

# PARLIAMENTARY PROCEDURE TEST

## NUMBER 7

NAME: \_\_\_\_\_ NUMBER CORRECT: \_\_\_\_\_ SCORE: \_\_\_\_\_

DIRECTIONS: READ EACH QUESTION CAREFULLY AND PLACE THE ONE, BEST ANSWER IN THE BLANK TO THE LEFT OF EACH QUESTION NUMBER. QUESTIONS ARE FROM *DUNBAR'S MANUAL OF PARLIAMENTARY PROCEDURE TEST QUESTIONS*.

- \_\_\_ 1. The basic form of motion by which business is introduced is a (an)  
A. main motion. B. incidental main motion. C. privileged motion. D. subsidiary motion.
- \_\_\_ 2. 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*
- \_\_\_ 3. The *main motion* is a motion that  
A. takes precedence over everything.  
B. can be applied to no other motion.  
C. can be moved at any time.  
D. always requires a majority vote.
- \_\_\_ 4. If you were the presiding officer, what would be the next step you would pursue after an amendment to a main motion was adopted?  
A. More new business  
B. A motion to adjourn  
C. Debate on the adopted amendment  
D. Debate on the amended main motion
- \_\_\_ 5. Which one of the following motions is not debatable but is amendable?  
A. *Lay on the Table*  
B. *Commit or Refer*  
C. *Postpone Indefinitely*  
D. *Limit or Extend Limits of Debate*
- \_\_\_ 6. The privileged motion to *Call for the Orders of the Day* is used primarily to  
A. order the chairman to take an immediate recess.  
B. require that a meeting conform to its agenda.  
C. indicate to members when a point of order may be called.  
D. write orders for all committees to complete their tasks by a specific time.
- \_\_\_ 7. Which motion below could be made so that the chair would be called on to enforce a violated rule?  
A. *Appeal*  
B. *Point of Order*  
C. *Suspend the Rules*  
D. *Parliamentary Inquiry*
- \_\_\_ 8. The incidental motion to *Appeal* is used  
A. to have the chairman's ruling voted on by the assembly.  
B. if a member wishes to appeal to the maker of a motion to accept an amendment.  
C. when an accurate standing vote is needed on a main motion.  
D. to point out that another member's debate is not germane.

- \_\_\_ 9. **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.
- \_\_\_ 10. **At a regular meeting of a society, the motion to *Reconsider* can be made only by the**
- A. presiding officer at a special meeting.
  - B. member who seconded the motion to be reconsidered.
  - C. secretary after stating the reason for the reconsideration.
  - D. member who voted with the prevailing side.
- \_\_\_ 11. **A motion arising out of a report of an officer, board, or committee is taken up**
- A. at the next meeting.
  - B. immediately after the report is given.
  - C. under new business.
  - D. under unfinished business.
- \_\_\_ 12. **Which term below refers to questions that are carried over from a previous meeting because the meeting adjourned before they could be completed?**
- A. *order of business*
  - B. *old business*
  - C. *unfinished business*
  - D. *special business*
- \_\_\_ 13. **Select the example below which would adopt a motion requiring a majority vote.**
- A. 26 in favor and 27 opposed
  - B. 25 in favor and 28 opposed
  - C. 26 in favor and 26 opposed
  - D. 25 in favor and 24 opposed
- \_\_\_ 14. **When an election is held by a roll call, the secretary should**
- A. record the vote.
  - B. repeat the vote.
  - C. record the vote and repeat it.
  - D. record the vote and remain silent.
- \_\_\_ 15. **The consultant who advises officers, committees, and members on matters concerning parliamentary procedure is called the**
- A. *parliamentary authority*.
  - B. *curator*.
  - C. *parliamentarian*.
  - D. *manager of the bylaws*.
- \_\_\_ 16. **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.
- \_\_\_ 17. **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."

- \_\_\_ 18. All persons present at a meeting have an obligation to
- A. speak at least twice on all motions.
  - B. vote on every motion.
  - C. accept all the decisions made by the presiding officer.
  - D. obey the legitimate orders of the presiding officer.
- \_\_\_ 19. Which one of the following motions can be proposed when a main motion is pending?
- A. *Adjourn*
  - B. *Previous Question*
  - C. *Amend*
  - D. All of the above
- \_\_\_ 20. If a member moved the motion to *Recess* when no other business was pending, it would
- A. not be amendable.
  - B. not be debatable.
  - C. require a two-thirds vote to be adopted.
  - D. still need to be seconded.
- \_\_\_ 21. 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.
- \_\_\_ 22. The correct form to use in proposing the ordinary motion to *Adjourn* is
- A. "Adjourn."
  - B. "I declare to adjourn."
  - C. "I move to adjourn."
  - D. to yell out without rising, "Adjourn!"
- \_\_\_ 23. A member who has been assigned the floor by the chairman may be interrupted for the purpose of proposing the motion to
- A. move the *Previous Question*.
  - B. *Raise a Question of Privilege*.
  - C. *Limit Debate*.
  - D. *Amend*.
- \_\_\_ 24. 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
- \_\_\_ 25. 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."

# PARLIAMENTARY PROCEDURE TEST

## ANSWER KEY

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7	A, p. 240
8	A, p. 247
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12	C, p. 346
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20	D, pp. 24, 25 T
21	B, pp. 26, 27 T
22	C, p. 30 T
23	B, p. 42 T
24	D, p. 89
25	A, p. 336