

2017 MN FFA PARLIAMENTARY PROCEDURE EXAM

DIRECTIONS: Select the letter which indicates the most correct answer to each of the following questions.
Fill in the answer on the exam portion of the scantron. 25 Questions worth 2 points each.

- 1) Which of these motions require a 2/3 vote?
 - A) Fix the time to which to adjourn
 - B) Close nominations
 - C) Take from the table
 - D) Reconsider

- 2) Which of the following is not debatable, not amendable, cannot be reconsidered and takes a majority vote for adoption?
 - A) Take from the table
 - B) Discharge a committee
 - C) Consider seriatim
 - D) Reconsider

- 3) Which of these motions is debatable and amendable?
 - A) Refer to a committee
 - B) Previous question
 - C) Orders of the day
 - D) Suspend the rules

- 4) Which of these motions is in order when another has the floor?
 - A) Call for the orders of the day
 - B) Recess
 - C) Suspend the rules
 - D) Take from the table

- 5) A motion has been discussed for some time. The one who originally made the motion has become aware of its faults and now asks permission to withdraw the motion. The chair should:
 - A) Grant him permission
 - B) Ask for a second to the motion to withdraw
 - C) Put the request to a counted vote, since it requires a 2/3 support
 - D) Put the request to a simple voice vote to see if it has majority support

- 6) Which of the following is not true of the motion to take from the table?
 - A) It yields to all subsidiary motions except postpone indefinitely
 - B) It is not in order until some business had been transacted
 - C) It is out of order when another has the floor
 - D) It cannot be reconsidered

- 7) Which motion may be made without recognition from the chair?
 - A) Close debate
 - B) Adjourn
 - C) Division of the Assembly
 - D) Lay on the table

- 8) The motion to postpone to a certain time
 - A) Is identical to a motion to lay on the table except for terminology
 - B) Requires no second and comes to a vote immediately
 - C) Is, when a subsidiary motion, debatable, amendable and reconsiderable
 - D) If adopted, makes the item postponed a special order

- 9) The subsidiary motion for the previous question
- A) Is in order when another has the floor
 - B) Can be applied to any immediately pending debatable motion
 - C) Is amendable in the usual manner
 - D) Is the highest ranking of the subsidiary motions
- 10) The motion to lay on the table
- A) Cannot be made while the motion to limit debate is pending
 - B) Is undebatable, not amendable, and cannot, be reconsidered
 - C) Can be applied to an amendment without being applied to the main motion
 - D) Can be reconsidered
- 11) Which of these motions do not require a second?
- A) Previous Question
 - B) Rescind
 - C) Orders of the day
 - D) Adjourn
- 12) To take from the table
- A) Can have no subsidiary motion applied to it
 - B) Is debatable and amendable
 - C) Requires a 2/3 vote
 - D) Need not be seconded
- 13) The motion to postpone indefinitely
- A) May be made a special order of the day
 - B) Can be laid on the table
 - C) Can be applied only to the main motion
 - D) Is amendable
- 14) A member wishes to withdraw his motion
- A) Must ask permission of the seconder
 - B) Object to the consideration of the motion
 - C) Speak against the motion
 - D) Ask permission before it has been stated by the chair
- 15) An amendment to a main motion
- A) Is usually undebatable, and sometimes amendable
 - B) Is always debatable and not amendable
 - C) Is debatable whenever the motion to which it applies is debatable
 - D) Can be amended but not reconsidered
- 16) The privileged motion to adjourn
- A) Is the highest ranking motion
 - B) Loses its privilege character only if amended
 - C) Is amendable and requires a majority vote
 - D) Is not amendable and requires a majority vote

- 17) The motion to refer to a committee
- A) Is a privileged motion
 - B) Is a demand
 - C) Is decided by the
 - D) Is applied to main motions with any pending amendments
- 18) The motion to limit debate
- A) Can be laid on the table
 - B) Stop the making of amendments
 - C) Close debate
 - D) Is amendable but not debatable
- 19) In an appeal from the decision of the chair, a tie vote
- A) Must be retaken
 - B) Reverses the decision of the chair
 - C) Sustains the decision of the chair
 - D) May be reconsidered
- 20) When not provided in the bylaws, a quorum for a meeting is
- A) A majority of all the members
 - B) A majority of all those present
 - C) A small percentage of those present
 - D) The largest number of members who can be present
- 21) To propose a motion a member says
- A) I make a motion...
 - B) I would like to suggest that...
 - C) I would entertain a motion that...
 - D) I move that...
- 22) One of the duties of the presiding officer is to
- A) Create committees
 - B) Plan the programs
 - C) Expedite business
 - D) Debate motions
- 23) A second merely implies that the seconder
- A) Approves the motion
 - B) Agrees that the motion should come before the meeting
 - C) Agrees to speak to the motion
 - D) Agrees to vote for the motion
- 24) Which of the following motions opens the main motion to debate?
- A) Object to the consideration
 - B) Postpone temporarily
 - C) Postpone indefinitely
 - D) Amend
- 25) Which of these motions is amendable?
- A) Adjourn
 - B) Appeal
 - C) Amend
 - D) Call for the orders of the day

Minutes and Other Records Practicum Exam

Mark answers on the exam section of your scantron

25 questions at 2 points each

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. The last paragraph of the minutes should state
- A. which motions were seconded.
 - B. all notices of motions.
 - C. all sustained points of order.
 - D. the hour of adjournment.
28. Normally, in most organizations, the minutes of each meeting are read and approved
- A. by the officers when they meet to plan the next meeting.
 - B. at the end of the regular meeting before adjournment.
 - C. at the beginning of the next regular meeting after the meeting is called to order and opening ceremonies are completed.
 - D. whenever the chairman determines there will be adequate time to discuss them in detail.
29. Any corrections and the approval of the minutes are normally accomplished by
- A. a two-thirds vote of the assembly.
 - B. the secretary without permission of the assembly.
 - C. unanimous consent of the assembly.
 - D. a directive from the chairman after they are read to the assembly.
30. If a draft of the minutes are sent to all members in advance, they
- A. still must be read to the assembly.
 - B. are not read to the assembly unless requested.
 - C. are never read to the assembly and are automatically approved.
 - D. become approved after ten days unless members notify the secretary of errors.
31. When minutes have been approved by the assembly, the secretary
- A. writes "approved" on the original minutes.
 - B. and the president sign them.
 - C. writes "approved" with the date and initials it below.
 - D. announces that they cannot be amended in the future.
32. In an ordinary society, the minutes should contain a record of
- A. what was said at a meeting by all the members who debated.
 - B. what was done at a meeting.
 - C. the president's and secretary's opinions.
 - D. detailed opinions of the parliamentarian.
33. Which one of the following should generally not be included in the minutes of a meeting?
- A. The kind of meeting
 - B. The name of the seconder of a motion
 - C. The fact that the regular chairman and secretary were present
 - D. All points of order and appeals and the reasons given by the chairman for his or her ruling

34. Corrections to minutes may
- A. never be made after being accepted by the assembly.
 - B. be made only immediately after they are read to the assembly.
 - C. be made by the assembly at any time a mistake is discovered.
 - D. be made only if approved by the organization's officers.
35. When using the standard order of business, the reports of the officers are presented
- A. immediately after the reading and approval of the minutes.
 - B. at the discretion of the secretary.
 - C. after the program is completed.
 - D. immediately after new business.
36. Who may propose a motion to implement a report made by an officer?
- A. Any member except the reporting officer
 - B. Only the reporting officer
 - C. The vice-president, who also assumes the chair until the motion is disposed of
 - D. Any person in attendance at the meeting.
37. A report from the treasurer at a regular monthly meeting
- A. must be submitted to each member.
 - B. must be in writing.
 - C. may consist of an oral statement of the cash balance on hand.
 - D. must have an audit before it is presented.
38. After the "treasurer's report" is made at a regular meeting, it
- A. is then referred to the finance committee.
 - B. must then be approved by a majority vote of the assembly.
 - C. must be then referred to the budget committee.
 - D. requires no action from the assembly.
39. The annual treasurer's report
- A. does not require action by the assembly.
 - B. is only presented to the Executive Board.
 - C. is presented for information only and then filed with the secretary.
 - D. should always be audited.
40. The adoption of the auditor's report has the effect of
- A. relieving the treasurer of all responsibilities.
 - B. fulfilling all of the requirements imposed from the Internal Revenue System (IRS).
 - C. relieving the treasurer of responsibility for the period covered by the report except for fraud.
 - D. merely stating that the treasurer's records are satisfactory.
41. In the absence of the secretary who should fill the post?
- A. A secretary pro-tem should be elected
 - B. Corresponding Secretary
 - C. Financial Secretary
 - D. Executive Secretary
42. Other officers required to report to the assembly include:
- A. Historian
 - B. Librarian
 - C. Only those prescribed in the by-laws
 - D. Parliamentarian

43. A motion is recorded in the minutes
- A. As the wording was improved by the secretary after the meeting
 - B. As it was stated by the maker
 - C. As it was stated by the chair just before being voted on by the assembly
 - D. After the secretary changes the motion to make certain it satisfies the needs of the organization
44. The correction and approval of the minutes is normally handled by
- A. A privileged motion
 - B. Unanimous (general) consent
 - C. The secretary
 - D. A main motion
45. Who has the right to examine the minutes of a society if requested at a reasonable time and place?
- A. Only the President
 - B. Only the officers of the organization
 - C. Any member
 - D. Any interested person
46. If a motion is made to improve the minutes,
- A. A second is not required
 - B. The motion is not debatable
 - C. The motion is in order when another member has the floor.
 - D. It is adopted by a majority vote.
47. Assume you are the chairman and after the minutes are read you ask, "Are there any corrections to the minutes?" What should your next statement be if there is no response from the assembly?
- A. "If there are no corrections, the minutes stand approved."
 - B. "Since there are no corrections, what is the next order of business?"
 - C. "Mr. Secretary, please make any corrections you wish. Is there further new business?"
 - D. "Corrections have not been found, so the minutes will be filed."
48. What officer(s) should always sign the minutes?
- A. The Secretary
 - B. The President and the Secretary
 - C. The President, Secretary, and the Treasurer
 - D. Any officer of the organization
49. What information should be included in the minutes for an amendment that was lost?
- A. No information should be included on the amendment.
 - B. The mover, if debate occurred, and the result of the vote.
 - C. Only the fact that an amendment was proposed and lost.
 - D. The assembly may determine if the information should be included.
50. Assume you are the chairman at a meeting and you do not ask the secretary to read the minutes because they were sent to all members in advance. What ruling would you make if a member objects?
- A. The chair should ask the secretary to read the minutes.
 - B. The Chair can rule the member out of order
 - C. The Chair can ask the assembly if they want the minutes read.
 - D. The Chair can redistribute a written copy to all members.

2017 Parliamentary Procedure Exam Key

Parliamentary Procedure Exam

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

Minutes Practicum Exam

26. A
27. D
28. C
29. C
30. B
31. C
32. B
33. B
34. C
35. A
36. A
37. C
38. D
39. D
40. C
41. A
42. C
43. C
44. B
45. C
46. D
47. A
48. A
49. A
50. A

Main Motion:

I move that our chapter volunteer to work at the local food shelf.

Required Motions:

Previous Question

Postpone to a certain time

Point of Order

Division of the Assembly

Reconsider *

* “ I move to reconsider the motion passed earlier that we sell Mother’s Day Corsages.”

Assigned motions will be in bold and highlighted

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Main Motion:

I move that our chapter send six members to the National FFA Convention.

Required Motions:

Lay on the Table

Amend

Appeal

Withdraw a motion

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* “ I move to Rescind the motion passed last meeting that we sell milk at the county fair.”

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