

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 10 (2014 National Parliamentary Procedure CDE)

PART I---PARLIAMENTARY PROCEDURE RESEARCH

NAME: _____ STATE: _____ SCORE: _____

DIRECTIONS: Use the 11th edition of *Robert's Rules of Order Newly Revised* to locate the page and beginning line number to the statements below, write them in the spaces and then transfer them to the answer sheet. You will be allowed 30 minutes to complete this part. **Submit this part and your copy of *Robert's Rules of Order Newly Revised* to your proctor immediately after it is completed and request Part II.**

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

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

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

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

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

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

“If a motion to suspend the rules is voted down, it cannot be renewed by moving to suspend the rules for the same purpose at the same meeting, unless unanimous consent is given.”

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

“A main motion that proposes action outside the scope of the organization’s object as defined in the bylaws or corporate charter is out of order unless the assembly by a two-thirds vote authorizes its introduction.”

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

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PART II---MULTIPLE CHOICE WRITTEN TEST

NAME: _____ STATE: _____ SCORE: _____

DIRECTIONS: Read each question carefully and place the one, best answer in the blank to the left of each question. Then transfer the answer to the answer sheet. If the class of a specific motion is not named for a question, it belongs to the class on the list of permissible motions for this Career Development Event. You will be allowed one hour to complete this part. *Robert's Rules of Order Newly Revised* cannot be used for this part. Remember to answer all 45 questions.

_____ 1. The minimum size of a board is

- A. 4.
- B. 8.
- C. 12.
- D. None of the above. Boards have no minimum size and are usually smaller than assemblies.

_____ 2. Which phrase below applies both to the presiding officer and to the station in the place where he/she presides?

- A. "The president"
- B. "The podium"
- C. "The moderator"
- D. "The chair"

_____ 3. Generally, if two members rise at about the same time, the chairman should recognize the member who

- A. Is an officer of the organization.
- B. Raised a hand and stood up.
- C. Has the most seniority.
- D. Rose and addressed the chair first after the floor was yielded.

_____ 4. Unless there is a rule to the contrary, a member may speak

- A. Once during the same day.
- B. Twice during the same day.
- C. Three times on the same motion on the same day.
- D. Twice on the same motion on the same day.

_____ 5. In very small assemblies, an inconclusive voice vote can be verified by a show of hands

- A. Even if a member objects.
- B. Because it is the same as a division.
- C. At the initiative of the chair.
- D. Even though some members cannot be clearly seen.

_____ 6. Which one of the following motions is not a subsidiary motion?

- A. *Limit Debate*
- B. *Point of Order*
- C. *Postpone Indefinitely*
- D. *Lay on the Table*

_____ 7. Which one of the following is a standard descriptive characteristic of a motion?

- A. Other motions which are applicable to the motion
- B. The number of times members may debate on the motion
- C. The duties of the secretary regarding the motion
- D. When the minority may speak

_____ 8. 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 . . ."

_____ 9. An amendment to an amendment

- A. May be amended with the consent of the maker of the secondary amendment.
- B. May not be amended.
- C. May never be debated.
- D. Requires a two-thirds vote to be adopted.

_____ 10. Assume a main motion is pending that you feel needs to be studied further. What should you do?

- A. Obtain the floor and say, "I move we study the motion further."
- B. Rise, and without obtaining the floor say, "I object to the consideration of the question."
- C. Obtain the floor and say, "I move that the main motion be referred to a committee to be appointed by the chairman."
- D. From your seat, and without obtaining the floor say, "I move we rescind this motion."

_____ 11. The unqualified form of the *Previous Question* can apply only to

- A. All pending amendments.
- B. Debatable motions.
- C. The immediately pending question.
- D. All incidental motions.

_____ 12. The orders of the day can be set aside by

- A. A two-thirds vote.
- B. Any member who objects.
- C. The chairman if there is an important item being debated.
- D. A motion to *Reconsider*.

_____ 13. The motion to take a *Recess* at a future time may be proposed only

- A. When no question is pending.
- B. If the member who made the immediately pending motion agrees.
- C. When another question is pending.
- D. During the time before new business will be considered.

_____ 14. A *Point of Order* yields to all

- A. Privileged motions.
- B. Secondary motions.
- C. Subsidiary motions.
- D. Main motions.

- ___ 15. Which motion below would you make if an original main motion is proposed that is strongly undesirable?
- A. *Division of the Question*
 - B. *Objection to the Consideration of a Question*
 - C. *Objection to the Previous Question*
 - D. *Appeal the Question*
- ___ 16. An example of a legal method of voting other than a voice vote is by
- A. Ballot.
 - B. Roll call.
 - C. Conducting a standing vote.
 - D. All of the above
- ___ 17. Why should the chair ask a member if he or she will yield to a question when another member rises to a request for information?
- A. The time consumed in answering the question will be taken out of the member's allowed time.
 - B. There may be several questions asked.
 - C. There will be a direct debate with the member who will ask the question.
 - D. The question must be answered to the satisfaction of the assembly.
- ___ 18. When a standing committee is discharged from considering a matter, it
- A. Continues its existence.
 - B. Is discharged.
 - C. Becomes a special committee.
 - D. Chooses a new chairman to facilitate the business.
- ___ 19. Motions that seek to obstruct or thwart the will of the assembly are called
- A. *Incidental motions.*
 - B. *Secondary motions.*
 - C. *Dilatory motions.*
 - D. *Privileged motions.*
- ___ 20. A club which meets monthly adjourned in January while a motion was still pending. At the February meeting, the motion that was left pending at the end of the January meeting became
- A. An item of new business.
 - B. An item of unfinished business.
 - C. The first item of business to be open for debate.
 - D. A special order.
- ___ 21. 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.
- ___ 22. In order to participate in debating a motion, the presiding officer should
- A. Follow the same rules as members while speaking from the chair.
 - B. Ask permission from the assembly first.
 - C. Suggest that a member of the assembly make a motion to "allow the presiding officer to participate in debate."
 - D. Turn over the chair to the vice president.

___ 23. **The method of voting by rising is usually used to verify an inconclusive voice vote and**

- A. On the initial vote of a main motion in a large assembly.
- B. On motions requiring a two-thirds vote for adoption.
- C. On all motions that require a majority vote for adoption.
- D. In small assemblies in the place of a show of hands.

___ 24. **Nominations from the floor are sometimes called**

- A. "Petition nominations."
- B. "Proxy nominations."
- C. "Open nominations."
- D. "Ballot nominations."

___ 25. **A president who is an ex-officio member of a committee**

- A. May not vote on issues at meetings.
- B. Must attend all meetings.
- C. Is counted when determining if a quorum is present.
- D. Has the same rights as other members.

___ 26. **If a secondary motion is withdrawn, the**

- A. Motion does not appear in the minutes.
- B. Minutes must show who proposed the motion.
- C. Minutes must show that the motion was withdrawn.
- D. Motion is circled and initialed by the secretary in the minutes.

___ 27. **In a small board meeting,**

- A. All main motions must be seconded.
- B. The chairman does not need to rise while putting motions to a vote.
- C. Members must obtain the floor by standing, addressing the chair, and being recognized.
- D. A motion to limit debate is always in order.

___ 28. **A motion arising out of a report of an officer, board, or committee is taken up**

- A. Under new business.
- B. Immediately after the report is read.
- C. And decided by the Standing Committee that deals with the topic.
- D. After the chair asks for additions to the minutes.

___ 29. **The proceedings of a committee of the whole are**

- A. Distributed to members for approval at the next regular meeting.
- B. Distributed to members.
- C. Not entered into the minutes of the assembly.
- D. Entered into the minutes of the assembly.

___ 30. **Bylaws of a new organization are adopted by a**

- A. Plurality vote.
- B. Majority vote.
- C. Unanimous consent.
- D. Two-thirds vote.

- ___ 31. **While an amendment to a bylaw is pending, a motion can be made to amend it which requires a**
- A. Majority vote.
 - B. Two-thirds vote of members present and voting.
 - C. Three-fourths vote of all members.
 - D. Unanimous vote of the officers in executive session.
- ___ 32. **What can a member do if a motion is made and seconded and the chair ignores it?**
- A. Move that the motion be reconsidered.
 - B. Ask the chairman to table the motion.
 - C. Raise a *Point of Order*.
 - D. None of the above. The chair always decides which motions are placed before the assembly.
- ___ 33. **With a main motion pending and a motion to amend being debated, which one of the following motions would be out of order?**
- A. *Postpone to a Certain Time*
 - B. *Lay on the Table*
 - C. *Postpone Indefinitely*
 - D. *Recess*
- ___ 34. **Which of the following is an incidental motion?**
- A. *Division of the Assembly*
 - B. *Fix the Time to Which to Adjourn*
 - C. *Lay on the Table*
 - D. *Call for the Orders of the Day*
- ___ 35. **If a member disagreed with the chairman's ruling on a *Point of Order*, what would be the proper form for a motion to appeal?**
- A. "Appeal."
 - B. Yell out without rising, "Appeal!"
 - C. "I appeal your decision."
 - D. "I appeal from the decision of the chair."
- ___ 36. **Who has the right to participate at a mass meeting?**
- A. Only the members listed on the charter who are members of an active Standing Committee
 - B. All of the members who have paid dues
 - C. Only the elected officers and the parliamentarian
 - D. Everyone who attends that supports the purpose of the meeting
- ___ 37. **After a motion is made and seconded, it is placed before the assembly by the**
- A. Chairman stating the question.
 - B. Member debating who made the motion.
 - C. Secretary reading the motion aloud.
 - D. Member who made the motion to *put the question*.
- ___ 38. **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."

- ___ 39. If a special meeting is called, members must be notified ahead of time by mail of the
- A. Time.
 - B. Place.
 - C. Exact purpose.
 - D. All of the above
- ___ 40. The subsidiary motion for the *Previous Question* can be applied to an undebatable motion if a member wanted to
- A. Stop an amendment.
 - B. Not allow members to ask questions.
 - C. Delete a question asked by a member that is recorded in the minutes of the previous meeting.
 - D. Make a motion to allow the assembly to debate it.
- ___ 41. The minimum affirmative vote necessary to adopt the privileged motion to *Adjourn* is
- A. A majority.
 - B. Two-thirds.
 - C. Three-fourths.
 - D. One-fifth.
- ___ 42. One unique feature about the motion to *Appeal* is that the presiding officer
- A. Can deny first-time debate by any member.
 - B. May enter into debate without giving up the chair.
 - C. May debate as many times as desired.
 - D. Cannot create a tie to sustain the chair's decision.
- ___ 43. The seconding of the motion to *Reconsider* a vote on a motion must be done by a member who voted on the
- A. Prevailing side.
 - B. Losing side.
 - C. Prevailing or losing side.
 - D. None of the above
- ___ 44. If the accused is found guilty at a trial, a motion can be made for expulsion, which requires a minimum affirmative vote of
- A. A majority.
 - B. Two-thirds.
 - C. A majority with notice.
 - D. Three-fourths with notice.
- ___ 45. Which one of the following motions does not belong with the other three?
- A. *Postpone to a Certain Time (Definitely)*
 - B. *Main Motion*
 - C. *Commit (or Refer)* a pending motion
 - D. *Amend* a pending motion

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ANSWER KEY

PART I

- | | |
|-------------|------------------------|
| 1. Page 645 | 2. Beginning line: 14 |
| 3. Page 534 | 4. Beginning line: 7 |
| 5. Page 423 | 6. Beginning line: 25 |
| 7. Page 262 | 8. Beginning line: 28 |
| 9. Page 113 | 10. Beginning line: 10 |

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

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|------------------|-------------------------------|
| 1. D (8) | 24. C (431) |
| 2. D (22) | 25. D (457) |
| 3. D (30) | 26. A (469) |
| 4. D (43) | 27. B (488) |
| 5. C (53) | 28. B (506) |
| 6. B (70) | 29. C (532) |
| 7. A (79) | 30. B (570) |
| 8. B (104) | 31. A (597) |
| 9. B (133) | 32. C (650) |
| 10. C (178) | 33. C (4-tinted) |
| 11. C (199) | 34. A (14, 16, 18, 20-tinted) |
| 12. A (221) | 35. D (32-tinted) |
| 13. A (231) | 36. D (5, 6) |
| 14. A (247) | 37. A (32) |
| 15. B (267) | 38. C (60) |
| 16. D (283) | 39. D (91) |
| 17. A (295) | 40. A (199) |
| 18. A (313) | 41. A (236) |
| 19. C (342) | 42. B (258) |
| 20. B (358) | 43. C (320) |
| 21. C (379, 380) | 44. B (668) |
| 22. D (395) | 45. B (4-tinted) |
| 23. B (409) | |