adjourn*
 - C. *Recess*
 - D. *Call for the Orders of the Day*
- _____ 15. **Assume you are chairman and a member appeals your announcement of the results of a vote. What would you do?**
- A. Suggest that the member should call for a *Division*.
 - B. Ignore the appeal.
 - C. Take another voice vote.
 - D. Take a vote on the appeal.

- ___ 16. **The motion to call for a *Division of the Assembly***
A. does not require a second.
B. is debatable.
C. requires a vote.
D. is amendable.
- ___ 17. **If you were chairman, and a member offered an amendment to a pending motion and the maker of the motion "accepted" it, what would you do?**
A. Accept the amendment and ask for a second.
B. Tell the member that the amendment is accepted and will be included as part of the adopted main motion.
C. Notify the assembly that the amendment has to be put in the form of a motion before it can be considered.
D. None of the above.
- ___ 18. **Which rule below is false regarding the motion to *Reconsider* as it relates to special and standing committees?**
A. There is no limit to the number of times a question can be reconsidered.
B. The motion to *Reconsider* can be made by a member who did not vote.
C. The motion to *Reconsider* can be made by a member who was absent.
D. It always requires a majority to adopt the motion to *Reconsider*.
- ___ 19. **Which motion below can be renewed after there has been material progress in debate or business?**
A. *Main Motion*
B. *Adjourn*
C. *Postpone Indefinitely*
D. *Reconsider*
- ___ 20. **The chair should announce the heading of *Unfinished Business and General Orders***
A. to determine if they will be amended.
B. only if the minutes show that there is some.
C. after a request from a member to put them on the floor.
D. after all new business has been processed.
- ___ 21. **Which motion below is not always debatable?**
A. *Postpone Indefinitely*
B. *Amend*
C. *Commit (or Refer)*
D. *Postpone to a Certain Time*
- ___ 22. **Which one of the following results could result in a main motion to be adopted if the presiding officer decided to vote in the affirmative?**
A. 18 in favor and 22 opposed
B. 19 in favor and 20 opposed
C. 20 in favor and 20 opposed
D. 21 in favor and 22 opposed
- ___ 23. **When there is only one candidate for the office of president and vice president in a viva voce election, and the bylaws do not require a ballot vote, the chairman can**
A. ask the candidate to further explain their credentials to the assembly.
B. declare that the nominees are elected without a vote.
C. take another vote by a division of the assembly.
D. Any of the above
- ___ 24. **An effective presiding officer**
A. should know more parliamentary procedure than any other member.
B. must not allow members to move so rapidly that parliamentary steps are omitted.
C. should never be more technical than necessary.
D. All of the above

- ___ 25. **Which one of the following statements is generally false regarding honorary officers and honorary members of an organization?**
- A. They can attend meetings.
 - B. They can make motions and vote.
 - C. They must be authorized by the bylaws.
 - D. They may speak at meetings.
- ___ 26. **Unless special permission is given, the minutes of board proceedings are accessible only to the**
- A. members of the board.
 - B. recording secretary.
 - C. president of the society.
 - D. parliamentarian to check their accuracy.
- ___ 27. **Which statement is false regarding the *informal consideration* of a motion?**
- A. It is well suited for small meetings.
 - B. The regular presiding officer remains in the chair.
 - C. Members can only debate amendments one time.
 - D. The votes taken are recognized as decisions of the assembly.
- ___ 28. **If a member is ignored on a *point of order* that was called because the presiding officer refused to put a motion, what action can be taken?**
- A. The assembly can immediately elect a new chairman.
 - B. The vice-president can conduct a vote on the motion.
 - C. The maker of the motion can put the motion from the floor.
 - D. All of the above
- ___ 29. **All of the privileged motions are**
- A. debatable.
 - B. undebatable.
 - C. amendable.
 - D. able to be laid on the table.
- ___ 30. **If all the following motions are pending, which is the immediately pending question?**
- A. *Main Motion*
 - B. *Postpone to a Certain Time*
 - C. *Commit (or Refer)*
 - D. *Recess*
- ___ 31. **Both of the motions to *Amend* a pending motion and to *Amend an Amendment* of a pending motion**
- A. are subsidiary motions.
 - B. must be seconded.
 - C. require a majority vote for adoption.
 - D. All of the above
- ___ 32. **If you wanted to amend a pending main motion by placing words at the end of the motion, the proper form would be to say**
- A. "I move to amend by inserting the word . . ."
 - B. "I move to amend by substituting . . ."
 - C. "I move to amend by adding . . ."
 - D. "I move to amend by striking out the . . ."
- ___ 33. **If an organization's officers are members of the assembly,**
- A. they represent a quorum regardless of the number of other members in attendance.
 - B. they can determine the percentage of members that represents a quorum.
 - C. they are counted in deciding if a quorum is present.
 - D. and they are necessary to make a quorum, they may leave and it does not effect the quorum count.

- ___ 34. **Which statement below is true regarding secondary motions?**
 A. A secondary motion can be made while a main motion is pending.
 B. Secondary motions generally are not seconded before being stated by the chair.
 C. When a secondary motion is placed before the assembly, it does not become the pending question.
 D. When a secondary motion is immediately pending, the main motion is not pending.
- ___ 35. **When a main motion places a special limit on the number of speeches each member may make at a meeting, the minimum affirmative vote required for adoption is**
 A. a majority.
 B. two-thirds.
 C. a majority and notice.
 D. two-thirds and notice.
- ___ 36. **The minimum affirmative vote required to adopt the subsidiary motion to *Commit or Refer* is**
 A. a majority.
 B. two-thirds and previous notice.
 C. three-fourths.
 D. None of the above
- ___ 37. **When the subsidiary motion for the *Previous Question* is immediately pending,**
 A. a first degree amendment can be applied to it.
 B. it can be proposed again to include more or less pending questions.
 C. a third degree amendment can be applied to it specifying three more questions to be included.
 D. the privileged motion to *Adjourn* cannot be made.
- ___ 38. **A member must make a *Point of Order***
 A. immediately after debate concludes if it is called on a *Main Motion*.
 B. immediately after another member makes a *Parliamentary Inquiry*.
 C. only after the parliamentarian notifies the assembly that a breach of order has occurred.
 D. as soon as the breach occurs.
- ___ 39. **If a member suggests a change to the maker of a motion before it is stated by the chair, who must approve it?**
 A. The assembly
 B. The chairman
 C. The member who seconded the motion
 D. The maker of the motion
- ___ 40. **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 is often specified as a percentage of the membership.
 D. A quorum refers to the actual number of members voting on a motion.
- ___ 41. **Assume member "A" rises before the floor was yielded. Member "B" rises and addresses the chair after the floor is yielded. As chairman, you should allow**
 A. member "A" to have the floor.
 B. member "A" to have the floor first and member "B" to have the floor second.
 C. neither member to have the floor.
 D. member "B" to have the floor.
- ___ 42. **"Gaveling through" a motion is a procedure when the presiding officer**
 A. taps the gavel when a motion is seconded and again after it is adopted.
 B. allows the assembly to vote on an unimportant main motion without a second and debate.
 C. puts a question to a vote so fast that members cannot gain the floor.
 D. interrupts a member who is making a motion by tapping the gavel several times.

- _____ 43. **Which of the following is not a duty of the presiding officer of an assembly?**
- A. To announce the proper sequence of business
 - B. To allow the assembly to decide all questions of order
 - C. To enforce the rules of debate
 - D. To allow the assembly to appeal rulings made by the chair on questions of order
- _____ 44. **When the secretary signs the minutes, the words *Respectfully Submitted* should**
- A. always be used.
 - B. only be used if the president signs them.
 - C. only be used for the minutes of the annual meeting and ad hoc committee meetings.
 - D. not be included.
- _____ 45. **Which statement below is true regarding the main motion to *Fix the Time to Which to Adjourn*?**
- A. It is never amendable.
 - B. Debate is allowed when it is pending.
 - C. It is in order when another member has the floor.
 - D. A minimum affirmative vote of two-thirds is required for adoption.

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 13 (2015 National Parliamentary Procedure CDE)

ANSWER KEY

PART I

- | | |
|--------------|------------------------|
| 1. Page 10. | 2. Beginning line: 15 |
| 3. Page 82. | 4. Beginning line: 19 |
| 5. Page 185. | 6. Beginning line: 8 |
| 7. Page 347. | 8. Beginning line: 30 |
| 9. Page 471. | 10. Beginning line: 26 |

PART II (Page answer source from RONR is in parentheses)

- | | |
|------------------|------------------|
| 1. A (9) | 24. D (454, 456) |
| 2. C (16) | 25. B (463) |
| 3. B (21) | 26. A (487) |
| 4. D (29) | 27. C (530) |
| 5. B (40) | 28. C (651) |
| 6. C (42) | 29. B (4) |
| 7. C (65) | 30. D (4) |
| 8. A (70, 71) | 31. D (8, 9) |
| 9. C (79) | 32. C (31) |
| 10. D (124) | 33. C (22) |
| 11. B (129) | 34. A (60) |
| 12. A (189) | 35. B (103) |
| 13. A (194) | 36. A (171) |
| 14. A (242) | 37. B (200) |
| 15. A (259) | 38. D (250) |
| 16. A (281) | 39. D (296) |
| 17. C (298) | 40. D (345, 346) |
| 18. D (329, 330) | 41. D (378) |
| 19. B (340) | 42. C (387) |
| 20. B (359) | 43. B (449, 450) |
| 21. B (397) | 44. D (471) |
| 22. C (405) | 45. B (16, 17) |
| 23. B (443) | |

WRITTEN EXAMINATION
FOR THE NATIONAL
2016 INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

WRITTEN BY THE
ACCREDITATION COMMITTEE
(Shane Dunbar, Chairman)
OF THE
SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

NAME (Print in **CAPITAL** letters): _____ **STATE:** _____ **SCORE:** _____
FIRST **LAST**

ADVISOR NAME (Print in **CAPITAL** letters): _____

STATION ASSIGNMENT (Circle one): President Vice-President Secretary Treasurer Reporter Sentinel Advisor

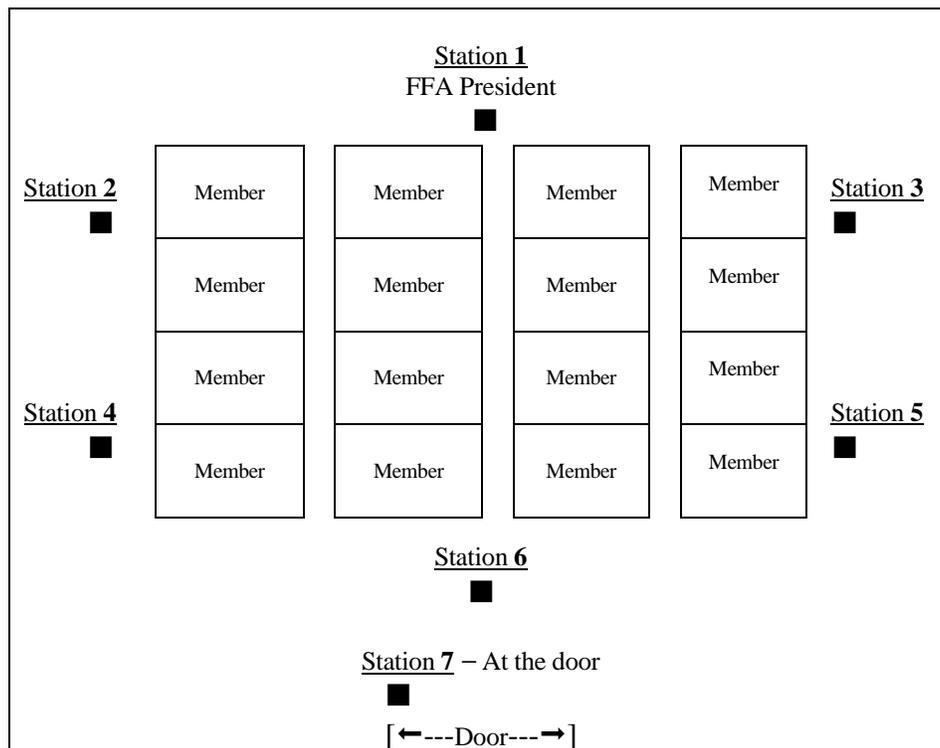
DIRECTIONS: Read each question carefully and place the one, best answer in the blank to the left of each question. Then transfer the answer to the answer sheet. If the class of a specific motion is not named for a question, it belongs to the class shown on the table, "Rules for the Permissible Motions" for this event . You will be allowed 30 minutes to complete the test. **Remember to answer all 25 questions.**

- _____ 1. **The privileged motion to take a *Recess* must be seconded and it is:**
- A. amendable as to the length of the *Recess*.
 - B. used to request that the rules be enforced.
 - C. debatable if made as a privileged motion.
 - D. used to stop debate on all pending motions.
- _____ 2. **A member who has been assigned the floor may be interrupted for the purpose of :**
- A. amending a *Main Motion*.
 - B. debating a *Main Motion* a third time.
 - C. raising a question of privilege.
 - D. moving the previous question.
- _____ 3. **If a motion for the *Previous Question* is applied to a *Main Motion* and it fails to gain the necessary votes:**
- A. debate is stopped on it.
 - B. the motion to which it was applied is lost.
 - C. debate continues on the pending motion as if the *Previous Question* had not been made.
 - D. members may not make a *Parliamentary Inquiry* for the duration of the meeting.
- _____ 4. **One rule for the subsidiary motion to *Postpone to a Certain Time (or Definitely)* is that:**
- A. a second is not required.
 - B. it is out of order when another member has the floor.
 - C. debate may go into the merits of the main question.
 - D. a two-thirds vote is always required to adopt it.
- _____ 5. **The motion to *Commit (or Refer)*:**
- A. need not be seconded.
 - B. is not debatable.
 - C. can be applied to main motions with any amendments that may be pending.
 - D. may be proposed when another member has the floor and is debating.
- _____ 6. **Rejection of the motion to *Amend* leaves the pending *Main Motion*:**
- A. rejected also.
 - B. worded as it was before the amendment was made.
 - C. closed for additional debate.
 - D. postponed to the next regular meeting.
- _____ 7. **If a *Main Motion* is pending and a motion to amend it is being debated, which one of the following motions would be out of order?**
- A. *Point of Order*
 - B. *Parliamentary Inquiry*
 - C. *Postpone Indefinitely*
 - D. *Adjourn*
- _____ 8. **A *Main Motion*:**
- A. takes precedence over all privileged motions.
 - B. can be applied to no other motion.
 - C. can be moved at any time.
 - D. requires a two-thirds vote to be adopted.
- _____ 9. **If 21 votes are cast at an FFA meeting and there are no fractional votes, a minimum majority vote is:**
- A. 10
 - B. 11
 - C. 12
 - D. 13
- _____ 10. **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.
 - D. conduct a rising, counted vote and enter the votes in the minutes.

- ___ **11. After a member makes a *Point of Order*, the chair should:**
- A. ask for a second.
 - B. determine if the maker wishes to debate it first.
 - C. ask for amendments.
 - D. make a ruling on it.
- ___ **12. The motion to *Postpone to a Certain Time (or Definitely)* is amendable and:**
- A. may interrupt a speaker.
 - B. doesn't require a second.
 - C. requires a three-fourths vote to adopt.
 - D. is debatable.
- ___ **13. Which motion below may not interrupt a speaker and is undebatable?**
- A. *Raise a Question of Privilege*
 - B. *Parliamentary Inquiry*
 - C. *Recess*
 - D. *Point of Order*
- ___ **14. The motion to *Raise a Question of Privilege*:**
- A. is an example of a debatable subsidiary motion.
 - B. requires a 2/3 vote.
 - C. may not be amended.
 - D. may not interrupt a speaker.
- ___ **15. The subsidiary motion *Previous Question*:**
- A. requires a majority vote to be adopted.
 - B. is used to close debate on a pending question.
 - C. is amendable.
 - D. may interrupt a member who is speaking.
- ___ **16. The motion to *Commit (or Refer)*:**
- A. is not amendable except when it is a privileged motion.
 - B. is undebatable.
 - C. is used to put off or delay a motion for consideration.
 - D. requires a majority vote for adoption.
- ___ **17. The motion to amend is debatable if it is applied to:**
- A. a motion that is debatable.
 - B. the subsidiary motion *Previous Question*.
 - C. any incidental motion.
 - D. the privileged motion to *Recess*.
- ___ **18. If you wanted to kill a *Main Motion* by a majority vote, which motion below would you make?**
- A. *Point of Order*
 - B. *Previous Question*
 - C. *Postpone Indefinitely*
 - D. *Postpone to a Certain Time (or Definitely)*
- ___ **19. *Main Motions* require a majority vote to be adopted and:**
- A. are amendable
 - B. are undebatable
 - C. do not need to be seconded.
 - D. may interrupt a speaker.
- ___ **20. What is the vote requirement to respond to a *Parliamentary Inquiry*?**
- A. Majority
 - B. Two-thirds
 - C. Unanimous
 - D. None. The chair responds.

- ___ **21. Which motion below requires that a standing (rising) vote be taken?**
 A. *Division of the Assembly*
 B. *Point of Order*
 C. *Amend*
 D. The privileged motion to *Recess*
- ___ **22. Which motion below is normally ruled on by the chair without a vote of the assembly?**
 A. *Recess*
 B. *Previous Question*
 C. *Commit (or Refer)*
 D. *Point of Order*
- ___ **23. One of the duties of the FFA Treasurer is to:**
 A. receive, record and deposit FFA funds and issue receipts.
 B. prepare and post the agenda for each chapter meeting.
 C. coordinate all committee work.
 D. represent the chapter in public relations and official functions.
- ___ **24. In the FFA order of business, the reading and approval of the minutes immediately follows the:**
 A. opening ceremony.
 B. new business.
 C. announcements.
 D. reports of officers.
- ___ **25. Which station number does the Advisor occupy in the FFA meeting room arrangement diagram below?**
 A. Station 2
 B. Station 3
 C. Station 4
 D. Station 5

FFA MEETING ROOM ARRANGEMENT DIAGRAM



WRITTEN EXAMINATION
FOR THE 2016 NATIONAL INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

ANSWER KEY

1. A
2. C
3. C
4. B
5. C
6. B
7. C
8. B
9. B
10. B
11. D
12. D
13. C
14. C
15. B
16. D
17. A
18. C
19. A
20. D
21. A
22. D
23. A
24. A
25. D