

## 2018 MN FFA Parliamentary Procedure Exam

Choose the most correct answer and bubble in on the scantron.

1. After a motion is made, seconded, and restated by the chair, the motion is:
  - A. voted on immediately
  - B. pending
  - C. always amended
  - D. "put" by the chair as the next step
  
2. Main motion should start with the words:
  - A. I move that
  - B. I so move
  - C. I wish to move
  - D. I motion that
  
3. Complex motions are presented in the form of a/an
  - A. incidental main motion
  - B. charter
  - C. secondary amendment
  - D. resolution
  
4. The member who proposes a main motion has the right to speak in debate
  - A. first
  - B. first and last
  - C. three different times
  - D. last
  
5. After members make motions, they should
  - A. remain standing and wait for permission to debate
  - B. resume their seats
  - C. debate the motion
  - D. sit and wait for another member to ask a question so that debate may proceed
  
6. Before proposing a main motion, a member may
  - A. not offer an explanation for the motion or debate it
  - B. offer an explanation of a few words
  - C. explain all the reasons in detail for making the motion
  - D. debate the motion up to ten minutes
  
7. If a motion is considered and adopted without having been seconded, it
  - A. is lost
  - B. must be proposed, seconded and vote on again at a future meeting
  - C. is still adopted
  - D. is automatically laid on the table
  
8. The maker of a motion has the right to modify or withdraw it
  - A. at any time
  - B. up to adjournment of the meeting
  - C. until the chair states the question
  - D. during debate on the question

9. Debate on a question must be confined to
- A. alternative points on the pending question
  - B. the merits of the immediately pending question
  - C. remarks and questions directed to the maker of the motion
  - D. arguments that would promote the question not to be adopted
10. Rules are designed for the protection of
- A. nonmembers
  - B. the minority
  - C. the majority
  - D. all the members
11. 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
12. When a secondary motion has been made and has been admitted by the chair as *in order*
- A. it must be acted upon and disposed of before the main motion can be considered
  - B. it should be voted on immediately without debate
  - C. the main motion is then the *immediately pending question*
  - D. only secondary amendments may be applied to it
13. A motion to *postpone indefinitely* can be used when a member wishes to
- A. avoid an embarrassing matter
  - B. postpone the motion to a later time
  - C. postpone the motion to the next meeting
  - D. change the motion to make it more germane
14. Which one of the following is not an incidental motion?
- A. *Point of Order*
  - B. *Parliamentary Inquiry*
  - C. *Postpone indefinitely*
  - D. *Division of the Assembly*
15. Which one of the following motions is not an incidental motion?
- A. *Objection to the Consideration of Questions*
  - B. *Appeal from the Decision of the Chair*
  - C. *Postpone to a Certain Time*
  - D. *Point of Order*
16. One characteristic of subsidiary motions is that they are
- A. always applied to another motion after they are voted on
  - B. the highest ranking of all motions
  - C. applied to any main motion
  - D. only applied to a main motion after it has been amended

17. Motions that do not relate to the pending business, but are too important that they may interrupt anything else are called
- A. main motions
  - B. privileged motions
  - C. subsidiary motions
  - D. incidental motions
18. The lowest ranking privileged motion is
- A. *Raise a Question of Privilege*
  - B. *Recess*
  - C. *Call for the Orders of the Day*
  - D. *Fix the Time to Which to Adjourn*
19. A member can move to *Adjourn* a meeting while business is pending provided that
- A. two-thirds of the assembly votes in the affirmative
  - B. the time for the next meeting has been established
  - C. there are not immediately pending amendments
  - D. important announcements that have been established by the agenda have been made
20. Incidental motions
- A. have an order of precedence within themselves
  - B. are all not in order if another member has the floor
  - C. usually deal with questions of procedure arising out of another pending motion
  - D. are the highest ranking motion in the order of precedence and therefore are adopted without a vote
21. Which one of the following motions is not a subsidiary?
- A. *Limit Debate*
  - B. *Point of Order*
  - C. *Postpone indefinitely*
  - D. *Lay on the Table*
22. If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can
- A. move to *Postpone Indefinitely*
  - B. make a motion for *Division of the Question*
  - C. request that the chair divide the question
  - D. make a second degree *Amendment* to separate the motion into two parts
23. A single member has the power to require a
- A. roll call vote
  - B. ballot vote
  - C. counted vote
  - D. standing vote
24. A request for information (*point of information*) may be directed to
- A. the parliamentarian to obtain information relevant to parliamentary procedure
  - B. any member
  - C. the chairman to ask a question about which members may debate a particular motion
  - D. a member through the chair, or to the chair

25. Which statement below is true regarding incidental motions?
- A. Incidental motions have no rank among themselves
  - B. All incidental motions yield to the privileged motions
  - C. When there is a main motion and an amendment pending, a *Point of Order* can only be applied to one of the pending motions.
  - D. None of the above

### Minutes and Other Records Practicum Exam

26. An officer who has served more than
- A. 10% of a term is considered to have served a full term
  - B. one fourth of a term is considered to have served a full term
  - C. half of a term is considered to have served a full term
  - D. none of the above
27. One of the duties of a presiding officer of an assembly is to
- A. open the meeting only after all members are present
  - B. allow members to debate without recognition
  - C. allow frivolous and dilatory motions
  - D. expedite business
28. When a member is speaking in debate, the presiding officer should
- A. remain standing
  - B. sit with the assembly
  - C. be seated
  - D. stand next to the speaker in case there are questions from the assembly
29. If neither the president or vice-president is present, the meeting should be called to order by the
- A. secretary
  - B. parliamentarian
  - C. officer with the most seniority
  - D. sergeant-at-arms
30. 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
31. The member who takes the place of an absent president is the
- A. vice-president
  - B. secretary
  - C. parliamentarian
  - D. most senior officer
32. How should a vice-president be addressed when presiding if the president is not on the platform?
- A. Mr. or Madam Acting President
  - B. Mr. or Madam President Pro-tem
  - C. Mr. or Madam President
  - D. Mr. or Madam Presiding Vice-President

33. Which one of the following is not a duty of a secretary?
- A. to keep records of all proceedings of meetings
  - B. to preside for an entire meeting upon the absence of the President
  - C. to keep an organization's official membership roll
  - D. to furnish credentials to delegates
34. The specific duties of the treasure are:
- A. to collect and disburse funds
  - B. to serve as custodian and deposit all the funds of the organization
  - C. varied and are dependent on the size and complexity of the organization
  - D. to make a detailed report to the officers at each business meeting
35. The name of the officer who assists the chair in preserving order and sometimes serves notices of fines is the
- A. curator
  - B. doorkeeper
  - C. sergeant-at-arms
  - D. parliamentarian
36. 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
37. Any corrections and the approval of the minutes are normally accomplished by
- 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
38. Which one of the following should generally not be included in the minutes of the 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
39. 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
40. When using the standards 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
41. 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

42. 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
43. After the “treasurer’s report” is made at a regular meeting, it
- A. is then referred to the finance committee
  - B. must 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
44. 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
45. 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
46. 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
47. 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
48. 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 an order when another member has the floor
  - D. it is adopted by a majority vote
49. 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.”
50. At a regular meeting, the parliamentarian should be seated
- A. in an inconspicuous place
  - B. next to the chairman
  - C. in the front row of the assembly
  - D. between the secretary and the chairman

## 2018 MN FFA Parliamentary Procedure Exam Key

### Parliamentary Procedure

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

### Minutes and Other Records Practicum

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

## 2018 MN FFA State Parliamentary Procedure LDE Abilities - Preliminary Round

### **Main Motion:**

I move that our chapter send two members to the State FFA Leadership Camp.

### **Required Motions:**

Previous Question

Commit or refer

Appeal

Division of the Assembly

Call for the orders of the day \*

\* “ I move to call for the orders of the day and we discuss the motion postponed at our last meeting that we volunteer at the food shelf.

**Assigned motions will be in bold and highlighted**

## 2018 MN FFA State Parliamentary Procedure LDE Abilities - Final Round

### **Main Motion:**

I move that our chapter hold our annual chapter banquet on May 15 at 7:00 pm and the farm safety day on May 22 at 10:00.

### **Required Motions:**

Postpone indefinitely

Previous question

Division of the question

Withdraw a motion

Fix a time to Which to Adjourn

**Assigned motions will be in bold and highlighted**