

THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

ACCREDITATION EXAMINATION NUMBER 13 (2015 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.**

“Experience has shown that some of the rules of a society should be made more difficult to change, or to suspend—that is, to set aside for a specific purpose—than others.”

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

“During the recess, members may leave the hall or room in which the meeting is being held, but they are expected to remain nearby.”

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

“A matter that the bylaws require to be attended to at a specified session, such as the election of officers, cannot, in advance and through a main motion, be postponed to another session.”

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

“Even in the absence of a quorum, the assembly may fix the time to which to adjourn (**22**), adjourn (**21**), recess (**20**), or take measures to obtain a quorum.”

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

“The use by the secretary of a recording device can be of great benefit in preparing the minutes, but a transcription from it should never be used as the minutes themselves.”

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. **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.

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