

Conduct of Chapter Meetings Exam
2016 University of Minnesota FFA Invitational
December 15, 2016

Directions: Select the LETTER which indicates the most satisfactory answer to each of the following questions and mark the correct letter on your answer sheet.

- 1) Which officer has the duty to coordinate all chapter committee work?
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Sentinel

- 2) Which officer should serve as chair of the POA public relations committee?
 - a) Secretary
 - b) Treasurer
 - c) Reporter
 - d) Sentinel

- 3) The reading of the previous meeting's minutes can be omitted if:
 - a) No new business was transacted.
 - b) The secretary was absent.
 - c) They were sent to the members in advance.
 - d) There is a lot of business pending.

- 4) The maker of a motion can withdraw his motion without asking the consent of anyone.
 - a) Only before the motion has been seconded
 - b) After the motion has been seconded but before it is stated by the chair
 - c) After stated by the chair but before debate
 - d) Any time before the motion is declared adopted

- 5) If the following are all before the assembly at the same time, which is the immediately pending motion?
 - a) Main motion
 - b) Postpone indefinitely
 - c) Postpone temporarily
 - d) Recess

- 6) The person seconding a motion
 - a) Must be acceptable to the mover of the motion
 - b) Must always vote in favor of the motion
 - c) Just rise and receive recognition from the chair
 - d) Must second the motion before debate can begin

- 7) If two or more rise at about the same time to claim the floor, the general rule is that:
 - a) The member who is furthest away is entitled to the floor.
 - b) The member near the front is entitled to the floor.
 - c) The one who rose and addressed the chair first
 - d) The one who first started to speak

- 8) Which of the following motions is debatable?
- Postpone Definitely
 - Question of Privilege
 - Previous Question
 - Recess
- 9) A motion is pending and a motion for the previous question is also pending, which one of the following motions is in order?
- Postpone to a certain time
 - Postpone indefinitely
 - Recess for ten minutes
 - Motion to refer to a committee
- 10) A motion that introduces a new question to the assembly is classified as:
- A motion that brings a question again before the assembly'
 - A main motion
 - A privileged motion
 - An incidental motion
- 11) A second merely implies that:
- The motion should come before the meeting
 - The seconder agrees with the motion
 - The seconder disagrees with the motion
 - The one who seconded the motion will be the first to speak in favor of the motion
- 12) A main motion is pending; you feel that it should be more carefully investigated and more accurately worded, what motion would you make?
- Postpone indefinitely
 - Refer it to a committee
 - Amend
 - Recess
- 13) Which motions have the highest precedence?
- Original main motion
 - Incidental motions
 - Subsidiary motions
 - Privileged motions
- 14) A motion is placed on the floor:
- After it has been seconded
 - After the first debate
 - After the chair has stated the question
 - When the secretary records it
- 15) The motion to postpone definitely:
- When a subsidiary motion, is debatable, amendable.
 - If adopted, makes the item postponed a special order unless otherwise specified.
 - Always includes a clock time.
 - Requires no second and comes to a vote immediately.

- 16) Which of these motions is amendable?
- Refer to a committee.
 - Postpone indefinitely.
 - Previous Question
 - Point of Order
- 17) A motion which requires a two-thirds vote to adopt requires two-thirds of those
- Present.
 - Present and qualified to vote.
 - Present and voting.
 - Members whose dues are paid, present or not.
- 18) Which of the following motions has the highest precedence?
- Main motion.
 - Refer to a committee.
 - Postpone indefinitely.
 - Recess.
- 19) Which of the following motions is an incidental motion?
- Point of Order
 - Recess
 - Refer to a committee
 - Postpone definitely
- 20) Committees whose duties and functions are specified in the bylaws are usually known as:
- Constitutional committees.
 - Standing committees.
 - Special committees.
 - Procedural committees.
- 21) The motion to refer to a committee:
- Is debatable.
 - Opens the main motion to a debate.
 - Is not debatable.
 - Not necessary, chair has that privilege.
- 22) The presiding officer is unable to decide which side won on a voice vote, and does not seem to know what to do. How can you help?
- Call for a division of the question.
 - Demand a roll call vote.
 - Raise a point of order.
 - Call for a division of the assembly.
- 23) Which subsidiary motion requires a 2/3 majority to pass?
- Postpone definitely
 - Previous question
 - Commit or refer
 - Amend

24) After taking the "Aye" vote, and the "No" vote, the chair usually:

- a) Announces the result of the voting.
- b) Takes a quorum count.
- c) Asks for a motion to adjourn.
- d) Asks for a show of hands.

25) The ordinary agenda of a business meeting calls for unfinished business:

- a) Immediately after the call to order.
- b) Immediately before adjournment.
- c) Immediately before committee reports.
- d) Immediately before new business.

2016 U of MN Invitational Conduct of Chapter Meetings Exam Key

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

**2016 U of MN FFA Winter Invitational
Conduct of Chapter Meetings Abilities**

MAIN MOTION:

I move that our chapter pay the \$ 10.00 meal cost for our FFA alumni officers to attend the Chapter Banquet.

REQUIRED MOTIONS:

Raise a Question of Privilege

Commit or Refer

Amend

Parliamentary Inquiry

Highlighted and bolded motion is your required motion