

## 2019 MN FFA Parliamentary Procedure Exam

Do not write on this exam. Place the most correct answer on your scantron.

1. The quorum of an assembly is
  - A. two-thirds of the members present at a meeting
  - B. the largest number that can be depended on to attend any meeting
  - C. the number of members who must be present for business to be legally transacted
  - D. the number of members who always vote on motions brought before the assembly
2. The minimum essential officers that must be present to conduct business in a deliberative assembly are a
  - A. presiding officer and the vice-president
  - B. presiding officer and a treasurer
  - C. presiding officer and a secretary or clerk
  - D. secretary and a clerk
3. An appropriate phrase to use by the presiding officer to call a meeting to order is:
  - A. Order, order, the meeting has started.
  - B. Order, please.
  - C. Could I have your attention, please?
  - D. The meeting will come to order.
4. What specifies the sequence in which certain general types or classes of business are brought up or permitted to be introduced at a meeting?
  - A. Order of business
  - B. Bylaws
  - C. Standing rules
  - D. Charter
5. After the presiding officer calls a meeting to order, the next order of business is usually
  - A. new business
  - B. reports of officers
  - C. unfinished business
  - D. reading and approval of the minutes.
6. 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.
7. Generally, if two members rise at about the same time, the chairman should recognize the member who
  - A. is an officer of the organization
  - B. raised a hand and stood up
  - C. has the most seniority
  - D. rose and addressed the chair first after the floor was yielded
8. A motion is brought before the assembly by a member
  - A. making a motion and the chairman stating it
  - B. making a motion, another member seconding it, and the chair stating it
  - C. proposing, seconding, and debating a motion
  - D. asking the chair to offer a specific topic open for debate and then taking an immediate vote

9. The member who proposes a main motion has the right to speak in debate
- first
  - first and last
  - three different times
  - last
10. The purpose of a second to a motion is to
- establish the fact that at least two members are willing to speak in favor of the motion
  - prevent time from being consumed by the assembly having to dispose of a motion that only one member wants introduced.
  - establish the fact that at least two members are willing to vote in favor of the motion
  - indicate to the chairman that members must debate the motion before it is voted on
11. Rules are designed for the protection of
- nonmembers
  - the minority
  - the majority
  - all the members
12. Which motion listed below has the lowest precedence or rank?
- Amend
  - Main
  - Adjourn
  - Commit (or Refer)
13. One feature of main motions is that they
- can be made when other main motions are pending
  - rank the highest in the order of precedence of motions
  - are classified as one of the secondary motions
  - bring business before the assembly
14. Motions that assist the assembly in treating or disposing of a main motion are called
- main motions
  - subsidiary motions
  - incidental motions
  - privileged motions
15. To put a motion aside temporarily, with no definite time for resuming consideration, a member would move to
- Postpone indefinitely
  - Refer
  - Lay on the Table
  - Reconsider
16. One characteristic of subsidiary motions is that they are
- always applied to another motion after they are voted on
  - the highest ranking of all motions
  - applied to any main motion
  - only applied to a main motion after it has been amended

17. A point of information may be directed to
- the parliamentarian to obtain information relevant to parliamentary procedure
  - any member
  - the chairman to ask a question about which members may debate a particular motion
  - a member through the chair, or to the chair
18. To be in order, an amendment must always be
- germane
  - made by the member who proposed the motion that the amendment is applied to
  - short
  - in the form of a question
19. An amendment to an amendment
- may be amended with the consent of the maker of the secondary amendment
  - may not be amended
  - may never be debated
  - requires a two-thirds vote to be adopted
20. The motion to Commit (or Refer)
- need not be seconded
  - is not debatable
  - can be applied to main motions with any amendments that may be pending
  - may be proposed when another member has the floor provided debate has not begun
21. One rule for the subsidiary motion to Postpone to a Certain Time is that
- a second is not required
  - it is out of order when another member has the floor
  - debate may go into the merits of the main question
  - a two-thirds vote is required to adopt it
22. The orders of the day can be set aside by
- a two-thirds vote
  - any member who objects
  - the chairman if there is an important item being debated
  - a motion to reconsider
23. A member who has been assigned the floor may be interrupted for the purpose of
- amending a motion
  - limiting debate
  - raising a question of privilege
  - moving the previous question
24. A motion to Adjourn is always privileged when
- the time for adjournment has been set ahead of time
  - it sets a time to adjourn (is qualified)
  - no time for adjournment has been set (is unqualified)
  - another member has the floor
25. The normal grounds for a member to rise to a Point of Order are
- to ask the maker of the motion a question
  - uncomfortable conditions in the meeting room
  - a breach of rules
  - to obtain parliamentary information from the parliamentarian

## Minutes and Other Records Practicum

26. 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
27. If the secretary is absent at a regular meeting
- A. any member can be directed by the presiding officer to assume the duties of the secretary
  - B. a secretary pro tem should be elected
  - C. the secretary should ask someone else ahead of time to take minutes
  - D. the duties are automatically assumed by the treasurer
28. 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 or the organization
  - C. any member
  - D. any interested person
29. The name of the officer who is entrusted with the custody of an organization's fund is the
- A. secretary
  - B. treasurer
  - C. president
  - D. vice-president
30. 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
31. In an ordinary society, the minutes should contain a record of
- A. what was said at a meeting by all members who debated
  - B. what was done at a meeting
  - C. the president's and secretary's opinions
  - D. detailed opinions of the parliamentarian
32. 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
33. In writing minutes, a proficient secretary will
- A. include personal observations and conclusions on debate
  - B. summarize motions and include all debate
  - C. include all motions in one paragraph
  - D. use the exact wording of motions that are acted upon

34. 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
35. 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
36. The number of votes on each side should be entered in the minutes
- A. on a voice vote
  - B. if the chairman conducts the initial vote by division
  - C. when a count is ordered or the vote is by ballots
  - D. in small assemblies when the initial vote is by a show of hands
37. Which of the following information about a guest speaker should not be included in the minutes?
- A. the guest speaker's name
  - B. a summary of the guest speaker's remarks
  - C. the subject of the guest speaker
  - D. All of the above
38. 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
39. 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
40. 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
41. 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
42. 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

43. 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
44. The minutes of a meeting should not contain
- A. if the minutes of the previous meeting were read and approved
  - B. all the main motions
  - C. the opinions of the secretary on each adopted motion
  - D. all notices of motions
45. The first paragraph of the minutes should not contain the
- A. name of the society
  - B. date and time of the meeting
  - C. place where the meeting is held if it is not always the same
  - D. names of the members who voted in the affirmative to approve the minutes of the previous meeting
46. When the assembly orders a committee report "to be entered in the minutes", this means the secretary must
- A. enter an outline of the report in the minutes
  - B. copy the entire report into the minutes
  - C. write his/her interpretation of the report in the minutes
  - D. immediately begin copying it into the minutes as it is read
47. The minutes of a meeting should be signed by the
- A. secretary
  - B. treasurer
  - C. secretary and parliamentarian if there are points of order
  - D. vice-president
48. If a motion is referred to a committee, what must be included in the minutes?
- A. only the name of the committee chairman
  - B. the committee members' names that are appointed by the chair
  - C. the names of the members of the organization who voted in favor of the motion to refer
  - D. the reasons for referring the motion to a committee
49. The "Treasurer's report" for a regular meeting should contain
- A. dates of each receipt
  - B. dates of each disbursement
  - C. a balance on hand
  - D. the reason for each purchase
50. Which statement below is true regarding the minutes of a large committee meeting?
- A. minutes must be as detailed as the minutes of a regular meeting
  - B. a record of the committee proceedings do not need to be taken
  - C. a brief memorandum for committee use is desired
  - D. detailed minutes are taken and approved at the same meeting before the committee adjourns.

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

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