



IN ORDER



STUDY GUIDE FOR THE
**NAP REGISTRATION
EXAMINATION**

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EXAMINATION**

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INTRODUCTION

This version of the study guide for the registration examination of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® was designed to facilitate learning the material based on concepts rather than individual facts. Accordingly, the questions have been arranged in the order they are found in *Robert's Rules of Order Newly Revised*, 11th edition within each part.

To facilitate the transition from the randomly assembled questions in the original study guide, the original question numbers are in the parentheses at the beginning of each question. The answer key in Appendix 2 is connected to the sequential number rather than the older parenthesized number.

For example:

4. (2) Incorporation by a society is advisable for all of the following reasons except for:

[p11 line 15-21]

- A. the right to inherit property.
- B. obtaining and holding property.
- C. exemption from tax and revenue laws.
- D. the capability to sue or be sued.

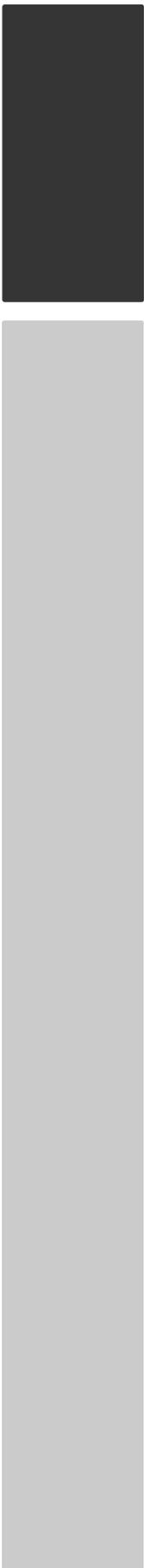
The number in the parenthesis (2) is the question number used in the previous study guides printed by NAP (“Study Guide for National Association of Parliamentarians Examination for Registration”, 7th edition). Note that the answer may be found in Appendix 2, Part II, “4. B.”

The chart below shows the chapters that are included within each part of the examination.

Part	Chapters in RONR
II	Chapters III, V, VI, VII, VIII, IX, X
III	Chapters I, II, IV, XI, XII, XVII, XIX
IV	Chapters XIII, XIV, XV, and Related Procedures in II, VI, XI, XII
V	Chapters I, XVIII, XX

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PART I: RESEARCH QUESTIONS

Part I – Research Questions

The research part of the registration exam is an open book test. It is also a timed test with thirty(30) minutes allowed to find the five(5) quotations in *Robert's Rules of Order Newly Revised*, 11th edition.

Why is research important and why is it timed? As you provide assistance in parliamentary procedure to organizations, you will find instant recall of the rules is a critical skill. There is seldom time to look up the answers and when you do need to look them up, it is vital that you are able to quickly locate the relevant information. Research practice and testing is designed to prepare you to be a relaxed, professional, and knowledgeable parliamentarian in your future assignments.

Tips for Studying

While the research part of the examination is an open book test, using RONR is an art in itself. Finding illusive fine points can sometime be quite a challenge.

1. Know how RONR is organized.

Table of contents: Know where to find general topics.

Index: Become familiar and comfortable with the index.

First half of RONR: Pages 1-344 contain an overview of many topics addressed more fully later in the book. This is where you will find basic rules of the assembly, meetings and sessions. All of the motions are covered in this half of the book.

Second half of RONR: Pages 345-564 contain procedural matters including quorum, order of business, officers, boards and committees, nominations and elections, voting, and mass meetings. Pages 565-669 discuss bylaws, conventions, and discipline.

Tinted pages: The tinted pages begin after page 669 and are numbered separately as pages 1-48. These pages contain charts, tables, and lists.

Roman numeral pages: These pages include the preface, introduction, and underlying principles of parliamentary law. If there is an historical quotation, it might be found in the introduction.

Firmly fixing the layout of the book in your mind should help you to focus on the areas most likely to contain the information you seek.

2. Practice using the index.

Become very familiar and comfortable with the index. Practice looking up the 1,200 questions. Have a parliamentary friend give you some research questions, arrange them in groups of five and time yourself.

Part I – Research Questions

3. Identify concepts and key words.

Read the question very carefully. Circle the main points or key words of the quotation. Use the circled words as your reference points to search the index. These words should guide you to the subject matter in the index. If you do not find the quote, cross these words out and try again.

4. Identify underlying themes.

If you cannot find the quotation under a specific reference or key word, think about the underlying concept or topic within the quote. For example, “If the bylaws provide that officers shall serve “for ____ years *or* until their successors are elected,” is found in discipline rather than under term of office. It is found in discipline because it refers to concept of removal from office.

5. Keep synonyms and related topics in mind.

When you read the question, think of synonyms and related subjects. For instance, if the question is about meetings, sessions and conventions may be possibilities as well.

6. Add to the index.

When you find a quote that does not appear in the index where you would ordinarily look for it, write it in.

7. Look for unusual areas.

Some quotes will have italics, quotation marks, reference numbers and the like. Watch for these when you are looking for a quote. They can make the reference easier to spot.

8. Follow up on cross references.

Often you will encounter cross references when you are looking for a quote. If the quotation is not on the page you looking at, quickly turn to the cross references.

9. Check the footnotes.

Don't forget those footnotes. The exact match might be there.

10. Look for the *exact* quote.

Be sure that the reference page you give as your answer contains an *exact* quote, word for word, as the question. There are many paraphrases and near quotes in RONR. Your job is to find the *exact* match.

11. Don't get bogged down.

Use your thirty(30) minutes wisely. If you run into a hard-to-find quote, move on to the next one quickly. Find the easy ones first and then go back to work on the harder ones.

12. Remember the key.

The real key is carefully to read, understand, and identify the point you are trying to find.

PRACTICE RESEARCH QUESTIONS

1. It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken in a regular or properly called meeting, although it should be noted that a member need not be present when the question is put.

Page _____ Key _____

2. One session cannot interfere with the freedom of each new session to choose its own chairman pro tem except by an election held with previous notice.

Page _____ Key _____

3. Matters that the bylaws require to be considered at a particular meeting, such as the nomination and election of officers, may be regarded as special orders for the meeting and be considered under the heading of Special Orders in the order of business.

Page _____ Key _____

4. The standing rules of a convention usually contain both “parliamentary” rules relating to the conduct of business, and nonparliamentary rules, so that in some ways they resemble a combination of special rules of order and ordinary standing rules.

Page _____ Key _____

5. A further exception arises when the negative vote is intrinsically irrelevant, as, for example, when “a vote of one fifth of the members present” is required, and the number who have voted in the affirmative is clearly greater than one fifth of those present

Page _____ Key _____

6. A motion to Adjourn or to Recess can be renewed after material progress in business or in debate—such as an important decision or speech. A vote on a motion to Recess or to Lay on the Table is not business of a character to justify renewal of a motion to Adjourn; and a vote on any of these three motions is not sufficient business to allow renewal of either of the others.

Page _____ Key _____

Part I-Research Questions

7. In such a case where no special order is involved, if a member starts to make a motion departing from the correct order of business, or if the chair announces a wrong item, the call must be made before any motion is stated by the chair; otherwise, it cannot be made until after the motion has been disposed of.

Page _____ Key _____

8. A special order for a particular hour cannot be considered before that hour except by a two-thirds vote. But when the designated hour arrives, the special order automatically interrupts any business that may be pending except: (a) a motion relating to adjournment or recess.

Page _____ Key _____

9. If the chair learns, immediately after declaring the assembly adjourned, that a member seeking the floor for one of these purposes had risen and addressed the chair before the adjournment was declared, then, since the adjournment was improper and this breach was promptly noted, the chair must call the meeting back to order—but only long enough for the purpose for which the member legitimately sought the floor.

Page _____ Key _____

10. After a paragraph, section, or version of a resolution has been substituted for another, the substituted paragraph or resolution cannot be amended except by adding something that does not modify the paragraph's existing content—as is true of any paragraph that has been inserted.

Page _____ Key _____

11. A negative vote on the motion for the Previous Question can be reconsidered only until such time as progress in business or debate has been sufficient to make it essentially a new question—that is, only until such time as it is reasonable to assume that debate or action on any of the motions involved may have made more members desire to vote immediately on some or all of the questions still pending.

Page _____ Key _____

12. A motion to recess that is made when no question is pending (whether the recess is to begin immediately or at a future time) is a main motion, and the eight characteristics given below do not apply to it.

Page _____ Key _____

Part I-Research Questions

13. If a recess is provided for in the adopted agenda or program of a convention or other meeting, the chair, without further action by the assembly, announces the fact and simply declares the assembly in recess when the specified time arrives.

Page _____ Key _____

14. If the chair at a meeting acts improperly (for example, fails to recognize a member entitled to the floor, see 42, or ignores a motion properly made and seconded that is not dilatory, see 39, and neither states the question on the motion nor rules it out of order), a Point of Order (23) may be raised, and from the chair's decision an Appeal (24) may be taken.

Page _____ Key _____

15. An election to an office becomes final immediately if the candidate is present and does not decline, or if he is absent but has consented to his candidacy.

Page _____ Key _____

16. In all other cases the presiding officer, if a member of the assembly, can (but is not obliged to) vote whenever his vote will affect the result—that is, he can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds.

Page _____ Key _____

17. In most societies it is usual to elect the officers from among the members; but in all except secret societies, unless the bylaws provide otherwise, it is possible for an organization to choose its officers from outside its membership.

Page _____ Key _____

18. Whenever a motion is made that refers only to the presiding officer in a capacity not shared in common with other members, or that commends or censures him with others, he should turn the chair over to the vice-president or appropriate temporary occupant (see below) during the assembly's consideration of that motion, just as he would in a case where he wishes to take part in debate.

Page _____ Key _____

Part I-Research Questions

19. Any questions affected by an order modifying limits of debate that in any way go over to the next session—or that are referred to a committee and reported back, even in the same session in which committed—become open to debate under the regular rules.

Page _____ Key _____

20. Neither the motion to Postpone to a Certain Time nor any amendment to it is in order if the effect would be the same as that of the motion to Postpone Indefinitely—that is, if it would kill the measure.

Page _____ Key _____

21. In general, for a member to speak when no question is pending, without promptly leading to a motion, implies an unusual circumstance and requires permission of the assembly.

Page _____ Key _____

22. A member may second a motion (even if using the word “support” as indicated above) because he would like to see the assembly go on record as rejecting the proposal, if he believes a vote on the motion would have such a result.

Page _____ Key _____

23. Nothing in the charter can be suspended by the organization itself unless the charter so provides.

Page _____ Key _____

24. If the bylaws provide that officers shall serve “for years or until their successors are elected,” the officer in question can be removed from office by adoption of a motion to do so.

Page _____ Key _____

25. It is important to note that, although the time when a bylaw amendment takes effect can be delayed by the assembly, the amendment becomes part of the bylaws immediately upon adoption.

Page _____ Key _____

Part I-Research Questions

26. When notice has been given of a bylaw amendment, it becomes a general order for the meeting at which it is to be considered.

Page _____ Key_____

27. Immediate admission to membership is contingent upon signing a permanent record sheet provided in advance by the secretary pro tem—to be filed with the original papers of the organization.

Page _____ Key_____

28. An organization could suspend the rules, or adopt a special rule of order, so that the nominee with the fewest votes is dropped from the list of nominees for succeeding ballots in the expectation that voters will then confine their choice to the remaining nominees.

Page _____ Key_____

29. A member of a society who is in arrears in payment of his dues, but who has not been formally dropped from the membership rolls and is not under a disciplinary suspension, retains the full rights of a voting member and is entitled to vote except as the bylaws may otherwise provide.

Page _____ Key_____

30. The chair cannot vote twice, once as a member, then again in his capacity as presiding officer.

Page _____ Key_____

31. As in the case of a merger, the resolutions containing details relating to the mechanics of transition are often drafted by a joint committee.

Page _____ Key_____

32. Also, steps must be taken to prevent members from being able to vote more than once by using a neighbor's keypad, or a member lending his keypad to a friend so that the friend can vote for him in his absence by “proxy.”

Page _____ Key_____

Part I-Research Questions

33. Thus, for example, when an election has been conducted at a membership meeting or in a convention of delegates, an executive board, even one that is given full power and authority over the society's affairs between meetings of the body that conducted the election, may not entertain a point of order challenging, or direct a recount concerning, the announced election result.

Page _____ Key _____

34. Any correction approved by the assembly is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved "as corrected," without specifying what the correction was.

Page _____ Key _____

35. The chair's judgment as to the more numerous side in a vote, or whether there are two thirds in the affirmative, also is not a ruling and is not subject to appeal.*

Page _____ Key _____

36. In determining whether a question has obtained two thirds of the votes cast, the chair should take a rising vote (or, in a very small assembly, if he prefers and no one objects, a vote by show of hands), and he should obtain a count of the vote whenever he is in doubt concerning the result.

Page _____ Key _____

37. It is usually inadvisable to attempt to include reasons for a motion's adoption within the motion itself.

Page _____ Key _____

38. It is important to understand that, regardless of the technology used, the opportunity for simultaneous aural communication is essential to the deliberative character of the meeting.

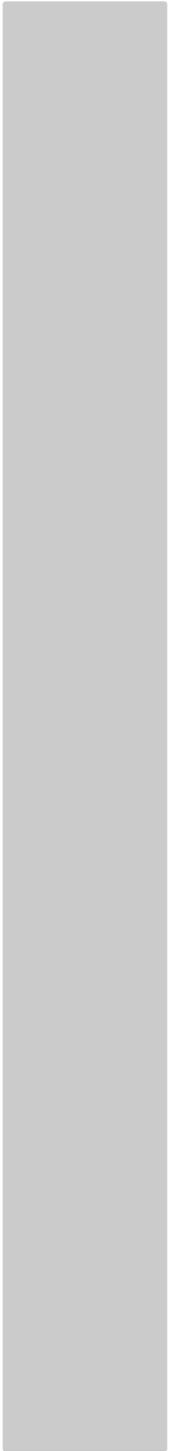
Page _____ Key _____

39. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business.

Page _____ Key _____

40. Failure to concur in a decision of the body does not constitute withdrawal from the body.

Page _____ Key _____



PART II: MOTIONS

CHAPTER III. DESCRIPTION OF MOTIONS IN ALL CLASSIFICATIONS

Pages 58-80 26 Questions

1. **(1) Which of the following are classified as secondary motions?** [p59 line 4-6]
 - A. Original main motions.
 - B. Incidental motions.
 - C. Incidental main motions.
 - D. Motions that bring a question again before the assembly.

2. **(3) Subsidiary, privileged, and incidental motions are:** [p59 line 4-6]
 - A. ranking motions.
 - B. privileged motions.
 - C. secondary motions.
 - D. pending motions.

3. **(124) Incidental motions:** [p59 line 4-6]
 - A. are classified as secondary motions.
 - B. are debatable.
 - C. are incidental to immediately pending motions only.
 - D. have an assigned position in the order of precedence.

4. **(234) Which of the following is a secondary motion?**
[p59 line 4-6, p64 line 14-16, p77 line 9-14, p101 line 27-31]
 - A. Rescind.
 - B. Limit or extend limits of debate.
 - C. Ratify.
 - D. Discharge a committee.

5. **(259) Which of the following are secondary motions?** [p59 line 6]
 - A. Motions that bring a question again before the assembly.
 - B. Privileged motions.
 - C. Incidental main motions.
 - D. All of the above are correct.

6. **(4) Before any other business can be brought up, a motion must be disposed of with the exception of:** [p59 line 18-23]
 - A. certain privileged questions.
 - B. incidental main motions.
 - C. the motion to rescind or amend something previously adopted.
 - D. motions that bring a question again before the assembly.

7. **(5) Secondary motions:** [p60 line 1-6]
 - A. cannot be made and considered while a main motion is pending.
 - B. cannot be debated or amended.
 - C. must be acted upon or disposed of before direct consideration of the main question can be continued.
 - D. require a majority vote.

8. **(112) When a secondary motion is placed before the assembly, it:** [p60 line 13-16]
A. becomes the immediately pending question.
B. becomes the pending question.
C. must be voted on before another motion can be made.
D. is not debatable.
9. **(2) Which statement is true?** [p61 line 4-6]
A. Incidental motions have an assigned position in the order of precedence of motions.
B. More than one secondary motion may be pending at a time.
C. There are four classes of secondary motions.
D. There are twelve ranking motions.
10. **(196) All of the following are true of a secondary motion except:**
[p61 line 4-6, p59 line 27-35]
A. it can be made and considered while another motion is pending.
B. only one secondary motion can be pending at a time.
C. it must be acted upon or disposed of before consideration of the main question can be continued.
D. it becomes the immediately pending question when it is placed before the assembly.
11. **(6) The motion to lay on the table should be used to:** [p64 line 20-24, p209 line 26-30]
A. dispose of a main motion without bringing it to a vote.
B. delay consideration of a question until a later specified time.
C. delay consideration of a question until a committee can report findings on the subject to the assembly.
D. interrupt consideration of a main motion temporarily until a majority wishes to consider it again.
12. **(198) The motion to amend takes precedence over the motion to postpone to a certain time:**
[p65 line 16-20, p131 line 31-35, p13 line 1-2]
A. if a motion to amend is pending.
B. if it is a motion to amend the motion to postpone while it is immediately pending.
C. under no circumstances.
D. if it is a privileged motion to amend.
13. **(197) Which of the four lowest ranking subsidiary motions may be undebatable?**
[p66 line 5-7]
A. Postpone indefinitely.
B. Amend.
C. Commit or refer.
D. Postpone to a certain time.
14. **(8) Which of these subsidiary motions has no corresponding incidental main motion?**
[p66 line 18-22]
A. Commit or refer.
B. Limit or extend limits of debate.
C. Previous question.
D. Postpone indefinitely.

15. **(147) A motion to postpone a matter that is not pending is:**
[p66 line 18-22, p180 line 9-12]
A. an original main motion.
B. a subsidiary motion.
C. an incidental motion.
D. an incidental main motion.
16. **(199) Which subsidiary motions may also be made as incidental main motions when no other motion is pending?** [p66 line 18-22]
A. Commit and lay on the table.
B. Amend, commit, limit or extend limits of debate, and previous question.
C. Postpone indefinitely, amend, commit, postpone to a certain time, and limit or extend limits of debate.
D. Amend, commit, postpone to a certain time, limits or extend limits of debate, and lay on the table.
17. **(265) Which of the following motions is never a main motion?**
[p66 line 18-22, p210 line 24]
A. Postpone to a certain time.
B. Lay on the table.
C. Commit or refer.
D. Amend something previously adopted.
18. **(343) Which of the following motions is never an incidental main motion?**
[p66 line 18-22]
A. Postpone to a certain time.
B. Previous Question.
C. Commit or refer.
D. Amend something previously adopted.
19. **(382) The motion to limit or extend limits of debate, moved when no motion is pending is:**
[p66 line 18-22, p192 line 1-5]
A. an incidental motion.
B. an incidental main motion.
C. an original main motion.
D. a subsidiary motion.
20. **(135) Privileged motions as a class are distinguished by which of the following conditions?** [p66 line 29-33]
A. They do not relate to pending business.
B. Unlike subsidiary motions, they do not fit into an order of precedence.
C. They are identical to “questions of privilege.”
D. They allow interruption, with debate, of many other questions.
21. **(9) Questions of privilege not in the nature of a request which are brought up while no business is pending are moved the same as any:** [p68 line 27-29]
A. privileged motion.
B. subsidiary motion.
C. main motion.
D. incidental motion.

22. **(125) The effect of making a point of order is to:** [p70 line 9-14, p247 line 3-7]
A. return to the agenda.
B. require order in the assembly hall.
C. require the parliamentarian to give an opinion.
D. require the chair to make a ruling on the question involved.
23. **(201) The chair responds or directs a member to respond to which of the following requests and inquiries?** [p72 line 10-13]
A. Request for information.
B. Request for permission to withdraw a motion.
C. Request to be excused from a duty.
D. All of the above are correct.
24. **(262) Which of the following motions is not a motion to bring a question again before the assembly?** [p75 line 35-36, p76 line 1-32]
A. Rescind.
B. Amend something previously adopted.
C. Ratify.
D. Reconsider.
25. **(202) The introduction of which of the following motions always brings business before the assembly?** [p77 line 15-17]
A. Take from the table.
B. Amend something previously adopted.
C. Discharge a committee.
D. Reconsider.
26. **(399) The standard descriptive characteristics of a motion contain:**[p79 line 21-34]
A. the motions over which it takes precedence.
B. to what motions it yields.
C. what motions are applicable to it.
D. All of the above are correct.

CHAPTER V: THE MAIN MOTION
Pages 100-125 34 Questions

27. **(256) What kind of motion introduces a substantive question as a new subject?** [p100 line 12-13]
A. Incidental motion.
B. Original main motion.
C. Incidental main motion.
D. Subsidiary motion.
28. **(14) An incidental main motion:** [p101 line 5-7]
A. is a main motion that relates to the business of the assembly, or its past or future action.
B. is usually presented in writing.
C. always corresponds to secondary motions described by the same or similar names.
D. marks the beginning of a particular involvement of the assembly in a substantive matter.

29. **(322) An example of an incidental main motion would be the motion to:** [p101 line 27-31]
A. adopt recommendations of a committee to whom the motion was referred.
B. take a recess while business is pending.
C. ratify emergency action taken at a meeting when no quorum was present.
D. oppose a new municipal tax at this time.
30. **(10) The motion to recess made when no business is pending is:** [p101 line 31-34]
A. a privileged motion.
B. not debatable.
C. an incidental main motion.
D. an original main motion.
31. **(15) The chief difference in the rules governing original and incidental main motions is:** [p102 line 4-8]
A. incidental main motions require only a majority vote.
B. objection to consideration of a question can be applied only to an original main motion.
C. only incidental main motions can be reconsidered.
D. only incidental main motions carry with them pending subsidiary motions when laid on the table.
32. **(260) A main motion yields to:** [p102 line 33-36, p103 line 1-2]
A. a motion to bring a question again before the assembly.
B. the motion to ratify.
C. all applicable secondary motions.
D. None of the above are correct.
33. **(48) Which of the following can be applied to a main motion?** [p103 line 3-6, p210 line 20-23]
A. Lay on the table.
B. Call for the orders of the day.
C. Recess.
D. Appeal.
34. **(274) A main motion:** [p104 line 14-16]
A. if adopted, becomes the official recorded statement of an action taken by the assembly.
B. may be stated as "I so move" if a member makes a motion embodying something just said by the chair or another member in informal consultation during a meeting.
C. always requires a majority vote.
D. All of the above are correct.
35. **(17) A properly framed motion should:** [p104 line 16-18]
A. propose that the assembly refrain from taking an action.
B. reaffirm positive action taken previously.
C. refrain from allowing delegate instructions to be given.
D. be concise, unambiguous and complete in form.

36. **(85) A motion that the assembly refrain from doing something is out of order if the:**
[p104 line 32-35]
- A. membership wishes to make certain that a subordinate body does not take action at a later time.
 - B. motion expresses an opinion as to why no action should be taken.
 - C. motion instructs delegates to refrain from voting.
 - D. motion is equivalent to adopting no motion at all.
37. **(207) Which of the following is a proper main motion?**
[p104 line 14-36, p105 line 1-23, p110 line 1-7]
- A. "That our delegates be given no instructions."
 - B. "Ordered, That the steward obtain impoundment of all unauthorized vehicles found parked on the club premises."
 - C. "That the club reaffirm its earlier resolution supporting the celebration of National Parliamentarians Day."
 - D. "That the association go on record as not being in favor of the proposed public bond issue."
38. **(386) Voting down a motion that would express a particular opinion:**
[p105 line 15-20]
- A. is not the same as adopting a motion expressing the opposite opinion.
 - B. means that no opinion has been expressed.
 - C. means that a member feels his organization should be silent on the matter.
 - D. All of the above are correct.
39. **(208) A motion "that the assembly support Mr. Jones in next Tuesday's election" is being debated. A member who also supports Mr. Jones, but feels that the assembly should support no candidate for public office should:**[p105 line 20-23]
- A. object to the consideration of the question.
 - B. move to postpone the question until next month's business meeting.
 - C. vote against the motion.
 - D. All of the above are correct.
40. **(209) The motion "that the assembly oppose the proposed bond issue" is pending. What should a member do if he favors supporting the bond issue?**
[p105 line 20-23, p149 line 6-11]
- A. The member should speak and vote against the proposed motion.
 - B. Offer an amendment to strike "oppose" and insert "support" in the pending motion.
 - C. Offer another motion expressing support of the bond issue if the pending motion is defeated.
 - D. All of the above are correct.
41. **(38) In preparing a written motion or resolution, it is often advisable to:**
[p105 line 31-36]
- A. allow the parliamentarian to write the resolution.
 - B. allow the secretary to write the resolution.
 - C. consult with members who can be of assistance in perfecting it.
 - D. allow no one except the seconder to know about the resolution.

42. **(19) A preamble which is placed before the resolving clauses of a resolution:** [p107 line 4-8]
A. should state the background and reasons for the resolving clauses.
B. should list the arguments for and against the resolution.
C. should be specifically mentioned in the motion to adopt the resolution.
D. All of the above are correct.
43. **(20) In considering a resolution which has a preamble, the preamble is:** [p108 line 16-18]
A. amended before the resolving clauses.
B. amended with the resolving clauses.
C. amended last.
D. not amendable.
44. **(272) Which of the following statements is true in the consideration of a resolution having a preamble?** [p108 line 20-25, p202 line 28-34]
A. The previous question, when ordered before consideration of the preamble, does not apply to debate and amendment of the preamble.
B. The previous question, when ordered before consideration of the preamble, stops all debate and amendment, and brings the resolution to an immediate vote.
C. The previous question cannot be ordered until both the resolving clauses and the preamble have been considered.
D. The preamble is always amended first.
45. **(210) The following resolution contains one or more errors in format. The error(s) occur(s) in which clause?** [p108 line 31-36, p109 line 1-12]
A. Whereas, The Registration Study Group works hard each Saturday morning;
B. Whereas, Such hard work requires great amounts of energy; and
C. Whereas, There is a Dunkin' Donuts shop near the study site, now therefore be it
D. *Resolved*, That a volunteer supply doughnuts each month for the study group.
46. **(111) When a series of independent resolutions or main motions dealing with different subjects is offered in one motion:** [p110 line 24-27, p 274 line 34-36, p275 line 1]
A. the chair observes the rules of "one things at a time" and states each separately for consideration.
B. a request for separate consideration cannot be made when another member has the floor.
C. the request of a single member allows for one or more of them to be considered separately.
D. the motion for a division of the question is in order.
47. **(116) No main motion is in order which:** [p112 line 8-12]
A. presents substantially the same question as a motion previously rejected in an earlier session.
B. conflicts with a motion previously adopted even though the time of termination of the order has expired.
C. presents the same question as one that has not been finally disposed of.
D. conflicts with the bylaws, unless allowed by unanimous vote.

48. **(128) A main motion can be improved before action is taken:** [p114 line 21-35, p115 line 1-12]
- A. by a motion to substitute an entire new text of the main motion in place of the pending version.
 - B. before it is stated by the chair, any member can suggest a modification in the motion, which the maker can accept or reject.
 - C. after it is stated by the chair, the maker can request unanimous consent to modify the motion. If there is an objection, the modification must be introduced in the form of an amendment.
 - D. All of the above are correct.
49. **(379) Some assemblies provide in their rules for the automatic referral of all main motions to specified standing committees:** [p115 line 24-27]
- A. dealing with all classes of subjects.
 - B. dealing with certain classes of subjects.
 - C. after a certain number of amendments have been proposed.
 - D. unless the subject deals with financial obligations.
50. **(349) If a main motion, an amendment to the main motion and the motion to postpone to a certain time are pending, which of the following motions should be voted on first?** [p117 line 20-36, p118 line 3]
- A. A motion to vote on the postponement by ballot.
 - B. A motion to recess for fifteen minutes.
 - C. A motion to refer the main question to a committee.
 - D. A motion to lay the pending questions on the table.
51. **(29) In organizations that meet less often than quarterly time intervals, or that meet as a convention of delegates, the bylaws should require which individuals to issue a call of each meeting?** [p121 line 32-25]
- A. President.
 - B. An elected officer.
 - C. An appointed officer.
 - D. Secretary.
52. **(211) Previous notice may properly be given in the following way:** [p122 line 22-24]
- A. by written notices distributed at any meeting during the previous calendar quarter.
 - B. by oral announcement of the general purport of the proposal at the previous meeting.
 - C. by written notice distributed as members enter the meeting.
 - D. by oral notice given at the preceding meeting after the chair has declared the meeting adjourned.
53. **(390) If previous notice is given at a meeting:** [p122 line 33-36, p123 line 1-7]
- A. the full text of the motion or resolution must be submitted.
 - B. the notice is in order when another person has been assigned the floor and has begun to speak.
 - C. it is in order even after it has been voted to adjourn.
 - D. it must be in writing.

54. **(389) In parliamentary terminology, which of the following words means “accept?”** [p124 line 10-13]
A. Adopt.
B. Ratify.
C. Receive.
D. File.
55. **(24) The motion to ratify:** [p124 line 24-27]
A. is an incidental main motion.
B. requires a two-thirds vote for adoption.
C. is usually undebatable.
D. is a privileged motion.
56. **(183) What acts of an organization can be ratified?** [p125 line 6-8]
A. Minor violations of the bylaws.
B. Validate a viva voce election when the bylaws require a ballot vote.
C. Such action as the assembly has the power to authorize in advance.
D. Any illegal procedure.
57. **(213) A motion to ratify may apply to all of the following except:** [p125 line 8-14]
A. it can make valid a voice vote election when the bylaws require elections by ballot.
B. it can be amended by substituting a motion to censure.
C. it can approve action taken at a regular meeting at which no quorum was present.
D. it can approve emergency action taken by officers in excess of their instructions.
58. **(22) A motion to censure the action of an officer:** [p125 line 19-20]
A. is not debatable.
B. is not amendable.
C. opens the entire question to debate.
D. may not be reconsidered.
59. **(253) The motion to ratify:** [p125 line 19-20, TP24-25 #69]
A. cannot be reconsidered.
B. is debatable.
C. requires a two-thirds vote for adoption.
D. is not amendable.
60. **(269) The motion to ratify:** [p125 line 19-20, TP24-25 #69]
A. requires a two-thirds vote.
B. is not debatable.
C. needs no second.
D. opens the entire question to debate.

CHAPTER VI SUBSIDIARY MOTIONS

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POSTPONE INDEFINITELY

Pages 126-130

13 Questions

61. (214) If the assembly wishes to decline to take a position on a main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences, it should: [p126 line 7-9]
- A. lay the motion on the table.
 - B. postpone the motion indefinitely.
 - C. refer the motion to a committee.
 - D. request permission to withdraw the motion.
62. (23) The adoption of the motion to postpone indefinitely: [p126 line 5-7]
- A. suppresses the main motion for all future meetings.
 - B. allows the main motion to be brought up again at the business meeting the next day during a convention.
 - C. allows the action to be renewed after intervening business has transpired.
 - D. kills the main motion for the duration of the session.
63. (271) Postpone indefinitely: [p126 line 15-16, p127 line 11-14]
- A. can interrupt a speaker.
 - B. takes precedence over the motion to amend.
 - C. opens debate on the main motion.
 - D. does not require a second.
64. (329) An original main motion and a primary amendment to add are pending. What motion is not in order? [p126 line 20-21, p127 line 1]
- A. Lay on the table.
 - B. Postpone to a certain time.
 - C. Postpone indefinitely.
 - D. An amendment to strike out words from the primary amendment.
65. (215) A member who has exhausted his right to debate a question may however, debate the merits of the main question during debate on which of the following motions? [p127 line 12-14, p128 line 19-24]
- A. Commit or refer.
 - B. Amend.
 - C. Postpone indefinitely.
 - D. Postpone to a certain time.
66. (26) The motion to postpone indefinitely: [p127 line 3-25]
- A. can be renewed during the same session if the main question is materially amended.
 - B. goes to a committee with the referred main motion.
 - C. is a secondary motion.
 - D. is ignored if pending when the main motion is laid on the table.

67. **(141) The motion to postpone indefinitely can be reconsidered when:** [p127 line 17-18]
- A. it has received a negative vote.
 - B. it has received an affirmative vote.
 - C. the main motion is reconsidered.
 - D. the main motion is renewed.
68. **(270) Postpone indefinitely remains with the main motion when the main motion:** [p127 line 5-9]
- A. is laid on the table.
 - B. is referred to a committee.
 - C. is reconsidered.
 - D. All of the above are correct.
69. **(250) The affirmative vote can be reconsidered on:** [p127 line 17-18]
- A. bylaw amendments.
 - B. election to membership, if the person is present.
 - C. acceptance of a resignation if the member is present, or has been notified.
 - D. postpone indefinitely.
70. **(364) Which of the following prevents action on a motion at an annual convention?** [p128 line 1-5]
- A. Lay on the table.
 - B. Postpone indefinitely.
 - C. Point of order.
 - D. Limit debate.
71. **(216) A main motion and the motion to postpone indefinitely are pending. A motion to refer the main motion to a committee is adopted. What happens to the motion to postpone indefinitely?** [p128 line 12-15]
- A. It goes to the committee with the main motion and is considered when the committee reports back to the assembly.
 - B. It is ignored and does not go to the committee.
 - C. The committee votes on whether or not the motion to postpone indefinitely will be recommended back to the assembly.
 - D. A motion cannot be referred to a committee while the motion to postpone indefinitely is pending.
72. **(314) When a main motion is pending and a member who opposes it wants to test the strength of the opposition, what is the recommended motion?** [p128 line 17-19]
- A. Postpone the main motion indefinitely.
 - B. Amend in a way that will make the main motion unpopular.
 - C. Refer the main motion to a critical subcommittee.
 - D. Postpone the main motion to a later meeting.
73. **(339)The motion to postpone indefinitely:** [p128 line 17-19]
- A. takes precedence over a motion to postpone to a certain time.
 - B. if not adopted, may be renewed.
 - C. can be applied to main motions and amendments.
 - D. tests the strength of the opposition.

74. (217) **Strictly speaking, who makes an amendment?** [p131 line 8-10]
A. Any member of the assembly.
B. Any member of the assembly, except the maker of the main motion.
C. The assembly.
D. Officers and committee chairmen.
75. (332) **In ordinary societies, an amendment to a motion which introduces an independent question not related to the motion:** [p131 line 15-18]
A. is declared out of order as not germane.
B. is accepted only if the maker of the main motion approves.
C. is opened for discussion but requires a two-thirds vote.
D. is considered a substitute for the main motion.
76. (218) **An amendment must always be germane, therefore:** [p131 line 17-18, p136 line 16-19]
A. an amendment cannot change the intent of a motion.
B. only one amendment may be offered at a time.
C. the assembly must vote on whether an amendment is germane before it may be introduced.
D. no new subject can be introduced under the pretext of being an amendment.
77. (388) **A main motion “that we purchase a computer” and a motion to postpone the main motion indefinitely are pending. It is moved and seconded to amend the main motion by adding the words “at a cost not to exceed \$2000.00.” The chair should:** [p131 line 24-26]
A. rule that the amendment is not germane to the pending question.
B. rule the amendment out of order because it has lower rank than the pending motion.
C. state the amendment as pending.
D. put the amendment to vote without debate.
78. (252) **A primary amendment is in order:** [p132 line 4]
A. when a secondary amendment is pending.
B. when a main motion is pending.
C. when the previous question is pending.
D. when an appeal is pending.
79. (169) **The motion to amend:** [p133 line 15]
A. takes precedence over all other motions.
B. can be applied to itself.
C. is always debatable.
D. does not require a second.
80. (316) **Debate on a primary amendment:** [p133 line 9-13]
A. includes the merits of the main motion.
B. is confined to the merits of the amendment.
C. may include peripheral issues.
D. cannot involve proposing a hostile amendment.

81. **(219) When is the motion to amend undebatable?** [p133 line 13-14]
A. When applied to an undebatable motion.
B. When made after the previous question is moved.
C. Always.
D. Never.
82. **(333) An amendment to an amendment:** [p133 line 15-17]
A. opens the main motion to further discussion.
B. may be amended with the consent of the seconder.
C. may not be amended.
D. may not be debated.
83. **(334) What vote is required to amend a proposed set of special rules of order while they are pending?** [p133 line 19-20]
A. A two-thirds vote.
B. An affirmative vote of a majority of the members.
C. A majority vote.
D. Unanimous consent.
84. **(220) The motion to insert words is related to the motion to add words in the following way:** [p134 line 5-6]
A. to 'insert' takes precedence over to 'add.'
B. they are exactly the same.
C. the 'insert' places words between others, while to 'add' places words at the end of the sentence being amended.
D. to 'insert' refers to words, to 'add' refers to paragraphs.
85. **(324) A motion to strike out a paragraph from one place and insert it into another place:** [p134fn]
A. is not permitted.
B. is a form of substitute.
C. is similar in type to a motion to strike out and insert words.
D. allows for material amendment of the paragraph as it is inserted into another place.
86. **(161) What is the preferred terminology for amendments?** [p135 line 18-22]
A. Amendment of the first degree and amendment of the second degree.
B. Primary and secondary amendments.
C. Amendment to the main question and amendment to the amendment.
D. All of the above are equally acceptable.
87. **(384) An amendment of the third degree:** [p135 line 22-23]
A. is not permitted.
B. is not amendable or debatable.
C. requires a two-thirds vote.
D. must be offered by the one proposing the secondary amendment.

88. **(295) Secondary amendments:** [p136 line 9-11]
A. may be made after the primary amendment is adopted.
B. must be short.
C. must be germane to the primary amendment.
D. may not be made by the maker of the primary amendment.
89. **(221) At the March meeting, it was moved “that the club instruct the delegates to the April National Convention to vote for the increase in national dues.” Which of the following is a proper motion?** [p138 line 15-23]
A. To amend by inserting “not” after the word “club.”
B. To amend by inserting “not” after the word “convention.”
C. To amend by adding “and pay the expenses of the president to the convention.”
D. To postpone consideration until the next meeting in July.
90. **(398) An amendment is improper when:** [p138 line 12-33]
A. it would change one form of amendment into another form.
B. it is not germane to the question to be amended.
C. it would have the effect of converting one parliamentary motion into another.
D. All of the above are correct.
91. **(338) When presenting a resolution, amendments are considered in the following order:** [p139 line 8-14]
A. the preamble, the resolving clauses for debate only, followed by voting on the amendments to each and the preamble, then the resolving clauses for adoption.
B. resolving clauses for debate and adoption, followed by the preamble for debate and adoption.
C. preamble for debate and adoption, followed by the resolution for debate and adoption.
D. resolving clauses and preamble for amendment and debate, followed by a single vote on the adoption of the entire resolution.
92. **(330) After an amendment has been adopted, it may:** [p140 line 13-15]
A. be amended again.
B. be amended again through reconsideration.
C. not be amended under any circumstances.
D. be modified by a hostile motion.
93. **(222) After words have been inserted or added, they can be changed or struck out:** [p140 line 18-19]
A. by a motion to strike out the words.
B. by a motion to strike out the entire paragraph into which the words were inserted.
C. by defeating the motion, then reintroducing it without the words.
D. they cannot be changed or struck out.
94. **(305) The amendment to add or insert a paragraph may:** [p141 line 10-15]
A. have a primary and secondary amendment.
B. be amended after adoption by inserting words not in conflict.
C. be amended after adoption by adding words not in conflict.
D. be made only by the maker of the primary amendment.

95. **(80) When a motion to strike out certain words is made:** [p146 line 3-9]
A. it can be applied only to consecutive words.
B. it is necessary to specify the location if not otherwise clear.
C. a secondary amendment may separate the words.
D. All of the above are correct.
96. **(225) Which of the following forms of secondary amendment is in order?**
[p146 line 3-35, p147 line 1-23, p153 line 22-34, p154 line 1-31, p155 line 1-14]
A. The primary amendment is to “strike out ‘five’ and insert ‘seven’,” the secondary amendment is to “strike out ‘seven,’ and insert ‘three’.”
B. The primary amendment is to “substitute for the entire main motion,” the secondary amendment is to “substitute for the entire primary amendment.”
C. The primary amendment is to “substitute for the third paragraph,” a secondary amendment is to “add a sentence to the original third paragraph.”
D. All of the above are in order.
97. **(227) The main motion is “to remodel and improve the clubhouse by (1) painting, (2) recarpeting, and (3) buying new furniture.” An amendment is offered to strike out “(2) recarpeting and (3) buying new furniture.” A member may:**
[p146 line 1-35, p147 line 1-14]
A. move to strike out “and (3) buying new furniture” from the primary amendment.
B. state that if the amendment to strike out is adopted, he will move to insert “and (2) have the carpet and furniture professionally cleaned.”
C. wait until the amendment to strike out is lost, then move to strike out the same clause and insert his new version.
D. All of the above are correct.
98. **(180) The effect of striking out words from a primary amendment to strike out words is to:**
[p146 line 32-35]
A. reject the main motion.
B. allow another amendment.
C. leave the words in the main motion.
D. reject the primary amendment.
99. **(296) The primary amendment to strike out “Germany, Italy and France” is pending. A member wishes to retain “Italy” in the main question. To do so, he must move to:**
[p147 line 1-11, p146 line 35]
A. strike “Germany” and “France.”
B. strike “Italy.”
C. insert “Italy” before “Germany.”
D. insert “Italy” after the primary amendment is adopted.
100. **(223) The main motion is to “buy a mahogany desk.” A primary amendment to strike out “mahogany” is immediately pending. Which of the following is a proper secondary amendment?** [p146 line 30-32]
A. To add “and insert maple.”
B. To add “and chair.”
C. To strike out “mahogany.”
D. There is no proper secondary amendment.

101. (30) When it is moved to amend by striking out an entire paragraph, the paragraph that would be struck out is: [p147 line 27-32]
- A. amendable by any of the three forms relating to words.
 - B. amendable by striking out words from the primary amendment.
 - C. amendable by substitution.
 - D. not amendable.
102. (226) On a pending resolution, an amendment is made to strike out paragraph #3. A secondary amendment to strike out of paragraph #3 the words “except past presidents” is adopted. The amendment to strike out paragraph #3 is lost. What is the status of the words “except past presidents?” [p148 line 10-13]
- A. They are out of the resolution.
 - B. They remain in the resolution.
 - C. They are in the resolution, but may be removed by a new motion to strike out words.
 - D. The secondary motion described is out of order and therefore null and void.
103. (354) The two parts of a motion to strike out and insert: [p149 line 26-29]
- A. must be germane to each other.
 - B. may not be amended.
 - C. may be separated by division of the question.
 - D. may represent two independent questions.
104. (31) The amendment to strike out and insert words: [p149 line 26-29]
- A. prohibits different words from being inserted in the same place.
 - B. prohibits the same words from being struck from one place to be inserted in another.
 - C. prohibits striking out words in one place and inserting different words in another place except by unanimous consent.
 - D. may be used as the form of an amendment by substitution.
105. (284) To strike and insert the same words in another place, the maker must: [p149 line 30-35, p150 line 1-2]
- A. have unanimous consent.
 - B. be careful not to materially change the words.
 - C. use two motions.
 - D. ask for a two-thirds vote.
106. (32) Which of the following applies when the amendment to strike out and insert words is pending? [p150 line 8-14]
- A. it is referred to as a substitute motion.
 - B. secondary amendment of each element is in order.
 - C. the two parts may be separated by a division of the question.
 - D. the two parts may be amended by a single action.
107. (281) The pending motion is “that the club buy a gray wool rug.” An amendment to strike out “gray wool” and insert “green nylon” is adopted. Which motion would now be in order? [p151 line 29-32]
- A. To strike out “green” and insert “beige.”
 - B. To strike out “green nylon.”
 - C. To refer to a committee.
 - D. All of the above are correct.

108. (282) The pending motion is “that the club buy a gray wool rug.” An amendment to strike out “gray wool” and insert “green nylon” is defeated. Which motion would now be in order? [p152 line 1-11]
- A. To strike out “gray wool.”
 - B. To strike “a gray’ and insert “an Oriental.”
 - C. To refer to a committee.
 - D. All of the above are correct.
109. (283) A substitute offered for a main motion of only one sentence must: [p153 line 27-30]
- A. also consist of only one sentence.
 - B. Be moved as a primary amendment.
 - C. Be amended only by striking out words.
 - D. Be amended only after the original main motion is perfected by amendment.
110. (289) When the part of a paragraph to be amended consists of several complete sentences, which of the following is true? [p155 line 1-10]
- A. It may be amended only by striking out and inserting because it is not a complete paragraph.
 - B. It may be amended only by substituting because it consists of several complete sentences.
 - C. Either striking out and inserting or substituting may be used, they have exactly the same effect as to permissible secondary amendments.
 - D. Either striking out and inserting or substituting may be used, but the effect of each is different as to permissible secondary amendment.
111. (278) A substitute amendment has been offered. What cannot be done? [p155 line 19-21]
- A. Amend both the main motion and the substitute amendment.
 - B. Assume an affirmative vote on the main motion if the substitute is adopted.
 - C. Move the previous question on the substitute amendment.
 - D. Refer the main motion to a committee.
112. (34) After a paragraph has been substituted for another, it may be amended only by: [p155 line 22-26]
- A. striking out.
 - B. inserting.
 - C. adding.
 - D. striking out and inserting.
113. (277) A resolution with primary and secondary amendments has been referred to a committee. The committee recommends a substitute. The chair: [p156 line 17-25]
- A. states the question on the substitute amendment.
 - B. refers the matter to the assembly to establish the priority.
 - C. announces the primary, substitute and secondary amendments are pending in that order.
 - D. handles the secondary and primary amendments first, then states the question on the substitute.

114. (109) A vote in favor of substituting an entire main motion ordinarily:

[p157 line 19-22]

- A. is a vote to adopt the substitute.
- B. is a secondary amendment.
- C. is a vote to kill any provisions of the original version that are not included in the substitute.
- D. cannot be used to defeat or work against the purpose of the measure originally introduced.

115. (33) What is the correct procedure in handling a substitute motion?

[p157 line 26-35, p158 line 1-5]

- A. Perfect the motion, perfect the substitute, vote on the substitution, proceed to the next item of business.
- B. Perfect the substitute, perfect the motion, vote on the substitution, vote on the adoption of the remaining motion, proceed to the next item of business.
- C. Perfect the motion, perfect the substitute, vote on the substitution, vote on the adoption of the remaining motion, proceed to the next item of business.
- D. Perfect the substitute, perfect the motion, vote on the substitution, proceed to the next item of business.

116. (11) Proper handling of a substitute amendment tends to ensure:

[p157 line 32-35, p158 line 1]

- A. a fairer means of debate on an issue by creating alternatives.
- B. that the provision of the version first offered receive appropriate consideration without impeding free debate of the proposal to substitute.
- C. the matter will be resolved at that meeting.
- D. that discussion will be germane to the issue at hand and that there will be a resolution of the matter at that meeting.

117. (285) A main motion is pending. A substitute is offered for the entire motion. After a great deal of debate and a close voice vote, a counted vote is taken. The ayes (for the substitute) have 39, the noes (against the substitute) have 19. What should the chair say?

[p161 line 21-23]

- A. "The ayes have it and the substitute is adopted. Are there any further amendments to the original motion?"
- B. "The ayes have it and the motion to substitute is adopted. The question is now on the motion to..."
- C. "The ayes have it, because the substitute motion received a two-thirds vote, it is not necessary to take another vote. The substituted motion is adopted."
- D. "The noes have it. Is there further debate?"

118. (268) If a motion to amend by substitution is: [p161 line 32-35]

- A. lost, the original motion is again the pending question, but cannot be further amended.
- B. adopted, it becomes the adopted main motion without further vote.
- C. adopted, it becomes the pending question, and can be further amended only by adding.
- D. lost, amendments to the original motion adopted while considering the substitute are dropped.

119. (27) **A friendly amendment:** [p162 line 15-19, p298 line 4-7]
- A. is used by others to defeat the main motion.
 - B. is not debatable and does not require a second.
 - C. must be open to debate and vote or unanimous consent.
 - D. requires the acceptance of the maker of the main motion.
120. (28) **Conforming amendments to a motion or resolution:** [p273 line 33-35, p274 line 1-2, p274 line 17-18]
- A. are a series of changes needed in order to achieve an end.
 - B. are proposed and adopted by a single motion to amend.
 - C. may not be divided.
 - D. All of the above are correct.
121. (97) **Which of the following are conforming amendments?** [p274 line 8-17]
- A. to strike out “ways and means” wherever it appears and insert “finance.”
 - B. to add “at a cost not to exceed \$100 and to strike out “blue” in a pending motion.
 - C. to strike out “January” and insert “December” in Article III, Section 5 and strike out “\$10” and insert “\$20” in Article III, Section 6.
 - D. Both B and C are correct.
122. (306) **A committee recommends that a motion to conduct a survey (which was referred to it) be amended by inserting “online” before “survey” and by adding “to be concluded by June 30.” The chair:** [p275 line 7-12, p523 line 3-5]
- A. puts the question on the amendment in gross.
 - B. permits a member to ask for separate votes on each amendment.
 - C. rules that the amendments are conforming and may not be divided.
 - D. Both A and B are correct.

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123. (175) **Which of the following is not a form of amendment?** [p162 line 23-27]
- A. To strike out words.
 - B. To add words.
 - C. To substitute for a substitute.
 - D. To fill blanks.
124. (287) **In amending by the ordinary method, a maximum of how many alternatives can be pending at one time?** [p162 line 31-33]
- A. One.
 - B. Two.
 - C. Three.
 - D. Four.

125. (286) What is the device by which an unlimited number of alternative choices for a particular specification in a main motion or primary amendment can be pending at the same time? [p162 line 33-35, p163 line 1]
- A. Filling blanks.
 - B. Amendments.
 - C. A ballot.
 - D. Refer to a committee.
126. (288) Which of the following is listed in *RONR* as a method for creating a blank? [p163 line 5-19, p164 line 5-6]
- A. A member can offer a motion or an amendment containing a blank.
 - B. The chair can suggest the creation of a blank.
 - C. A member can move to amend by striking words and creating a blank.
 - D. All of the above are correct.
127. (35) A motion to create a blank is: [p163 line 22-24, TP10-11 #21]
- A. an incidental motion.
 - B. an incidental main motion.
 - C. a subsidiary motion.
 - D. a privileged motion.
128. (171) To create a blank: [p163 line 26-28, TP10-11 #21]
- A. is amendable.
 - B. requires a second.
 - C. is debatable.
 - D. requires a two-thirds vote.
129. (182) Which of the following motions does not require a second? [p164 line 13-15]
- A. Appeal from the decision of the chair.
 - B. Reconsider.
 - C. Fill a blank.
 - D. Suspend the rules.
130. (240) When a motion contains a blank: [p164 line 13-15]
- A. it is filled by use of primary and secondary amendments.
 - B. it is filled by the member who moved to create the blank.
 - C. any number of members may offer proposals to fill it.
 - D. the chairman may fill it.
131. (335) Which of the following requires no second? [p164 line 13-15]
- A. A proposed amendment to a motion to refer.
 - B. A motion to postpone indefinitely.
 - C. A motion to create a blank.
 - D. A proposal to fill a blank.

132. (378) Which of the following requires no second, is debatable but not amendable?
[p164 line 13-25]
- A. an amendment to a motion to refer.
 - B. a motion to create a blank.
 - C. to substitute a minority report for a committee report.
 - D. a proposal to fill a blank.
133. (246) When a motion contains a blank, the proposals for filling the blank:
[p164 line 24-25, TP10-11 #22]
- A. are treated as amendments to one another.
 - B. are debatable.
 - C. are all voted one; the proposal with the highest number of votes is inserted.
 - D. require a second.
134. (291) Proposals for filling blanks: [p164 line 25-26]
- A. are not debatable.
 - B. may be suggested by any member provided he first obtains the floor each time he wishes to suggest another proposal.
 - C. are each treated as an independent original to be voted on separately until one is approved by a majority vote.
 - D. should always be voted on in the order they are suggested.
135. (292) In a motion to fill a blank with a name, in what order should the vote be taken?
[p164 line 33-35]
- A. In alphabetical order.
 - B. The president decides.
 - C. The last name should be voted on first.
 - D. In the order the name were proposed.
136. (290) If a blank is to be filled with five names and twelve names are suggested, which of the following is correct? [p165 line 4-6]
- A. The assembly may not vote on as few as five names.
 - B. The assembly must vote on all twelve names.
 - C. The five members receiving the most votes are elected.
 - D. The first five members receiving a majority vote are elected.
137. (36) Blanks to be filled with amounts of money should be arranged according to the following voting priority: [p165 line 18-21]
- A. the one least likely to be acceptable will be voted on first.
 - B. the one most likely to be acceptable will be voted on first.
 - C. they are voted on in the order that the proposals were submitted.
 - D. the last one proposed will be voted on first.
138. (293) In a motion to fill a blank to sell property, which of the following amounts should be voted on first? [p166 line 8-11]
- A. \$150,000.
 - B. \$100,000.
 - C. \$60,000.
 - D. The average of the amounts suggested by the members.

139. (294) A motion to fill five positions on a committee is pending, with a blank in the original motion for the names of the members of the committee. Twenty-two names have been suggested so far; how may a member stop suggestions for filling the blank? [p167 line 16-18]
- A. Move the previous question.
 - B. Move to close nominations.
 - C. Move to close suggestions.
 - D. Suggestions may continue until members wish to stop making suggestions.
140. (231) Which of the following motions cannot be reconsidered? [TP10-11 #21]
- A. Postpone to a certain time.
 - B. Previous question.
 - C. Create a blank.
 - D. Limit or extend limits of debate.
141. (167) Which of the following motions can be reconsidered? [TP10-11 #22]
- A. Division of the question.
 - B. Consider seriatim.
 - C. Proposal for filling blanks.
 - D. Create a blank.

COMMIT OR REFER	Pages 168-179	17 Questions
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142. (346) When a main motion is pending and a member feels that it should have more careful investigation and more accurate wording, what subsidiary motion could be used? [p168 line 3-7]
- A. Postpone indefinitely.
 - B. Amend.
 - C. Commit or refer.
 - D. Postpone to a certain time.
143. (37) A variation of the motion to commit that is usually most suitable for ordinary societies whose meetings are not large is the motion to: [p168 line 20-22]
- A. go into executive session.
 - B. to into a committee of the whole.
 - C. go into quasi committee of the whole.
 - D. consider informally.
144. (126) A motion proposing to assign a new task or refer a new matter to a committee when no question is pending is: [p168 line 29-35]
- A. the subsidiary motion to commit.
 - B. an original main motion.
 - C. an incidental main motion.
 - D. is not debatable.

145. (275) **The subsidiary motion to commit takes precedence over:** [p169 line 5-8]
- A. division of a question.
 - B. a main motion.
 - C. consideration by paragraph.
 - D. All of the above are correct.
146. (241) **Which of the following motions cannot be made after the previous question has been ordered?** [p169 line 16-21]
- A. Lay on the table.
 - B. Question of privilege.
 - C. Division of the assembly.
 - D. Refer to a committee.
147. (387) **A motion to commit:** [p169 line 22-25]
- A. can be applied to questions of privilege while they are pending as main motions.
 - B. yields to postpone indefinitely.
 - C. is in order when another has the floor.
 - D. cannot be amended.
148. (110) **Commit or refer can be applied to:** [p169 line 27-30]
- A. debatable points of order referred by the chair to the judgment of the assembly.
 - B. questions of privilege while pending as a privileged motion.
 - C. orders of the day while pending as a privileged motion.
 - D. All of the above are correct.
149. (276) **The subsidiary motion to commit is debatable as to:** [p170 line 26-29]
- A. the merits of the main motion.
 - B. the appropriate details of the motion to commit.
 - C. the merits of the pending amendments.
 - D. the decision on a pending debatable appeal.
150. (179) **After a committee has begun work on a question referred to it:** [p171 line 6-10]
- A. the vote committing the question to the committee may be reconsidered.
 - B. the assembly may not give the committee additional instructions.
 - C. a similar motion may be introduced in the assembly.
 - D. it is too late to reconsider the vote to commit.
151. (193) **The chair should rule out of order any subsidiary motion to commit that:** [p172 line 20-24]
- A. does not include a specific date on which the committee is to report.
 - B. does not specify the name of the committee.
 - C. would have the effect of defeating the purpose of the main question.
 - D. lacks essential details.
152. (273) **The completion of an incomplete motion to commit:** [p173 line 24-31]
- A. can be made while the motion to commit is pending.
 - B. can be made after the motion to commit is adopted.
 - C. is treated as filling blanks if different proposals are made.
 - D. All of the above are correct.

- 153. (177) If different proposals are made as proposals to fill a blank in an incomplete motion to commit, the chair puts them to vote in the following order:**
[p173 line 31-35, p174 line 1-5]
- A. special committees, standing committees, consider informally.
 - B. quasi committee of the whole, consider informally, special committees.
 - C. standing committees, consider informally, committee of the whole.
 - D. committee of the whole, special committees, standing committees.
- 154. (43) When a committee is named by the assembly without designating a chairman:**
[p176 line 11-13]
- A. the body that elected the committee members names the chairman.
 - B. the chair names the chairman.
 - C. the chairman is the first-named member of the committee.
 - D. the committee elects its own chairman.
- 155. (13) Once a committee to which a resolution or main motion has been referred commences its deliberation:** [p176 line 20-27]
- A. the committee is free to consider and recommend for adoption any amendment to the motion so referred by the assembly.
 - B. the committee is not free to consider and recommend for adoption amendments that were defeated by the assembly.
 - C. the committee is limited to considering and recommending for adoption any amendments that were adopted by the assembly.
 - D. the assembly may only consider amendments proposed by the committee.
- 156. (309) When a question has been referred to a committee:** [p176 line 20-27]
- A. it requires a two-thirds vote for additional instructions in reference to the referred question.
 - B. it is free to consider and recommend for adoption any amendment even if it had been rejected by the assembly prior to referral.
 - C. if the motion to postpone indefinitely is pending when the question is referred, it's the first motion to be considered after the committee reports.
 - D. it does not prevent the assembly from considering the same question.
- 157. (137) If the assembly has the power of the appointment of committees:**
[p177 line 19-32]
- A. the president may remove or replace a member of a committee.
 - B. the executive board may remove or replace a member of a committee.
 - C. removal or replacement can take place only by motions to rescind or amend something previously adopted.
 - D. a committee member cannot be removed or replaced until a successor is appointed.
- 158. (39) If a committee recommends a series of amendments to a motion referred to it:**
[p523 line 3-22, p523fn]
- A. The chair may put a single question on all the amendments together.
 - B. A member may ask for a separate vote on the amendments provided they are not conforming amendments.
 - C. By unanimous consent the assembly can allow the introduction of a motion to adopt all recommendations in one vote.
 - D. All of the above are correct.

POSTPONE TO A CERTAIN TIME (OR DEFINITELY) Pages 179-191 24 Questions

159. (347) When a main motion is pending and a member feels that action should be deferred until after a certain event in a meeting, what motion could be used?
[p179 line 31-34]
- A. A motion to postpone the matter indefinitely.
 - B. A motion amend the main motion to take effect later.
 - C. A motion to postpone the matter until after that event.
 - D. A motion to table the matter.
160. (353) A motion is pending to postpone the main question until after the coffee break. Which motion is not in order at this time? [p180 line 22-24]
- A. Lay on the table.
 - B. Recess for coffee.
 - C. Refer the matter to a committee.
 - D. An amendment to strike out “after the coffee break” and insert “the next meeting.”
161. (261) The motion to postpone to a certain time: [p181 line 6-28]
- A. can be applied to an undebatable appeal.
 - B. can be applied to an immediately pending debatable motion to reconsider.
 - C. cannot be applied to orders of the day when pending as a main motion.
 - D. cannot be applied to points of order referred by the chair to the assembly.
162. (150) The main motion may be postponed with the following adhering motions: [p181 line 6-20, p188 line 10-26]
- A. postpone indefinitely, amend, commit, debatable appeal, undebatable appeal.
 - B. postpone indefinitely, amend, commit, undebatable appeal.
 - C. postpone indefinitely, amend, commit, debatable appeal.
 - D. postpone indefinitely, amend, commit, lay on the table.
163. (184) The motion that does not open the main motion to debate is:
[p182 line 12-15, p127 line 12-14, p306 line 6-7, p320 line 12-15]
- A. reconsider.
 - B. postpone indefinitely.
 - C. postpone to a certain time.
 - D. rescind.
164. (249) The motion to postpone to a certain time: [p182 line 16-18]
- A. does not require a second.
 - B. may be amended.
 - C. may not be reconsidered.
 - D. is not debatable.
165. (367) Which of the following rules does not govern the motion to postpone to a certain time?
[p182 line 30-31]
- A. It requires recognition.
 - B. It requires a majority vote if a general order is created.
 - C. It requires a two-thirds vote if a special order is created.
 - D. It may not be reconsidered.

166. (21) **A motion within the control of the assembly, because it has not been finally disposed of, may be renewed if:** [p183 line 3-11]
- A. postponed to the next session.
 - B. laid on the table.
 - C. voted on and a motion to reconsider made but not called up.
 - D. more than a quarterly time interval will elapse before the next regular session.
167. (44) **Where no more than quarterly time intervals elapse between sessions, an order of the day cannot be made for a time:** [p183 line 11-14]
- A. beyond the end of the next regular business session.
 - B. beyond the end of the present session.
 - C. during the next regular business session.
 - D. None of the above are correct.
168. (297) **It is improper:** [p183 line 11-14]
- A. to postpone anything beyond the next meeting.
 - B. to amend something adopted at an earlier session.
 - C. to schedule more than one meeting within a session.
 - D. to call out “Division” from the member’s seat.
169. (157) **In a society that meets less often than quarterly, a member can move to postpone the question:** [p183 line 11-14]
- A. to the next session.
 - B. to the next session and specify the hour it is to be taken up.
 - C. until after a certain event in this session.
 - D. to the next session and make it “the” special order for that session.
170. (45) **If a motion to invite a speaker for next week’s meeting is pending, a motion to postpone consideration until next week’s meeting may be stated by the chair as:** [p184 line 6-12]
- A. a motion to postpone and make a special order.
 - B. a motion to lay on the table.
 - C. a motion to postpone indefinitely if it is in order at the time.
 - D. a motion to suspend the rules.
171. (108) **The bylaws set the election of officers to be held at the annual meeting. The night of the annual meeting is stormy and the attendance is abnormally small, but a quorum is present. What is the recommended action?** [p185 line 18-22]
- A. After a motion to fix the time to which to adjourn is adopted, postpone the elections to the adjourned meeting.
 - B. Hold the elections because the bylaws cannot be suspended.
 - C. Postpone the election to the next meeting and make it a special order.
 - D. All of the above are correct.

172. (280) When bylaws require election of officers at the annual meeting, the election: [p185 line 18-25]
- A. may be postponed by a main motion after previous notice in the call to the annual meeting.
 - B. must be held at the annual meeting.
 - C. may be postponed to an adjourned meeting when the election is pending.
 - D. may be postponed to a special meeting.
173. (129) Adoption of which of the following motions makes a pending motion an order of the day for some future time? [p186 line 3-4]
- A. Lay on the table.
 - B. Postpone to a certain time.
 - C. Reconsider.
 - D. Suspend the rules.
174. (42) A general order of the day set for a specified hour: [p186 line 4-7]
- A. can interrupt pending questions.
 - B. cannot come up before that time except by a two-thirds vote to suspend rules or reconsideration.
 - C. can supersede a special order for a particular hour that comes into conflict.
 - D. is taken up before any other orders of the day for the same time that were made before this general order was made.
175. (47) The effect of postponing a question to a specified hour: [p186 line 23-29]
- A. provides that the matter will come before the assembly at a time named or a later time.
 - B. makes it impossible to reconsider the question except by a two-thirds vote.
 - C. prevents debate on the question by dissenting members.
 - D. makes it a special order.
176. (243) A general order of the day set for a particular hour: [p186 line 23-29]
- A. suspends the rules relating to the order of business.
 - B. interrupts consideration of a general order that was made earlier.
 - C. cannot be considered before that hour without a two-thirds vote or reconsideration.
 - D. takes precedence over a motion to reconsider.
177. (49) Several questions that are postponed to the same time without being made special orders are: [p187 line 9-11]
- A. taken up as unfinished business.
 - B. taken up in the order in which they were postponed.
 - C. taken up only after all other general orders have been disposed of.
 - D. out of order.
178. (358) A matter that is made a special order for a particular hour: [p187 line 16-23]
- A. will not interrupt any other business then pending.
 - B. will not interrupt a general order set for the same time made before it was.
 - C. will have precedence over any other business then pending, or set for the same time, except another special order made before it was, or the special order for a meeting.
 - D. and is not disposed of before adjournment falls to the ground.

179. (279) Which of the following may interfere with consideration of a special order for a particular time? [p187 line 16-23]
- A. Special orders made after this order.
 - B. Adjournment.
 - C. A question of privilege.
 - D. Both B and C are correct.
180. (355) If no other special order is pending, a special order for a particular time: [p187 line 16-32]
- A. interrupts any business that may be pending.
 - B. cannot interrupt a motion relation to a question of privilege.
 - C. cannot interrupt consideration of a motion to reconsider.
 - D. interrupts a recess prescheduled for a particular hour.
181. (143) A motion that has been postponed to a certain time: [p188 line 13-20]
- A. cannot again be postponed.
 - B. can be called up by the motion to take from the table.
 - C. is in the same condition at the next session as it was before postponement except that any limitation on debate is exhausted.
 - D. cannot be reconsidered.
182. (356) Debate for a member has been exhausted. The main motion is postponed until the next session. When it resumes: [p188 line 13-20]
- A. debate is still exhausted for that member.
 - B. the member may speak once, others twice.
 - C. all members are limited to one speech.
 - D. any limitation on debate is exhausted.

LIMIT OR EXTEND LIMITS OF DEBATE

Pages 191-197

10 Questions

183. (50) The motion to limit debate can be applied: [p191 line 13-16]
- A. only to the immediately pending question.
 - B. to an entire series of pending questions.
 - C. to the privileged motion to recess.
 - D. to the motion to lay on the table.
184. (176) If a motion proposing to change the regular limits of debate is made while no question is pending, it is: [p192 line 1-7]
- A. a subsidiary motion requiring a majority vote.
 - B. a subsidiary motions requiring a two-thirds vote.
 - C. an incidental motion requiring a majority vote.
 - D. an incidental main motion requiring a two-thirds vote.
185. (336) The motion to extend the limits of debate does not yield to: [p192 line 14-18]
- A. incidental main motions.
 - B. the motion to lay on the table.
 - C. a call for the orders of the day.
 - D. a motion to recess.

186. (51) Which group of motions usually require a two-thirds vote?

[p193 line 7, TP22-23 #65, TP26-27 #80]

- A. suspend the rules, previous question, point of order.
- B. previous question, amend, recess.
- C. limit or extend limits of debate, point of information, point of order.
- D. previous question, suspend the rules, limit or extend limits of debate.

187. (192) When a motion to limit speeches on a question to two minutes per speaker is adopted, it is not in order to: [p194 line 11-13]

- A. move the previous question.
- B. move to postpone the question indefinitely.
- C. move to amend the motion.
- D. None of the above are correct.

188. (52) If a motion to close debate in twenty minutes is adopted, it is not in order to:

[p194 line 14-19]

- A. move to lay the question on the table.
- B. move to refer the matter to a committee.
- C. move the previous question.
- D. raise a point of order.

189. (360) After the expiration of the allotted time under an order limiting debate which did not specify when the vote should be taken: [p194 line 24-28]

- A. amendments to the main motion are no longer in order.
- B. motions to dispose of the main motion are in order.
- C. all pending question must be voted on immediately.
- D. Both A and C are correct.

190. (53) If a motion to limit speeches on a particular question to two minutes per speaker is adopted, such action: [p195 line 12-16]

- A. does not cause another such conflicting motion to be out of order.
- B. causes any previously adopted motion to limit debate to be null and void.
- C. goes with the pending question after such question has been referred to a committee.
- D. may not be considered.

191. (154) If a question has been laid on the table with the previous question and/or limit or extend the limits of debate ordered:

[p195 line 33-35, p196 line 1, p205 line 1-7, p213 line 17-20]

- A. the orders are not exhausted if the question is taken from the table at the same session.
- B. the order for the previous question is dropped but the order to limit or extend the limits of debate remains in force.
- C. the order for the previous question remains in force, but the order to limit or extend the limits of debate is dropped.
- D. these orders are not exhausted regardless of the time the question is taken from the table.

192. (228) **If a question on which it was ordered to close debate and the resolution be put at a certain time is laid on the table:** [p195 line 33-35, p196 line 1]
- A. the unexecuted part of the order is not exhausted if the question is taken from the table at the same session.
 - B. if the question is taken from the table after the hour that was ordered for debate to stop, each member may debate one time only.
 - C. if the question is taken from the table after the hour that was ordered for debate to stop, amendments can still be offered.
 - D. if the question is taken from the table at the next session, the order is not exhausted.

PREVIOUS QUESTION Pages 197-209 15 Questions

193. (369) **After a vote has been ordered by the adoption of a motion for the previous question and before the vote under this order has been taken, which of the following subsidiary motions is in order?** [p198 line 1-2]
- A. Postpone indefinitely.
 - B. Lay on the table.
 - C. Commit or refer.
 - D. Amend.
194. (55) **The previous question:** [p198 line 4-8]
- A. takes precedence over the motion to lay on the table.
 - B. pertains to the last question previously considered.
 - C. is in order when another has the floor.
 - D. does not prevent the making of privileged or incidental motions, as applicable.
195. (375) **A main motion, an amendment to the main motion, a motion to limit debate, and a motion for the previous question on all pending matters are pending. The motion for the previous question is then voted on and adopted. The chair should now:** [p198 line 16-23]
- A. ask for amendments to the motion to limit debate.
 - B. put the motion to limit debate to a vote.
 - C. put the amendment to the main motion to a vote, then the main motion.
 - D. put all pending questions to a vote with no further discussion.
196. (56) **The previous question is not allowed in:** [p198 line 12]
- A. committees.
 - B. conventions.
 - C. mass meetings.
 - D. local assemblies of organized societies.
197. (238) **The previous question:** [p191 line 16-18, p500 line 18-21]
- A. is in order when another has the floor.
 - B. is not allowed in committees.
 - C. pertains to the last question previously considered.
 - D. takes precedence over the motion to lay on the table.

198. (57) When a main motion and the previous question are pending, which of the following motions is in order? [p198 line 23-25]
- A. Postpone to a certain time.
 - B. Limit or extend limits of debate.
 - C. Adjourn after consideration of the pending question.
 - D. Recess for thirty minutes.
199. (311) With a main motion pending and a motion for the previous question also pending, which one of the following motions is in order? [p198 line 23-25]
- A. Postpone to a certain time.
 - B. Amend the main motion.
 - C. Recess for thirty minutes.
 - D. To go into committee of the whole.
200. (187) If a main motion, a proposed amendment to it, and a motion to refer are all pending, which of the following forms of the previous question is not in order? [p199 line 10-25]
- A. An unqualified motion to order the previous question.
 - B. A motion to order the previous question on the motions to refer and amend.
 - C. A motion to order the previous question on the motion to refer and the main motion.
 - D. A motion to order the previous question on all pending questions.
201. (308) When may the vote on the previous question be reconsidered? [p201 line 3-15]
- A. It may not be reconsidered.
 - B. It may be reconsidered before any vote has been taken under the order of the previous question.
 - C. The unexhausted portion of the previous question may be reconsidered.
 - D. It may be reconsidered at any time until the next question has been stated by the chair.
202. (58) When a resolution having a preamble is pending, if the previous question is ordered on the resolution before consideration of the preamble has been reached, the order: [p202 line 28-34]
- A. requires an immediate vote on the preamble without debate or amendment.
 - B. does not apply to debate and amendment of the preamble, to which the assembly proceeds immediately.
 - C. Requires an immediate vote on the resolution without voting on the preamble.
 - D. Allows amendment of the preamble without debate.
203. (59) If a series of questions on which the previous question has been ordered ceases to be the pending business before all of the motions affected by the order have been voted on, execution of the order is said to be: [p203 line 21-25]
- A. redundant.
 - B. exhausted.
 - C. fully implemented.
 - D. interrupted.

204. (237) Which of the following rules applies to the previous question?

[p206 line 3-13, p198 line 14-28, p199 line 1-29, p201 line 3-16, p205 line 12-35, p206 line 1-23]

- A. If a motion that is under the order for the previous question comes up after having been postponed, the previous question can still be reconsidered.
- B. If the affirmative vote on the motion to reconsider the previous question prevails, the previous question is not voted on again.
- C. If the execution of an order for the previous question was interrupted before any vote was taken under the order, the previous question cannot be reconsidered if the question comes up again, even during the same session.
- D. While any motions on which previous question has been ordered remain pending, the order does not apply to any other motions that may take precedence over the pending questions.

205. (264) After the previous question has been ordered: [p206 line 25-27, p198 line 1-8]

- A. a question of privilege cannot be considered.
- B. a special order set for a certain hour is delayed.
- C. amendments to the motion are still in order.
- D. an appeal from the decision of the chair is undebatable before the order on the previous question is exhausted.

206. (170) To call properly for the previous question, a member should: [p207 line 13-20]

- A. call out "Question" from his seat.
- B. rise and without recognition, say "I demand the question."
- C. rise, and after recognition, say "I move the previous question."
- D. raise a question of privilege.

207. (100) Which of the following motions will no longer adhere if laid on the table with a main motion at one session and subsequently taken from the table during the next session?

[p303 line 18-35, p304 line 1-2, p205 line 8-10]

- A. Postpone indefinitely.
- B. Commit or refer.
- C. Previous question.
- D. Postpone to a certain time, if taken from the table before the time of the proposed postponement.

LAY ON THE TABLE	Pages 209-218	18 Questions
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208. (191) The purpose of the motion to lay on the table is to: [p209 line 26-36]

- A. defer action or debate on the pending main motion to later in the same meeting.
- B. kill the pending main motion.
- C. place consideration of the pending motion aside temporarily when something else of immediate urgency has arisen.
- D. postpone consideration of the pending motion to another meeting.

209. (138) To lay on the table may: [p209 line 26-36, p210 line 24-35, p211 line 1-27]

- A. not be applied to a matter for which a special meeting is called.
- B. not be applied to orders of the day that are pending as main motions.
- C. not be applied to debatable appeals that adhere to the main question.
- D. be applied to committee reports.

210. (340) Which of the following may not be laid on the table?

[p211 line 9-13, p257 line 6-28]

- A. A debatable appeal that doesn't adhere to an immediately pending main motion.
- B. A debatable appeal that adheres to an immediately pending main motion.
- C. An undebatable appeal that doesn't adhere to an immediately pending main motion.
- D. An undebatable appeal that adheres to an immediately pending main motion. motion to adjourn until noon tomorrow.

211. (60) When a motion is laid on the table: [p209 line 26-36]

- A. consideration can be resumed at the will of majority.
- B. it can be considered only by action of the chair.
- C. it cannot be considered again until the next meeting.
- D. it must be referred to a committee.

212. (299) Which of the following subsidiary motions can be applied to the motion to lay on the table? [p210 line 20-23, p211 line 19-20]

- A. Previous question.
- B. Postpone indefinitely.
- C. Commit or refer.
- D. None of the above are correct.

213. (298) The motion to lay on the table can be applied to which of the following by itself?

[p210 line 24-35, p211 line 1-27]

- A. A main motion.
- B. An amendment to a main motion.
- C. Postpone indefinitely.
- D. Commit or refer.

214. (236) Which of the following motions may not be laid on the table:

[p210 line 20-23, p211 line 9-13, p235 line 16-23]

- A. To adjourn until noon tomorrow.
- B. To recess made when nothing is pending.
- C. To adjourn, when privileged.
- D. To adopt a committee report.

215. (300) The motion to lay on the table is out of order when: [p211 line 28]

- A. another member has the floor.
- B. there is another subsidiary motion pending.
- C. a motion has been adopted to extend the limits of debate.
- D. both a main motion and an amendment are pending.

216. (301) An affirmative vote on which of the following subsidiary motions may not be reconsidered? [p212 line 12-14, TP18-19 #44]

- A. Previous question.
- B. Postpone to a certain time.
- C. Lay on the table.
- D. Amend.

217. (139) **A negative vote on the motion to lay on the table may:** [p212 line 15-17]
- A. be reconsidered.
 - B. be reconsidered with previous notice.
 - C. be reconsidered with a two-thirds vote.
 - D. not be reconsidered.
218. (149) **A motion to take a question from the table:** [p213 line 14-17]
- A. requires previous notice in the call of the meeting if taken up at a special meeting.
 - B. requires a two-thirds vote.
 - C. can be made when another question is pending.
 - D. must be made by the member who moved to lay the question on the table.
219. (54) **If a main motion is laid on the table:** [p214 line 10-11]
- A. all adhering questions go with it.
 - B. a motion on a similar subject may be considered.
 - C. it has the effect of setting aside the order of the day.
 - D. it has the effect of suspending the rules.
220. (153) **When a proposed bylaws amendment is laid on the table:** [p214 line 15-18]
- A. if postponed indefinitely is pending, it does not go to the table.
 - B. it does not carry with it what it proposed amend.
 - C. it is not in order.
 - D. it must be taken from the table at the same meeting.
221. (99) **A question that has been laid on the table can be taken from the table:**
[p214 line 19-23, p301 line 34-35, p302 line 1-7]
- A. at such time as the maker of the motion specifies when the motion to lay on the table is made.
 - B. at the next regular session if such session will be held before a quarterly time interval has elapsed.
 - C. by moving to renew the question.
 - D. at the succeeding convention if such is held within one calendar year.
222. (302) **In organizations that hold regular business sessions as often as quarterly, a question laid on the table remains there until taken from the table or until the end of the:**
[p214 line 19-23]
- A. current session.
 - B. next regular session.
 - C. next special meeting.
 - D. section called “unfinished business.”
223. (365) **For organizations holding regular meetings within quarterly time intervals, which statement is correct concerning the motion to lay on the table?**
[p214 line 19-23]
- A. It is amendable, but not debatable.
 - B. It requires a two-thirds vote to adopt.
 - C. A question laid on the table can be taken from the table by the chair.
 - D. A question laid on the table dies if not taken from the table before the close of the next regular session.

224. (303) It is out of order to move to lay a pending question on the table if:

[p215 line 13-15]

- A. someone has already moved to lay the matter on the table during the same session.
- B. the motion on the previous question is pending.
- C. the motion to be laid on the table has adhering subsidiary motions already applied to it.
- D. there is evidently no other matter urgently requiring immediate attention.

225. (16) All of the following are misuses of lay on the table except:

[p215 line 13-23, p 216 line 1-6]

- A. moving to lay a pending question on the table if there is evidently no other matter urgently requiring immediate attention.
- B. moving to lay on the table with the intention of killing a motion without a direct vote.
- C. suppressing a question without debate.
- D. the lay of intervening matters on the table in succession to bring another matter up out of its order.

CHAPTER VII. PRIVILEGED MOTIONS

Pages 219-246 49 Questions

CALL FOR THE ORDERS OF THE DAY Pages 219-224

13 Questions

226. (323) To call for the orders of the day is: [p219 line 4-8]

- A. an incidental motion.
- B. an incidental main motion.
- C. not specifically classified.
- D. a privileged motion.

227. (164) The purpose of the call for the orders of the day is to: [p219 line 4-8]

- A. require the assembly to conform to its agenda.
- B. have order restored to the meeting.
- C. require the presiding officer to call a member out of order.
- D. requires the presiding officer to list the order of business.

228. (130) A call for the orders of the day can interrupt a pending question:

[p220 line 19-23]

- A. if the neglect of a general order is involved.
- B. if the neglect of a special order is involved.
- C. if the neglect of a general or special order is involved.
- D. under no circumstances.

229. (62) If in order at the time, the motion to call for the orders of the day:

[p221 line 4-5]

- A. requires a second.
- B. can interrupt when another has been assigned the floor.
- C. is debatable.
- D. is amendable as to time.

230. (254) **A call for the orders of the day:** [p221 line 4-5]
A. may be made when a question of privilege is pending.
B. may, if in order at the time, interrupt a person who is actually speaking.
C. must be seconded.
D. is subject to restricted debate.
231. (127) **Call for the orders of the day:** [p221 line 9-11]
A. is debatable.
B. may be set aside by a majority vote.
C. must be enforced upon a call by a single member.
D. takes precedence over all secondary motions.
232. (63) **The action required to refuse to proceed to the orders of the day when initiated by the chair is a:** [p221 line 9-17, p219 line 4-8]
A. demand by a single member.
B. majority vote.
C. two-thirds vote.
D. two-thirds vote in the negative.
233. (337) **Which of the following incidental motions is not amendable?** [TP16-17 #40]
A. Extend the time for consideration of the pending question.
B. Reopen nominations.
C. Close the polls.
D. Division of the question.
234. (151) **If the neglect of a special order is not involved, a call for the orders of the day:** [p221 line 27-33, p220 line 19-23]
A. is in order at any time.
B. is in order whenever no question is pending.
C. can interrupt a pending question.
D. may be made after the chair has stated the motion.
235. (65) **A call for the orders of the day cannot be made in:** [p222 line 16-17, p533 line 4-12]
A. a committee.
B. an informal consideration.
C. a committee of the whole.
D. a quasi committee of the whole.
236. (394) **When a member has called for the orders of the day, the chair should:** [p222 line 33-35]
A. ask for a second and put the call to a voice vote.
B. ask for a second and put the call to a counted vote.
C. ask the member to specify the matter he wants considered.
D. announce as pending business the subject that is then in order.

237. (67) **When the orders of the day are called for by a member:** [p223 line 14-18]
- A. the orders can be set aside by a two-thirds vote in the negative.
 - B. the orders can be set aside by a majority vote.
 - C. the chair can change the agenda.
 - D. lay on the table.
238. (66) **The assembly's refusal to proceed to the orders of the day is similar to:** [p223 line 14-18]
- A. suspending the rules.
 - B. a question of privilege of the assembly.
 - C. postpone indefinitely.
 - D. the orders must be acted on.

RAISE A QUESTION OF PRIVILEGE Pages 224-230	6 Questions
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239. (68) **The admissibility of a request or motion arising out of a question of privilege:** [p225 line 1-7]
- A. requires a two-thirds vote.
 - B. is ruled upon by the chair.
 - C. may be postponed indefinitely.
 - D. must be decided upon by the assembly.
240. (69) **A motion that is pending after having been admitted as a question of privilege is:** [p225 line 15-21, p228 line 16-19]
- A. a privileged motion.
 - B. not debatable.
 - C. not amendable.
 - D. treated as a main motion.
241. (397) **The privileged device, raise a question of privilege, takes precedence over:** [p226 line 5-7]
- A. fix the time to which to adjourn.
 - B. recess.
 - C. adjourn.
 - D. call for the orders of the day.
242. (400) **The privileged device, raising a question of privilege:** [p226 line 23-28]
- A. is debatable.
 - B. does not require a second.
 - C. is amendable.
 - D. requires a majority vote.
243. (140) **A motion to go into executive session:** [p227 line 22-23, p95 line 28-30]
- A. is a question of privilege of the assembly.
 - B. yields to a question of personal privilege.
 - C. requires a two-thirds vote.
 - D. is undebatable.

244. (205) At a convention when an association had opened one of its meetings to the public to hear a prominent speaker, a member introduced a resolution dealing with a delicate matter of importance that may call for prompt action. What procedure should be followed?
[p229 line 25-35, p230 line 1]
- A. The motion should be postponed until the speaker has concluded his address.
 - B. The motion should be referred to a committee.
 - C. A question of privilege to go into executive session should be made.
 - D. The motion should be voted upon immediately without debate.

RECESS	Pages 230-233	6 Questions
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245. (72) The privileged motion to recess: [p230 line 26-32, p231 line 1-3]
- A. takes precedence over all other motions except the motion to adjourn.
 - B. is made while no other business is pending.
 - C. requires that a recess begin immediately.
 - D. is debatable.
246. (267) A motion to take a recess made when business is pending is:
[p230 line 26-32, p231 line 1-3]
- A. a privileged motion.
 - B. debatable.
 - C. an incidental main motion.
 - D. in order when another has the floor.
247. (73) The motion to recess, when no question is pending:
[p230 line 29-32, p231 line 1-3]
- A. is not amendable.
 - B. is not debatable.
 - C. requires a two-thirds vote.
 - D. sets the time for the recess.
248. (344) Which of the following applies to a motion to recess when no other business is pending? [p230 line 29-32, p231 line 1-3]
- A. It is not debatable.
 - B. It is not amendable.
 - C. It requires a two-thirds vote.
 - D. The time for the recess may be set for a future time.
249. (7) Which motion may be applied if a main motion, primary amendment, and the motion to recess are pending? [p231 line 14-20, p65 line 30-31, p66 line 1-5]
- A. a motion to postpone the vote on the recess until after a subsequent special order.
 - B. the previous question.
 - C. a motion to adjourn 10 minutes following the conclusion of the recess.
 - D. a motion to adjourn prior to the scheduled time for adjournment.
250. (152) A motion that a recess begin immediately, made while another question is pending:
[p231 line 31-32]
- A. can be reconsidered.
 - B. is amendable.
 - C. is debatable.
 - D. is in order when another has the floor.

- 251. (75) The unqualified motion to adjourn is: [p233 line 17-24]**
- A. a privileged motion.
 - B. in order when another has the floor.
 - C. debatable and amendable.
 - D. in order while the assembly is engaged in voting.
- 252. (120) Which of the following motions is privileged, even if it is made while no question is pending? [p234 line 1-8, p233 line 17-34]**
- A. Move to recess for ten minutes.
 - B. Move that this meeting adjourn at 8 P.M.
 - C. Move that this meeting adjourn.
 - D. Move that on adjournment, this meeting adjourn to meet at the call of the chair.
- 253. (317) While some highly important business is pending, a member obtains the floor and moves to adjourn. The chair should: [p233 line 28-33]**
- A. refuse to accept the motion to adjourn.
 - B. after a second, state the question on the motion to adjourn.
 - C. ask for a second, then put the motion to an immediate two-thirds vote.
 - D. put the motion to an immediate majority vote without waiting for a second.
- 254. (76) A motion to adjourn at a future time is: [p234 line 9-30]**
- A. a main motion.
 - B. a privileged motion.
 - C. not debatable.
 - D. not amendable.
- 255. (203) RONR states that the time for the next meeting of the session may be scheduled by all of the following except: [p234 line 9-13, p86 line 1-10]**
- A. through a program adopted at the beginning of a convention.
 - B. by a motion adopted in the present meeting.
 - C. at the call of the chair if provision has been made.
 - D. by a specification in the privileged motion to adjourn.
- 256. (118) The motion to adjourn is in order: [p235 line 16-23]**
- A. during the verification of a vote.
 - B. before the ballots have been collected by the tellers.
 - C. while the assembly is engaged in voting.
 - D. after the ballots have been collected by the tellers and before the result has been announced.
- 257. (362) After a member has been assigned the floor, but before he has begun to speak, it is in order to take any of the following actions except: [p236 line 5]**
- A. call for the orders of the day.
 - B. raise a question of privilege.
 - C. reconsider.
 - D. adjourn.

- 258. (318) Debate is not permitted for which of the following:** [p233 line 28-34, p234 line 1-5]
- A. The motion to adjourn after 30 minutes.
 - B. The unqualified motion to adjourn when nothing else is pending.
 - C. The motion to postpone until the next meeting.
 - D. The motion to postpone indefinitely.
- 259. (117) Who may move to reconsider the vote on a motion to adjourn which was defeated?** [p236 line 10-11]
- A. One who has voted on the prevailing side.
 - B. One who has voted on the affirmative side.
 - C. Only the maker of the motion to adjourn.
 - D. No one.
- 260. (77) Except as the assembly may have adopted rules providing otherwise, the effect of an adjournment on a pending motion or an uncompleted order of business when the adjournment closes a session in a body that does not have regular session as often as quarterly, or closes a session that ends the term of some of the members is as follows:** [p237 line 6-13]
- A. the complete order of business is not followed at the next regular session.
 - B. business that is unfinished at the time of adjournment falls to the ground.
 - C. business is immediately resumed at the next meeting at the point where it was left off.
 - D. the business is taken up under unfinished business at the next regular session.
- 261. (232) An adjournment of a mass meeting:** [p237 line 18-21, p552 line 2-5]
- A. dissolves the assembly, unless a time has been set for another meeting.
 - B. is in order at any time during the session.
 - C. is used only to terminate the session.
 - D. is never open to debate or amendment.
- 262. (78) If the bylaws of an organization provide for the calling of a special convention after the regular convention session has been held:** [p237 line 28-31, p238 line 1]
- A. the assembly meets as a body already organized when such a session is convened.
 - B. a credentials report will be necessary to account for any change in officers and other modifications in the voting body.
 - C. this assembly should meet as a distinct session with a body of delegates and alternates which must be chosen anew under provisions established in the bylaws.
 - D. program times normally associated with conventions of the organization need to be provided for.
- 263. (348) Which of the following are in order while the motion to adjourn is pending?** [p238 line 17-25]
- A. To inform the assembly of business requiring attention.
 - B. To make important announcements.
 - C. To make a motion to reconsider a previous vote.
 - D. All of the above are correct.

264. (194) The following parliamentary steps are in order after the assembly has voted to adjourn, but before the chair has declared the meeting adjourned, except to: [p238 line 17-25, p239 line 1-9]
- A. make the motion to reconsider a previous vote.
 - B. call up a motion to reconsider made earlier, but not taken up.
 - C. make the motion to reconsider and enter on the minutes.
 - D. give notice of a motion to be made at the next meeting.
265. (79) Which motion can be renewed after progress in business? [p240 line 13-17]
- A. Rescind.
 - B. Adjourn.
 - C. Postpone indefinitely.
 - D. Question of privilege.
266. (46) If the assembly does not wish to adjourn a meeting within a convention at the time scheduled in the agenda or program, the matter is handled by: [p241 line 1-3]
- A. setting aside the order of the day.
 - B. a majority vote of the assembly.
 - C. the presiding officer.
 - D. a motion to fix the time at which to adjourn.

FIX THE TIME TO WHICH TO ADJOURN Pages 242-246 8 Questions
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267. (163) The motion to fix the time to which to adjourn: [p242 line 20-24, p244 line 17-21]
- A. adjourns this meeting.
 - B. establishes the time for an adjourned meeting.
 - C. sets the time for the adjournment of this meeting.
 - D. is the same motion as to fix the time at which to adjourn.
268. (70) Fix the Time to Which to Adjourn: [p242 line 20-24, p244 line 35-36, p245 line 1-3]
- A. is out of order at an adjourned meeting.
 - B. is out of order when there is no meeting scheduled later in the same session.
 - C. is always a privileged motion.
 - D. Does not affect when the present meeting will adjourn.
269. (393) A motion to fix the time to which to adjourn is moved and seconded while no motion is pending. The chair should: [p242 line 34-36, p243 line 1]
- A. request the maker to withdraw the motion.
 - B. treat the motion as a motion to adjourn.
 - C. put the motion to a vote without debate.
 - D. ask for discussion on the motion.
270. (71) The motion to fix the time to which to adjourn is: [p243 line 16]
- A. in order when another has the floor.
 - B. not a privileged motion.
 - C. the highest ranking privileged motion.
 - D. the lowest ranking privileged motion.

271. (321) Which of the following motions may be reconsidered? [p243 line 36]
- A. Take a recess.
 - B. Close nominations.
 - C. Division of a question.
 - D. Fix the time to which to adjourn.
272. (380) Which of the following is true regarding the privileged motion to fix the time to which to adjourn? [p244 line 3-6]
- A. It may be made when another has the floor.
 - B. Adoption of the motion sets the time for the present meeting to adjourn.
 - C. The adjourned meeting must be set for a time before the next regular meeting.
 - D. It is debatable.
273. (146) In assemblies holding regularly scheduled meetings, an adjournment to meet at the call of the chair: [p244 line 9-15]
- A. is not in order.
 - B. provides for a special meeting.
 - C. must be provided for in the bylaws.
 - D. is a continuation of the same session.
274. (371) Regarding the motion to fix the time to which to adjourn, the chair should: [p245 line 13-15]
- A. If adopted, instruct the secretary to send the required notices to each member.
 - B. If defeated, use the authority of the chair to set another meeting to continue the session's business.
 - C. If adopted, declare the meeting adjourned.
 - D. In stating the motion, include the time to which the meeting will adjourn.

CHAPTER VII. INCIDENTAL MOTIONS

Pages 219-246 67 Questions

POINT OF ORDER Pages 247-255 8 Questions

275. (326) What is the purpose of a point of order? [p247 line 3-7]
- A. To make an appeal from the decision of the chair.
 - B. To make a parliamentary inquiry.
 - C. To call for a personal privilege.
 - D. To call attention to a breach of the rules.
276. (115) A point of order is: [p248 line 24-33, p249 line 21-25]
- A. debatable when it adheres to a pending motion.
 - B. debatable when it arises in connection with a breach of a continuing nature.
 - C. debatable when the chair submits the point to a vote of the assembly.
 - D. amendable.
277. (81) A point of order: [p248 line 24-33, p249 line 21-25]
- A. is debatable when referred to the assembly by the chair.
 - B. may not interrupt a person reading a report.
 - C. does not yield to privileged motions.
 - D. may ordinarily be raised at any time before the vote is taken on the pending question.

278. (82) Under certain circumstances, which of the following motions may become debatable?
[p248 line 24-33, p249 line 21-25]
- A. Motion to create a blank.
 - B. Motion to reopen the polls.
 - C. Motion relating to nominations made while election is pending.
 - D. Point of order.
279. (131) A delegate of the assembly interrupted a speaker during debate with a point of order. The chair asked the member to state his point. The member then moved the previous question. The chair should respond: [p249 line 1-2]
- A. "Is there a second?"
 - B. "Your point is well taken."
 - C. "The motion is out of order."
 - D. "You are out of order."
280. (83) The statement that "a point of order is handled much as an appeal when submitted to the assembly for a decision" means:
[p249 line 21-24, p254 line 24-29, p248 line 24-33, p258 line 14-19]
- A. the rules governing its debatability are the same as for an appeal.
 - B. a tie vote carries the motion as in an appeal.
 - C. the vote may be reconsidered as in an appeal.
 - D. All of the above are correct.
281. (148) A point of order must be made at the time of the breach in order to object to:
[p251 line 3-26, 251 fn]
- A. a main motion that conflicts with the bylaws.
 - B. any action taken in violation of a fundamental principle of parliamentary law.
 - C. a main motion that conflicts with a rule in the bylaws that is in the nature of a rule of order.
 - D. any action taken in violation of applicable procedural rules prescribed by local law.
282. (173) When the chair rules on a point of order, the reason for his or her ruling should be included in the minutes and serves as precedent for future reference. The president: [p251 line 28-31, p252 line 1-17]
- A. can be overturned, in whole or part, by a two-thirds vote using the motion to rescind.
 - B. is binding on future chairs or assemblies.
 - C. can be overruled in whole or part, by a later ruling of the chair.
 - D. can be overturned with the motion reconsider and enter on the minutes.

APPEAL	Pages 255-260	11 Questions
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283. (245) When the chair rules on a question about which there cannot possibly be two reasonable opinions: [p256 line 27-36]
- A. a point of order should be raised.
 - B. an appeal would be dilatory and is not allowed.
 - C. the appeal should be laid on the table.
 - D. the appeal should be postponed indefinitely.

- 284. (165) Which of the following motions permits a member to interrupt a person speaking in debate if urgency requires it?** [p257 line 29-30, p199 line 30, p268 line 8-10, p320 line 1-5]
- A. Objection to the consideration of a question.
 - B. Reconsider (to make).
 - C. Appeal from the decision of the chair.
 - D. Previous question.
- 285. (381) When can an appeal from the decision of the chair be made?** [p257 line 29-31]
- A. At any time during the meeting at which the ruling is made.
 - B. At the same, or the next, business meeting following that at which the ruling was made.
 - C. At the time the ruling is made.
 - D. As soon as the main motion has been disposed of.
- 286. (158) Which of the following rules does not apply to the motion to appeal from the decision of the chair?** [p257 line 33-36, p258 line 1-12]
- A. It is debatable unless it is related to indecorum or transgression of rules of speaking.
 - B. Is not amendable.
 - C. When debatable, no member is allowed to speak more than once, except the presiding officer.
 - D. Even when the appeal is not debatable, the chair can, when stating the question on it, give the reasons for his decision without leaving the chair.
- 287. (320) When is an appeal debatable?** [p257 line 33-36]
- A. When it relates to indecorum.
 - B. When it relates to the priority of business.
 - C. When it is made during a division of the assembly.
 - D. When the immediately pending question is debatable.
- 288. (361) An appeal from the decision of the chair:** [p257 line 33-36]
- A. is put to vote in the form, "Shall the appeal be sustained?"
 - B. is debatable under some conditions and under other condition is not.
 - C. is amendable under some conditions and under other conditions is not.
 - D. requires a two-thirds vote to sustain the decision of the chair.
- 289. (86) The minimum affirmative vote necessary to sustain the decision of the chair when an appeal has been made is:** [p258 line 14-16]
- A. more than one third.
 - B. a three-fourth vote.
 - C. a tie vote.
 - D. a two-thirds vote.
- 290. (239) In an appeal from the decision of the chair, a tie vote:** [p258 line 14-16]
- A. reverses the decision of the chair.
 - B. sustains the decision of the chair.
 - C. must be retaken.
 - D. has the same effect as a tie vote on a main motion.

291. (315) **In an appeal from the decision from the chair, a tie vote:** [p258 line 14-18]
- A. has the effect of sustaining the decision of the chair, providing that the chair's vote did not create the tie.
 - B. has the effect of sustaining the decision of the chair, even if the chair's vote created the tie.
 - C. has the effect of reversing the decision of the chair.
 - D. creates a situation in which a second tie-breaking vote must be taken.
292. (181) **An appeal may be made from:** [p259 line 1-12, p258 line 33-35, p256 line 27-36]
- A. the chair's answer to a parliamentary inquiry.
 - B. a ruling by the chair.
 - C. the chair's announcement of the result of a vote.
 - D. an opinion expressed by the chair.
293. (87) **The chair has ruled that an amendment is not germane and a member has appealed from the decision of the chair. The chair should put the question on the appeal by saying:** [p260 line 10]
- A. "As any as are in favor of sustaining the appeal from the chair's decision, say 'aye.'..."
 - B. "As many as are in favor of sustaining the chair's decision, say 'aye.'..."
 - C. "As many as are of the opinion that the amendment is germane, say 'aye.'..."
 - D. "As many as are of the opinion that the amendment is not germane, say 'aye.'..."

SUSPEND THE RULES	Pages 260-267	7 Questions
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294. (352) **The motion to suspend the rules:** [p260 line 35, p261 line 1-5]
- A. is in order when another has the floor.
 - B. yields to the motion to lay on the table.
 - C. mentions the particular rule(s) to be suspended.
 - D. may not be combined with another motion.
295. (89) **To immediately reach an item which falls later in the regular order of business, one may:** [p261 line 26-29, p184 line 17-32, p185 line 1]
- A. postpone a class of business to a certain time.
 - B. lay all of the intervening business on the table.
 - C. suspend the rules.
 - D. raise a point of order.
296. (94) **Which of the following is most likely to be moved in combination with another motion?** [p262 line 5-13]
- A. Appeal.
 - B. Suspend the rules.
 - C. Division of the question.
 - D. Consider seriatim.
297. (206) **The motion to suspend the rules:** [p262 line 28-33, p263 line 29-31]
- A. if voted down, cannot be renewed for the same purpose at the same meeting without unanimous consent.
 - B. if voted down, can be renewed for the same purpose after an adjournment, even if the next meeting is held on the same day.
 - C. cannot be applied to rules protecting absentees.
 - D. All of the above are correct.

298. (61) A rule relating to parliamentary procedure requires: [p265 line 12-23]
A. a two-thirds vote for its amendment.
B. a two-thirds vote for its suspension.
C. a majority vote for the members present and voting for its suspension.
D. previous notice and two-thirds vote for its suspension.
299. (123) Which of the following requires only a majority vote for adoption?
[p265 line 29-32, p266 line 1-4, p87 line 24-32, p18 line 20-23]
A. Suspend an ordinary standing rule.
B. Rescind without notice.
C. Take up a motion out of its proper order.
D. Suspend a rule of order.
300. (204) Which of the following is a proper parliamentary step:
[p266 line 1-4, p87 line 24-32, p183 line 7-11, p265 line 29-32]
A. Postpone a motion from March until May in an assembly which holds regular meetings monthly.
B. Suspend a standing rule for the session by a majority vote.
C. Suspend the rules of order for the session by a majority vote with notice.
D. Suspend bylaws for the session by a unanimous vote.

OBJECTION TO THE CONSIDERATION OF A QUESTION Pages 267 -270 11 Questions
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301. (84) Objection to the consideration of the question must be raised:
[p267 line 27-31, p70 line 25-33]
A. immediately after the maker of the main motion has had the opportunity to speak on the motion the first time.
B. before the chair has stated the main motion which places such motion before the assembly.
C. before the debate has begun on the main motion or any subsidiary motion has been stated by the chair.
D. before the meeting is adjourned.
302. (91) Which of the following can be laid on the table? [p267 line 33-35, p210 line 20-22]
A. Objection to the consideration of a question.
B. A main motion to which an objection to the consideration has been raised.
C. An undebatable appeal that does not adhere to the main motion.
D. A group of main motions listed as unfinished business.
303. (92) Objection to the consideration of a question yields to the motion: [p267 line 33-35]
A. postpone indefinitely.
B. commit or refer.
C. lay on the table.
D. previous question.
304. (235) Objection to the consideration of a question can be applied to: [p268 line 1-4]
A. an amendment.
B. any secondary motion.
C. the motion to reconsider.
D. an original main motion.

- 305. (189) Which of the following motions require no second and cannot be amended nor debated?** [p268 line 11-13]
- A. Appeal from the decision of the chair.
 - B. Suspend the rules.
 - C. Consideration by seriatim.
 - D. Objection to the consideration of a question.
- 306. (368) An objection to the consideration of a question:** [p268 line 11]
- A. is debatable.
 - B. does not require a second.
 - C. is amendable.
 - D. is not in order when another has the floor.
- 307. (93) Objection to the consideration of a question:** [p268 line 14-15]
- A. can be applied to main and subsidiary motions.
 - B. can be applied to petitions and communications from a superior body.
 - C. requires a two-thirds against consideration to sustain the objection.
 - D. cannot be submitted by the presiding officer on his own initiative.
- 308. (174) The objection to the consideration of a question:**
[p269 line 1-8, p341 line 30-35, p342 line 1-3]
- A. if unsustained, cannot be renewed in connection with the same main motion.
 - B. cannot be applied to a main motion that fails at one session and is renewed at the next.
 - C. is used if the main motion is outside the society's object as defined in the bylaws.
 - D. if sustained, means the same motion cannot be introduced at any succeeding session.
- 309. (248) The chair may make the motion to:** [p268 line 23-25]
- A. postpone indefinitely.
 - B. reconsider.
 - C. amend.
 - D. object to the consideration of the question.
- 310. (325) The objection to the consideration of a question:** [p268 line 25-30]
- A. takes precedence over incidental main motions.
 - B. cannot be used if the motion is outside the announced purpose of the call of a mass meeting.
 - C. requires a majority vote to sustain the objection.
 - D. if unsustained, can be reconsidered.
- 311. (310) The chairman who hears an objection to the consideration of a main motion just offered should first say:** [p270 line 12-13]
- A. "The objection just proposed is out of order."
 - B. "The consideration of the question is objected to. Is there a second?"
 - C. "The consideration of the question is objected to. Shall the question be considered.?"
 - D. "Those favoring the objection to consideration of the question, please rise."

***DIVISION OF THE QUESTION* Pages 270-276 4 Questions**

312. (200) A member who wishes to avoid a direct vote on a question might move any of the following, except:
[p270 line 30-35, p126 line 4-7, p128 line 24-27, p267 line 16-20, p295 line 31-34, p296 line 1-5]
A. objection to the consideration of the question.
B. postpone indefinitely.
C. division of a question.
D. leave to withdraw a motion.
313. (64) Although it is preferable to divide a question when it is first introduced, a motion to divide can be made at any time: [p271 line 19-24]
A. when an amendment which it is proposed to divide is immediately pending.
B. when the motion to postpone indefinitely is immediately pending.
C. when the main motion is immediately pending.
D. All of the above are correct.
314. (255) The incidental motion to divide the question: [p272 line 15-17]
A. cannot be amended.
B. is in order when another has the floor.
C. can be reconsidered.
D. is usually arranged by unanimous consent.
315. (88) A motion cannot be divided unless: [p272 line 19-24]
A. it is one whose parts cannot easily be separated.
B. each part presents a proper question for the assembly to act upon if none of the other parts is adopted.
C. new language is introduced.
D. the effect of adopting all the parts will be a different question.

***CONSIDERATION BY PARAGRAPH OR SERIATIM* Pages 276-280 3 Questions**

316. (166) To consider seriatim: [p276 line 29-36, p277 line 1-13]
A. can be applied to a main question while an amendment to the main question is pending.
B. yields to postpone indefinitely.
C. can interrupt when another has been assigned the floor.
D. cannot be reconsidered.
317. (190) When a question is being considered seriatim and a member exhausts his right to debate on one paragraph, his right to debate: [p277 line 22-26]
A. begins over again with each succeeding paragraph.
B. cannot be renewed without a motion to that effect.
C. is limited to one speech on each of the remaining paragraphs.
D. remains exhausted for the consideration of all the remaining paragraphs of the resolution.
318. (132) When considering a document by paragraph, after all parts have been considered; the chair should: [p278 line 26-28]
A. open the entire document to further debate, but all no further amendments.
B. open the entire document to amendment.
C. allow only amendments that add non-modifying matter.
D. close debate and vote on adopting the document.

DIVISION OF THE ASSEMBLY Pages 280-283 5 Questions

319. (178) When the vote has been taken viva voce, a division of the assembly:
[p280 line 10-15, p52 line 9-15, p71 line 11-17, p281 line 19-20]
A. is not in order after the vote has been announced.
B. is a privileged motion.
C. requires a second.
D. is required on demand of a single member.
320. (95) Which of the following motions is ordered by the demand by only one member?
[p280 line 10-15, p52 line 9-15, p71 line 11-17, p281 line 19-20]
A. Call for a counted vote.
B. Objection to the consideration of a question.
C. Call for a division of the assembly.
D. Closing of nominations.
321. (242) Which of the following motions may be made without recognition from the chair?
[p281 line 14-15, p282 line 14-19]
A. close nominations.
B. Adjourn.
C. Previous question.
D. Division of the assembly.
322. (114) Division of the assembly is: [p281 line 17, TP14-15 #34]
A. a secondary motion and is debatable.
B. a subsidiary motion and is not amendable.
C. an incidental motion and is amendable.
D. an incidental motion and is not debatable.
323. (212) An individual who wants to force a counted vote when a show of hands was not conclusive should: [p281 line 30-32, p280 line 10-15]
A. demand a division of the assembly.
B. move that the vote be counted.
C. rise to a point of order that the vote was not conclusive.
D. rise to a question of privilege to be granted a counted vote.

**MOTIONS RELATING TO METHODS OF VOTING AND THE POLLS
Pages 283-287 3 Questions**

324. (136) A motion designating the method of voting made while the question is pending:
[p284 line 9]
A. is not in order.
B. cannot be reconsidered.
C. does not require recognition.
D. is not debatable.

325. (96) When filling a blank prescribing the method of voting to be used, the following method is voted on first: [p284 line 27-29, p285 line 1]
- A. that which takes the least time.
 - B. the order in which they were named.
 - C. in reverse of the order they were offered.
 - D. that which takes the most time.
326. (251) When there is no rule providing for a ballot vote: [p285 line 3-8, p412 line 20-23]
- A. the chair may order a ballot vote.
 - B. any member may demand a ballot vote.
 - C. the nominating committee may decide to have a ballot vote.
 - D. the assembly may order a ballot vote.

MOTIONS RELATING TO NOMINATIONS Page 287-289 3 Questions

327. (121) While an election is pending, a motion prescribing the method of nominating is: [p287fn]
- A. a main motion.
 - B. a privileged motion.
 - C. an incidental motion.
 - D. an incidental main motion.
328. (195) If all four of the following methods of nominating have been suggested to complete a motion that “Nominations shall be made _____,” which method should be considered first? [p288 line 15-19, p431 line 9-11]
- A. by a committee.
 - B. from the floor.
 - C. by the chair.
 - D. by ballot.
329. (185) A motion is not necessary to: [p288 line 23-25]
- A. close debate.
 - B. close nominations.
 - C. lay a question on the table.
 - D. reconsider.

REQUEST TO BE EXCUSED FROM A DUTY Pages 289-292 1 Question

330. (98) A request to be relieved from a duty essential to the functioning of a society or assembly: [p291 line 14-17]
- A. is undebatable.
 - B. may be reconsidered.
 - C. is a question of privilege affecting the organization of the assembly.
 - D. is a privileged motion and cannot be granted by unanimous consent.

REQUESTS AND INQUIRES Pages 292-299 11 Questions

- 331. (372) Which is correct concerning a request to grant the maker permission to withdraw a motion?** [p293 line 1-2]
- A. It is in order when another has the floor if it requires immediate attention.
 - B. It does not require a second.
 - C. It is amendable.
 - D. It is debatable.
- 332. (363) A request for permission to read a paper during debate:** [p293 line 21-23]
- A. may be postponed.
 - B. never requires a second.
 - C. may be reconsidered.
 - D. is debatable.
- 333. (319) Which of the following motions may be made without recognition from the chair?** [p294 line 3-7, p294 line 24-27]
- A. Close nominations.
 - B. Adjourn.
 - C. Recess.
 - D. Request for information.
- 334. (122) The chair's reply to a parliamentary inquiry is:** [p294 line 11-12]
- A. subject to an appeal.
 - B. not subject to an appeal since it is an opinion.
 - C. not subject to an appeal since it is a ruling.
 - D. binding on the actions of members.
- 335. (244) If the speaker consents to an interruption for a request for information:** [p295 line 11-12]
- A. the time consumed will be taken out of the speaker's allotted time.
 - B. the inquiry and reply are made in the first person.
 - C. the presiding officer always remains silent.
 - D. the time consumed will not be taken out of the speaker's allotted time.
- 336. (345) When can the maker of a motion withdraw it without asking the consent of anyone?** [p295 line 31-33]
- A. Any time before the voting begins.
 - B. Only after the motion has been seconded.
 - C. Before it has been stated by the chair.
 - D. After statement by the chair, but before any debate has begun.
- 337. (377) A main motion is moved and seconded. Before the motion is stated by the chair, the maker rephrases the motion in a way that is unacceptable to the seconder. The seconder should:** [p296 line 17-18]
- A. rise to a point of order.
 - B. appeal from the decision of the chair.
 - C. withdraw his second.
 - D. object to the consideration of the question.

338. (341) **A motion to grant permission to the maker of a main motion to withdraw the motion can be made:** [p297 line 8-12]
- A. only before the question has been stated by the chair.
 - B. at any time before the voting on the question has begun, provided that the motion has not been amended.
 - C. at any time before the voting on the question has begun, provided that no subsidiary or incidental motions are pending.
 - D. at any time before the voting on the question has begun.
339. (142) **If someone objects to general consent when a maker has requested to modify his motion after the motion has been stated by the chair:** [p297 line 30-32]
- A. the chair must determine whether an equivalent amendment would be in order.
 - B. the assembly must determine whether an equivalent amendment would be in order.
 - C. suspension of the rules is not in order.
 - D. the person who objects must make another motion.
340. (373) **If a member wishes to have a letter read to the assembly, what is required?** [p299 line 8-14]
- A. The chair must approve the reading.
 - B. Any member may demand the reading.
 - C. The assembly must give permission by unanimous consent or a majority vote.
 - D. Unanimous consent is required.
341. (40) **When any paper is laid before the assembly for action:** [p299 line 4-8]
- A. if a member was absent from the hall, he may request it be read again.
 - B. even if there is debate or amendment, it may not be read again.
 - C. it is the right of every member that it be read once.
 - D. a request may not be made to re-read, even for information.

**CHAPTER IX. MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE
ASSEMBLY Pages 300-335 49 Questions**

TAKE FROM THE TABLE Pages 299-304 5 Questions

342. (385) **A motion to take from the table any matter that is on the table cannot be moved during:** [p300 line 16-19, p301 line 1-4]
- A. new business.
 - B. unfinished business.
 - C. general orders.
 - D. a series of motions connected with a single item of business.
343. (331) **Which of the following may be taken from the table?** [p301 line 8-14]
- A. A motion that has been laid on the table during the current session, with no intervening business.
 - B. A motion that been laid on the table during the current session, after other business has been transacted.
 - C. A motion that was defeated at the previous session.
 - D. A motion that was postponed to the current session.

344. (188) Which of the following motions is not debatable, not amendable, cannot be reconsidered, and requires a majority vote for adoption? [p301 line 23-26]
- A. Reconsider.
 - B. Discharge a committee.
 - C. Consider seriatim.
 - D. Take from the table.
345. (230) The motion to take from the table: [p301 line 23-30]
- A. can be renewed.
 - B. requires a two-thirds vote.
 - C. is debatable.
 - D. can be reconsidered.
346. (376) After a motion is taken from the table: [p303 line 19-21]
- A. everything adhering to it is before the assembly.
 - B. adhering subsidiary motions are ignored.
 - C. debate is limited to those who have not spoken to the motion.
 - D. the previous question cannot be applied to it.

<p>RESCIND, OR AMEND SOMETHING PREVIOUSLY ADOPTED Pages 305-310 11 Questions</p>

347. (312) To amend something previously adopted is: [p305 line 4-7, TP8 #13]
- A. an original main motion.
 - B. an incidental main motion.
 - C. an incidental motion.
 - D. a subsidiary motion.
348. (258) Which motion may be used to open to debate a main motion previously adopted? [p306 line 6-7, TP8-9 #13]
- A. Appeal from the decision of the chair.
 - B. Rescind.
 - C. Postpone to a certain time.
 - D. Amend.
349. (119) To rescind can be applied to: [p305 line 10-12]
- A. a main motion which has been adopted.
 - B. a main motion which has been defeated.
 - C. a negative result of an appeal.
 - D. certain subsidiary motions.
350. (12) The motions to Rescind and to Amend Something Previously Adopted: [p305 line 28-31]
- A. only require a majority vote in committee.
 - B. can be applied to a policy which has continuing force.
 - C. can have the affirmative vote reconsidered.
 - D. may not be applied to an appeal that has been taken from a ruling of the chair.

351. (342) Which of the following is insufficient to adopt the motion to amend something previously adopted? [p306 line 24-31]
- A. A two-thirds vote.
 - B. A majority vote without previous notice.
 - C. A majority vote when notice has been given at a previous meeting.
 - D. A vote of a majority of the entire membership.
352. (374) An organization has a total membership of 100, the quorum is a majority of the membership, and the number present is 67. The vote on a motion to rescind that was moved without previous notice is 34 in the affirmative, and 21 in the negative. The chair should now: [p306 line 324-31]
- A. announce that the motion to rescind is adopted.
 - B. announce that the motion to rescind is defeated.
 - C. declare that a quorum is not present.
 - D. announce that the motion to rescind will be entered into the minutes and voted on at the next meeting.
353. (229) The motion to amend something previously adopted: [p307 line 13-14]
- A. is not debatable.
 - B. is not amendable.
 - C. is in order when another has the floor.
 - D. can have the negative vote only reconsidered.
354. (304) Which of the following motions can be made without a time limit? [p307 line 19-23]
- A. Take from the table.
 - B. Rescind.
 - C. Discharge a committee.
 - D. Reconsider.
355. (113) When previous notice of a motion to rescind a previously adopted motion has been given, the motion to rescind can be moved by: [p307 line 19-23]
- A. only a member who voted with the prevailing side.
 - B. only the member who gave previous notice.
 - C. the mover of the original motion.
 - D. any member.
356. (162) The motions to rescind and to amend something previously adopted are not in order: [p308 line 13-30]
- A. when it has previously been moved to reconsider the vote on the main motion, and the question can be reached by calling up the motion to reconsider.
 - B. when the case is in the nature of a contract and the other party has been informed.
 - C. when a person has been expelled from membership and the person has been notified.
 - D. Both A and C are correct.
357. (101) Adoption of the motion to rescind and expunge from the minutes requires a: [p310 line 11-13]
- A. two-thirds vote.
 - B. majority vote.
 - C. unanimous vote.
 - D. an affirmative vote of a majority of the entire membership.

DISCHARGE A COMMITTEE Pages 310-315 9 Questions

- 358. (18) A committee:** [p310fn]
A. may take a matter out of a subcommittee's hand.
B. must allow assembly members to be present during its' deliberations.
C. must allow a subcommittee to report before taking up an issue referred to the subcommittee.
D. must hold disciplinary hearings when a subcommittee fails to report.
- 359. (41) The motion to discharge a committee:**
[p311 line 31-35, p312 line 11-17, p313 line 11-15]
A. is necessary when the committee's final report has been received.
B. if adopted, can be reconsidered.
C. is not amendable.
D. is debatable, and debate can go into the merits of the question in the hands of the committee.
- 360. (233) Which of the following motions can be amended?**
[p311 line 33-35, page312 line 1-2]
A. Make nominations.
B. Appeal from the decision of the chair.
C. Fill blanks.
D. Discharge a committee.
- 361. (156) A main motion is referred to a special committee. Which of the following motions would be in order with respect to this main motion?** [p311 line 22-24]
A. The main motion can be reintroduced if the committee fails to report when it should.
B. The main motion is lost and must be reconsidered if the committee fails to report when it should.
C. A motion to reconsider the motion to commit would be in order at any time.
D. A motion to discharge the committee could be made.
- 362. (313) The motion to discharge a committee can be amended:**
[p311 line 33-35, p312 line 1-2, p313 line 1-2]
A. as to the time at which the assembly is to consider the question.
B. by substituting that the committee be instructed to report instead of being discharged.
C. by specifying a later time to report, and making it a special order for the time named.
D. All of the above are correct.
- 363. (102) The motion to discharge a committee requires:** [p312 line 3-9]
A. a majority vote with previous notice.
B. a vote of a majority of the entire membership.
C. a two-thirds vote.
D. All of the above are correct.

364. (247) What vote is required to discharge a committee while the assembly is considering the committee's partial report? [p312 line 9-15]
- A. Two-thirds.
 - B. Majority of the entire membership.
 - C. Majority.
 - D. Majority with previous notice.
365. (103) If the assembly wishes to consider again a motion referred to a committee earlier in the same meeting, it is appropriate to: [p312 line 28-32]
- A. reconsider the vote on referral of the motion.
 - B. rescind the action taken earlier.
 - C. raise a question of privilege.
 - D. discharge the committee.
366. (168) A motion to discharge a committee from further consideration of a subject that was referred to the committee by means of a main motion is a particular case of the motion to rescind or to amend something previously adopted. If the motion to discharge a committee is adopted: [p314 line 11-18]
- A. the question comes before the assembly automatically.
 - B. the question is postponed if the committee is discharged with the specification of a later time for consideration.
 - C. another main motion is needed to bring the matter that was referred before the assembly.
 - D. the question is automatically a general order for the time named.

RECONSIDER	Pages 315-332	21 Questions
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367. (263) Which statement is not true of a motion to reconsider? [p315 line 28-31, p316 line 30-35, p321 line 1-5]
- A. Time limitations do not apply to standing or special committees.
 - B. It cannot be reconsidered.
 - C. Its making has a higher status than its consideration.
 - D. It must be made by one who voted on the affirmative side.
368. (327) The ABC organization has a total membership of 70, and 58 are present at this meeting. The vote on an original main motion is 28 in the affirmative and 28 in the negative. Who may move to reconsider the vote? [p315 line 28-31]
- A. Only a person who voted in the affirmative.
 - B. Only a person who voted in the negative.
 - C. A person who either abstained or voted in the negative.
 - D. Anyone present at the meeting.
369. (159) If a motion was adopted by: [p316 line 1-6]
- A. Unanimous consent, any member qualifies to move to reconsider it.
 - B. Ballot, a member who voted with the prevailing side must be willing to waive the secrecy of his ballot in order to move to reconsider.
 - C. Unanimous consent, a member who did not vote with the prevailing side may be allowed to make the motion to reconsider.
 - D. A two-thirds vote, it requires the same vote to adopt a motion to reconsider it.

370. (145) Which is not a characteristic of the motion to reconsider? [p316 line 2-6]
- A. It can be made only by a member who voted on the prevailing side.
 - B. A member cannot waive the secrecy of his ballot.
 - C. The making of the motion is subject to time limits.
 - D. If the motion to be reconsidered was adopted by unanimous consent, any member then present may later move to reconsider.
371. (370) In a society in which there is not more than a quarterly time interval between regular sessions, in a session of one day, which of the following requirements does not apply to the motion to reconsider?
[p316 line 22-26, p316 line 32-35, p320 line 12-15, p321 line 10-22]
- A. The making of the motion has a higher rank than its consideration.
 - B. Debate on the motion may go into the merits of the question to which it applies.
 - C. It can be made only on the same day that the vote to be reconsidered was taken.
 - D. The motion to be reconsidered must be called up during the same session that the vote to reconsider was taken.
372. (350) While a main motion is pending, a member who voted with the prevailing side moves to reconsider the vote on a motion that was adopted during the same meeting. The motion to reconsider is seconded. The chair should now: [p317 line 2-5]
- A. state the motion to reconsider as pending.
 - B. request a motion to lay the motion to reconsider on the table.
 - C. instruct the secretary to enter the motion to reconsider in the minutes.
 - D. take a vote on whether to enter the motion to reconsider on the minutes.
373. (351) The motion to reconsider does not apply to:
[p318 line 17-30, p319 line 1-8]
- A. any vote which has caused something to be done that it is impossible to undo.
 - B. an affirmative vote whose provisions have been partly carried out.
 - C. the vote on a motion that can be renewed at a reasonable time.
 - D. All of the above are correct.
374. (366) Which statement is true concerning the motion to reconsider? [p319 line 28-29]
- A. It may be made at any time.
 - B. It may be laid on the table.
 - C. It may be made by any member.
 - D. It is always debatable and may be amended.
375. (391) The motion to reconsider: [p320 line 6]
- A. in a standing or special committee always requires a two-thirds vote.
 - B. requires a two-thirds vote if the motion to be reconsidered requires a two-thirds vote.
 - C. cannot be called up except by the member who made the motion.
 - D. must be seconded at the time it is made.
376. (25) The motion to reconsider can be applied to the vote on any motion except:
[p318 line 17-30, p319 line 1-8]
- A. an order limit or extending debate.
 - B. a main motion with an appeal pending.
 - C. another motion to reconsider.
 - D. an affirmative vote on a contract even though the party to the contract has not been notified.

377. (328) **The maximum number of times that a vote on an original main motion can be reconsidered is:** [p321 line 3-5]
- A. once.
 - B. twice.
 - C. once during the same session that the original vote was taken and once at the following session.
 - D. unlimited.
378. (144) **If reconsideration of a vote takes place on the same day the vote was taken:** [p322 line 31-35, p323 line 1]
- A. anyone who has exhausted his right to debate on the first consideration will not be able to speak on the motion to reconsider.
 - B. any member may speak on the motion to reconsider.
 - C. the motion to reconsider is open to amendment.
 - D. debate on the motion to reconsider is limited to one speech per member.
379. (383) **When no motion is pending, a member calls up a motion to reconsider. The chair should:** [p323 line 19-20]
- A. state the member is out of order.
 - B. state the motion to reconsider as pending.
 - C. take the vote on the motion to be reconsidered.
 - D. ask the member if he voted on the prevailing side.
380. (392) **The rules governing the debate on the reconsideration of the vote are as follows:** [p324 line 33-35, p325 line 1-5]
- A. on the same day, anyone who exhausted his right to debate during the first consideration will be able to speak during the reconsideration.
 - B. on the same day, anyone who exhausted his right to debate during the first consideration will not be able to speak during the reconsideration.
 - C. on the same day, anyone who exhausted his right to debate during the first consideration, cannot speak while the motion to reconsider is pending.
 - D. on a later day, anyone who exhausted his right to debate during the first consideration will not be able to speak during the reconsideration.
381. (266) **If a main motion, an amendment, and a motion to lay the pending questions on the table are pending and it is moved to reconsider the negative vote on referring the same main question to a committee, the vote would be taken in the following order:** [p326 line 27-35, p327 line 1-14]
- A. reconsider; if adopted, commit; lay on the table; amendment; main motion.
 - B. reconsider; if adopted, commit; if lost, amendment; main motion.
 - C. lay on the table; if lost, reconsider on the referral; if adopted, commit; amendment; main motion.
 - D. lay on the table; if lost, amendment; main motion.

- 382. (357) A motion to reconsider:** [p328 line 23-27]
- A. usually requires a majority vote unless the motion to be reconsidered requires a larger vote.
 - B. a vote in a committee of the whole can be made regardless of the time that has elapsed since the vote was taken.
 - C. can be made at any time and its making takes a precedence over other motions, yielding only to a motion to “fix the time to which to adjourn.”
 - D. when it covers the votes on two or more connected motions, only the motion that will be voted on first is debatable when the motion to reconsider is adopted.
- 383. (172) While a debatable form of the motion to reconsider the votes on a resolution, a primary amendment, and a secondary amendment is pending:** [p328 line 27-30]
- A. only the primary amendment is open to debate.
 - B. only the secondary amendment is open to debate.
 - C. the resolution and its amendments are open to debate.
 - D. only the resolution is open to debate.
- 384. (155) In reference to reconsider:** [p329 line 18-23]
- A. if the motion to reconsider the vote on an adhering subsidiary motion was made but not taken up prior to referring the main motion it is ignored.
 - B. Calling up the motion to reconsider requires a second.
 - C. If the reconsideration of a primary amendment is moved while another amendment of the same degree is pending, the vote on reconsideration is given precedence over the pending amendment.
 - D. A motion can be reconsidered in all types of committees.
- 385. (90) In standing and special committees, the motion to reconsider:** [p329 line 30-33]
- A. can be applied to a question one time only.
 - B. always requires a two-thirds vote to adopt.
 - C. can be made and taken up regardless of the time that has elapsed since the vote was taken.
 - D. can be made by any member of the committee, even one who was absent.
- 386. (133) The motion to reconsider a vote on action previously taken in a committee:** [p330 line 1-5]
- A. can only be made at the next committee meeting.
 - B. can only be made by a member who was present for the original vote on the action.
 - C. may be made by someone who was not present for the original vote on the action.
 - D. must be seconded.
- 387. (257) In a committee, the motion to reconsider:** [p330 line 1-5]
- A. is out of order.
 - B. always requires a two-thirds vote.
 - C. can be made by a member who was absent when the vote on the question was taken.
 - D. must be made by someone who voted on the prevailing side.

RECONSIDER & ENTER ON THE MINUTES Pages 332-335 3 Questions

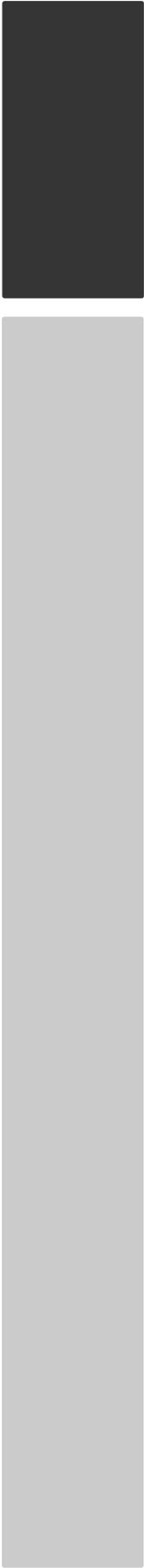
388. (224) In societies having regular business sessions less often than quarterly, reconsider and enter on the minutes: [p333 line 19-22, p334 line 7-16]
- A. can be moved after the vote has been taken on the regular motion to reconsider before the chair has announced the result of the vote.
 - B. cannot be taken up at an adjourned or special meeting set for another day.
 - C. can be moved at the last business meeting of the current session.
 - D. cannot be called up at the last meeting of the session held on the last day.
389. (396) Reconsider and enter on the minutes can be applied to: [p333 line 30-33, p334 line 1-2]
- A. an affirmative vote on a main motion.
 - B. an affirmative vote on an objection to the consideration of the question.
 - C. a negative vote on postpone indefinitely.
 - D. an affirmative vote on postpone to a certain time.
390. (395) Reconsider and Enter on the Minutes: [p334 line 11-16]
- A. can be moved at the last meeting of the current session if more than a quarterly time interval will intervene before the next business session.
 - B. cannot be moved at the last meeting of the current session if more than a quarterly time interval will intervene before the next business session.
 - C. is treated the same as the regular motion to reconsider.
 - D. it can be applied to votes on the motions whose object would be defeated by a delay of one day.

**CHAPTER X. RENEWAL OF MOTIONS; DILATORY AND IMPROPER MOTIONS
Pages 336-344 10 Questions**

391. (359) When can an original main motion, once voted on and defeated, be renewed? [p336 line 6-12]
- A. During the same session, but not at future session.
 - B. At any future session, but not during the same session.
 - C. Only once during each calendar year.
 - D. At any time.
392. (106) A main motion cannot be renewed or considered a second time at the same session, unless there is a change of wording or circumstances sufficient to present a new question, except: [p336 line 6-12]
- A. by reconsidering the vote.
 - B. by rescinding the motion.
 - C. by amending something previously adopted.
 - D. All of the above are correct.

393. (160) A question can be renewed at the same session: [p338 line 9-14]
- A. if the vote can be reconsidered.
 - B. on the motion to postpone indefinitely if the main motion has been materially amended.
 - C. on one of a series of resolutions which had been voted on together and the series lost.
 - D. on the motion to divide the question in the same way.
394. (104) Which of the following cannot be renewed in connection with the same main question during the same session after material progress in debate? [p338 line 15-19, p127 line 18-25]
- A. Lay on the table.
 - B. Adjourn.
 - C. Call for the orders of the day.
 - D. Postpone indefinitely.
395. (105) Which of the following motions cannot be renewed at the same session on the same question? [p338 line 15-19, p127 line 18-25]
- A. Part of a series of resolution that has been lost.
 - B. Postpone indefinitely.
 - C. Take from the table.
 - D. Recess.
396. (134) A motion that seeks to obstruct or thwart the will of the assembly as clearly indicated by the existing parliamentary situation is: [p342 line 12-14]
- A. proper.
 - B. improper.
 - C. dilatory.
 - D. privileged.
397. (107) If the chair becomes convinced that members are using parliamentary forms for obstructive purposes, the chair should: [p342 line 35, p343 line 1-6]
- A. rule such motions out of order.
 - B. not recognize these members.
 - C. never permit his personal feeling to affect his judgment.
 - D. All of the above are correct.
398. (307) Which of the following is not an improper motion? [p343 line 14-29]
- A. A motion that presents practically the same question as a main motion defeated at a previous session.
 - B. A motion that conflicts with procedural rules prescribed by national, state, or local laws.
 - C. A motion that presents practically the same question as a motion still within control of the assembly.
 - D. A main motion that conflicts with a motion adopted at a previous session.
399. (186) A motion that presents the same question as a motion that has been referred to a committee is: [p343 line 26-29]
- A. in order, and should be considered immediately.
 - B. in order at the time that the committee presents its report.
 - C. dilatory, and therefore out of order.
 - D. improper, and therefore out of order.

- 400. (74) After an agenda or program has been adopted, it may be changed by: [p373 line 3-6]**
- A. a majority vote.
 - B. a vote of a majority of the entire membership.
 - C. a vote to reconsider.
 - D. None of the above are correct.



**PART III:
MEETINGS,
SESSIONS,
AND CONVENTIONS**

CHAPTER I THE DELIBERATIVE ASSEMBLY: ITS TYPES AND THEIR RULES

Page 1-5, 97 15 Questions

1. **(10) In a meeting of a deliberative assembly: [p1 line 12-14]**
 - A. if a member leaves before a ballot vote is taken, he may turn in his marked ballot to a teller.
 - B. there must be opportunity for simultaneous aural communication among all participants.
 - C. in the absence of a quorum, all motions must be adopted by a unanimous vote.
 - D. the members do not have, nor cannot assume, freedom to act in concert to take action in the name of the entire group.

2. **(294) A distinguishing characteristic of a deliberative assembly is: [p2 line 4-8]**
 - A. it is not an autonomous group.
 - B. formality is not necessary in its proceedings.
 - C. the opinion of each member present has equal weight as expressed by vote.
 - D. failure to concur in a decision constitutes withdrawal from the body.

3. **(295) An assembly is: [p2 line 25-26]**
 - A. the event of being assembled.
 - B. the body of people assembled.
 - C. a meeting.
 - D. a session.

4. **(1) A member of an assembly, in the parliamentary sense, is a person having the right to: [p3 line 1-5]**
 - A. call meetings of the assembly.
 - B. represent the assembly in public meetings.
 - C. represent the assembly at conventions.
 - D. make motions, speak in debate on them, and vote.

5. **(2) A deliberative assembly that has not adopted any rules: [p3 line 16-19]**
 - A. is bound by rules and customs of common parliamentary law.
 - B. must at least adopt rules of order.
 - C. is not allowed to pursue business.
 - D. must immediately adopt bylaws.

6. **(3) The basic principle of decision in a deliberative assembly is that, to become the act or choice of the body, a proposition must be adopted: [p4 line 3-5]**
 - A. by a two-thirds vote.
 - B. at the annual meeting.
 - C. by a majority vote.
 - D. by a two-thirds vote with notice.

Part III-Meetings, Sessions, Conventions, and Related Procedures

7. **(102) The call of a meeting is a written notice of its time and place, which:** **[p4 line 27-29]**
- A. has been adopted at the previous meeting of the organization.
 - B. is mailed or distributed to all members of the organization a reasonable time in advance.
 - C. serves to notify delegates of their election.
 - D. is a bylaw requirement.
8. **(8) Which of the following is not classified as a deliberative assembly?** **[p5 line 13-18]**
- A. A legislative body.
 - B. A mass meeting.
 - C. A convention.
 - D. A committee.
9. **(4) An assembly of delegates chosen, normally for one session only, as representatives of constituent units or subdivision of a much larger body of people is:** **[p7 line 4-9]**
- A. a convention.
 - B. a mass meeting.
 - C. a legislative body.
 - D. an assembly of an organized society.
10. **(5) Delegates to a convention are normally chosen for:** **[p7 line 6]**
- A. one meeting.
 - B. one session.
 - C. two sessions.
 - D. two-year period.
11. **(6) The board of directors, managers, trustees, or governors is the supreme governing body of an institution, when:** **[p9 line 7-11]**
- A. assigned all the duties of financial responsibility.
 - B. it has no assembly constituting a general voting membership.
 - C. the board has legally fixed membership.
 - D. the board is the subordinate body of the society's assembly.
12. **(111) In a stock corporation, although the board of directors is elected by stockholders who hold an annual meeting:** **[p9 line 11-14]**
- A. the board of directors constitutes the highest authority in the management of the corporation.
 - B. The officers of the corporation constitute the highest authority in the management of the corporation.
 - C. The stockholders themselves are the highest authority in the management of the corporation.
 - D. None of the above are correct.
13. **(7) A board, regardless of its size, can be described as having the character of:** **[p9 line 24]**
- A. a deliberative assembly.
 - B. a standing committee.
 - C. an executive committee.
 - D. an executive session.

Part III-Meetings, Sessions, Conventions, and Related Procedures

14. **(9) Boards are: [p9 line 24]**
A. a form of an assembly.
B. empowered to delegate their authority.
C. essentially large committees.
D. are not empowered to appoint committees.
15. **(20) Conducting the deliberative process by mail, e-mail, fax or other electronic media must: [p97 line 9-11, p97 line 27-34]**
A. be authorized by appropriate standing rules.
B. be authorized by appropriate special rules of order.
C. be authorized by the bylaws and should be supported by special rules of order.
D. not be permitted since many procedures common to parliamentary law are not applicable.

<p>CHAPTER II: THE CONDUCT OF BUSINESS IN A DELIBERATIVE ASSEMBLY Pages 21-45 15 Questions</p>
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16. **(11) In a mass meeting, the quorum is: [p21 line 27-34]**
A. two-thirds of those present.
B. a majority of those present.
C. one-thirds of those present.
D. those present.
17. **(185) The minimum essential officers for the conduct of business in a deliberative assembly are a: [p22 line 1-5]**
A. president and a secretary.
B. president, a secretary, and a treasurer.
C. presiding officer and a secretary.
D. president or vice-president and a secretary.
18. **(297) Which of the following statements is incorrect? During a meeting, when serious division of opinions arise, customs of formality: [p22 line 27-31]**
A. are unnecessary because they take too much time.
B. serve to maintain the chair's necessary position of impartiality.
C. help preserve an objective approach to the actions taken.
D. serve to maintain an impersonal approach to the matter.
19. **(34) Using the terms "chair" or "chairperson": [p23 line 14-17]**
A. are not acceptable in any committee meeting.
B. are acceptable when the presiding officer is female.
C. are acceptable variations of the term "chairman."
D. are not acceptable in a deliberative assembly.

Part III-Meetings, Sessions, Conventions, and Related Procedures

20. **(36) Even in a small meeting, the presiding officer of an assembly should not be addressed or referred to by name, except: [p23 line 17-22]**
- A. during a brief administrative consultation during a meeting.
 - B. when the vice-president is presiding and he is present.
 - C. when he has no regular title or whose position is only temporary.
 - D. in cases of a testimonial nature, such as the presentation of a gift.
21. **(94) Customs observed by the presiding officer do not include: [p24 line 15-27]**
- A. referring to himself as “the chair.”
 - B. referring to himself as “Your President.”
 - C. calling all individual members by name.
 - D. speaking of himself in the third person.
22. **(224) When does the chair call the meeting to order? [p25 line 9-11]**
- A. When the time for the meeting has arrived, the chair immediately calls the meeting to order.
 - B. If there is no quorum present, the chair adjourns the meeting.
 - C. The chair calls the meeting to order after he has determined that a quorum is present.
 - D. The chair determines the time for calling the meeting to order.
23. **(159) Which heading in the usual order of business is the only one generally needed for a mass meeting? [p26 line 23-26]**
- A. Reports of officers.
 - B. Election of chairman.
 - C. Reports of special committees.
 - D. New business.
24. **(12) Unless it is one within a series, a mass meeting usually needs no established order of business since: [p26 line 23-26]**
- A. only one item of business is permitted to be taken up.
 - B. no action, other than preparing recommendations, is in order.
 - C. there is nothing but new business to be brought up.
 - D. all action is necessarily suspended until a new society is formed.
25. **(13) The order of business: [p26fn]**
- A. begins with the call to order.
 - B. may not be interrupted by any member.
 - C. is mandatory in order to proceed with a meeting.
 - D. is separate and distinct from the procedure of calling a meeting to order.
26. **(225) How is business brought before the assembly? [p27 line 14-15]**
- A. Business is brought before the assembly by a motion of a member.
 - B. When the president calls on the secretary to read the correspondence.
 - C. After the reading of a communication, the action proposed is before the assembly.
 - D. When a report with a recommendation is made by an officer, the recommendation is voted on.

Part III-Meetings, Sessions, Conventions, and Related Procedures

27. (17) The proper procedure for claiming the floor in an assembly is to: [p29 line 19-23]
- A. raise your hand.
 - B. rise.
 - C. address the chair.
 - D. rise and address the chair.
28. (14) If the chair assigned the floor to the wrong person when preference in recognition was timely claimed by another member: [p31 line 22-26]
- A. an appeal should be made.
 - B. a point of order should be raised.
 - C. an objection to the consideration of the question should be made.
 - D. the member to whom the floor was assigned must be allowed to speak.
29. (58) The wording of a motion in the minutes should: [p44 line 20-24]
- A. be the exact wording the chair uses in stating the question.
 - B. be the exact wording as the members understand the question.
 - C. be the exact wording the maker of the motion used in stating the motion.
 - D. be the exact wording the chair uses in putting the question.
30. (95) The preferred wording of the chair when putting the question is: [p45 line 29-34]
- A. "Those in favor of the motion, say aye. Those opposed, say no."
 - B. "All those in favor, please say aye. All those opposed, like sign."
 - C. "All in favor, please say aye. All opposed, say nay."
 - D. "As many as are in favor, say aye. As many as are opposed, same sign."

CHAPTER IV: MEETING & SESSION Pages 81-98 38 Questions

MEETING, SESSION, RECESS, ADJOURNMENT Page 81-88 16 Questions

31. (165) In parliamentary terms, a session: [p81 line 7-8]
- A. is composed of several meetings.
 - B. refers only to conventions.
 - C. is the complete unit of engagement in proceedings by the assembly.
 - D. in each event of the members being assembled to transact business at a convention.
32. (24) A meeting of an assembly is: [p81 line 16-19]
- A. a complete unit of an assembly's participation in proceedings.
 - B. a single official gathering of its members.
 - C. terminated when a recess is ordered.
 - D. the same as a session.
33. (25) A session of an assembly is: [p82 line 6-14]
- A. a meeting or series of connected meetings with one agenda.
 - B. a program and business in one meeting.
 - C. a single official gathering of its members.
 - D. several days of business and entertainment.

Part III-Meetings, Sessions, Conventions, and Related Procedures

34. **(26) Which term best defines a “session?” [p82 line 6-14]**
A. A portion of a meeting devoted to one announced matter of business.
B. A meeting which, if adjourned, must complete its business at the following meeting.
C. A meeting, or series of connected meetings, devoted to a single order of business, program, or agenda.
D. A single official gathering to transact business with no separations longer than a few minutes.
35. **(44) A session consists of: [p82 line 6-14]**
A. several different meetings of the same society.
B. caucuses of members of a delegation at a convention.
C. a meeting or a series of connected meetings devoted to a single order of business.
D. the morning or afternoon portion of an all-day meeting.
36. **(27) A recess of an assembly is: [p82 line 15-19]**
A. always a privileged motion.
B. the same thing as an adjournment without day.
C. a short intermission within a meeting.
D. in order in the committee of the whole.
37. **(228) A recess of an assembly: [p82 line 15-19]**
A. is always scheduled in advance.
B. is always used to designate the time between meetings of a convention.
C. is a short intermission within a meeting.
D. must stipulate the time to reconvene.
38. **(138) A meeting is said to stand at ease when: [p82 line 26-28]**
A. there is a short intermission in the proceedings.
B. the chair permits a brief pause without declaring a recess.
C. there is a technical interruption of the meeting and members take a break.
D. a sizable number of members need to leave the hall to take a break.
39. **(196) An adjournment of an assembly: [p82 line 34-35, p83 line 1]**
A. terminates a meeting and may end a session.
B. dissolves the assembly.
C. is in order at any time during a meeting.
D. is used only to terminate a session.
40. **(29) When a meeting adjourns without ending the session, this means: [p83 line 1-4]**
A. the end of the session has not been announced by the chair.
B. the adjournment is the subject of a motion to reconsider that has not been called up.
C. another meeting to continue the same business or order of business has been set or a definite time or provided for.
D. the motion to adjourn is out of order.

Part III-Meetings, Sessions, Conventions, and Related Procedures

41. **(227) An adjournment does not end a session when: [p83 line 1-4]**
A. the end of the session has not been announced by the chair.
B. a motion to reconsider has not been called up.
C. another meeting to continue the same business or order of business has been set for a definite time.
D. all the business has not been completed.
42. **(289) Which of the following motions dissolves the assembly? [p83 line 7-9]**
A. Adjourn.
B. Adjourn sine die.
C. Fix the Time to Which to Adjourn.
D. Recess.
43. **(154) The decision to recess a meeting rather than adjourn can affect members' ability to: [p85fn]**
A. take a longer lunch.
B. adopt the motion for the previous question.
C. suspend the rules.
D. adjourn at a later time.
44. **(129) One session cannot tie the hands of the majority of any later session or place a question beyond the reach of such a majority except by: [p87 line 6-11]**
A. adopting a special rules of order or amending the bylaws.
B. a unanimous vote.
C. a two-thirds-vote.
D. making it a special order for a later session.
45. **(240) A motion to amend a special rule of order not pending: [p88 line 3-7]**
A. is not debatable.
B. can be adopted by a two-thirds vote and previous notice.
C. can be adopted by a majority vote.
D. is out of order.
46. **(30) One session cannot interfere with the freedom of each new session to choose its own chairman pro tem except by: [p88 line 32-35]**
A. a ballot election.
B. an election held with previous notice.
C. an election held at a special meeting.
D. a motion to suspend the rules.

<i>TYPES OF BUSINESS MEETINGS</i> Page 89-99 22 Questions
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47. **(181) In some societies with frequent meetings for social or cultural purposes at which business may be transacted and a session every month or quarterly especially for business, the term "regular meetings" applies: [p89 line 26-30]**
A. to all meetings.
B. particularly to the regular business session.
C. only to monthly not quarterly meetings.
D. only to quarterly not monthly meetings.

Part III-Meetings, Sessions, Conventions, and Related Procedures

48. **(157) If an organization schedules the dates of its regular meetings in advance of each meeting by resolution: [p89 line 10-14]**
- A. members must be notified at least quarterly of the schedule.
 - B. members need only to be notified of changes to the scheduled dates.
 - C. members must be notified in advance of each regular meeting.
 - D. members must be notified at least two weeks in advance of each regular meeting.
49. **(245) If an organization holds regular monthly business meetings except from May until September, which of the following statements is incorrect? [p90fn]**
- A. A question may be postponed until the next regular monthly meeting.
 - B. A question cannot be postponed from May until September.
 - C. A question may be referred to a committee.
 - D. A question may be postponed from May until September.
50. **(139) Which of the following is false with regard to a special meeting? [p91 line 28-31, p92 line 9-13, p93 line 8-12]**
- A. It is set by a motion at the previous regular meeting.
 - B. It is convened only to consider business mentioned in the call to the special meeting.
 - C. It can take action in an emergency beyond the notice given subject to later ratification.
 - D. It is a procedure requiring authorization in the bylaws.
51. **(120) Special meetings: [p92 line 9-13]**
- A. may be called by the president whenever an emergency arises.
 - B. may be called for non-disciplinary matters only if the bylaws provide for special meetings.
 - C. may be called only if the bylaws provide for special meetings.
 - D. provide for transaction of business continued from the previous meeting.
52. **(160) To compute the number of days' notice required in the bylaws to call a special meeting: [p92 line 22-26]**
- A. include the day of mailing, week-ends and the day of the meeting, exclude holidays.
 - B. include the day of mailing, exclude holidays and week-ends, and the day of the meeting.
 - C. include the day of the meeting, holidays and week-ends and exclude the day of mailing.
 - D. include the day of mailing, holidays and week-ends and exclude the day of the meeting.
53. **(164) At a special meeting called to consider purchase of a new building, the following business may always be conducted: [p93 line 5-8]**
- A. a motion to place a special limit on the length of speeches throughout the meeting.
 - B. a motion to add landscaping to the new building.
 - C. a motion to purchase furnishing for the new building.
 - D. a motion to ratify an emergency action taken at an earlier meeting.
54. **(124) Business transacted at a special meeting which was not mentioned in the call of the meeting: [p93 line 8-12]**
- A. must be ratified at another special meeting to become legal.
 - B. is illegal, regardless of any subsequent acts of the assembly.
 - C. must be ratified at another meeting to become legal.
 - D. must be ratified only at the next regular meeting to become legal.

Part III-Meetings, Sessions, Conventions, and Related Procedures

55. **(162) An adjourned meeting is: [p93 line 25-27]**
A. one that has been declared adjourned by the presiding officer.
B. a meeting in continuation of the session of the immediately preceding regular or special meeting.
C. one that has been adjourned by a formal motion of a member.
D. a special meeting.
56. **(32) An adjourned meeting begins at the point of interruption except that, upon reconvening, the first business is: [p94 line 11-15]**
A. unfinished business.
B. the motion on the floor at the time of adjournment.
C. reading and approval of the minutes of the preceding meetings.
D. reading of the call of the meeting.
57. **(167) At an adjourned meeting, all of the following apply except: [p94 line 11-15]**
A. the usual order of business is followed.
B. work is taken up at the point where it was interrupted.
C. a motion can be taken from the table.
D. the minutes of the preceding meeting are first read and approved.
58. **(23) In local organizations that hold regular business meetings throughout the year, minutes of the annual meeting: [p94 line 34-35, p95 line 1-2]**
A. must be approved by a committee.
B. are read and approved at the next regular meeting.
C. are read and approved at the next annual meeting.
D. must be published and mailed to the members because of their importance.
59. **(37) In societies that hold regular business meetings at least quarterly, business legally required to be done “at the annual meeting” that is taken up but not completed at the annual meeting: [p95 line 4-12]**
A. may not be referred to a committee.
B. falls to the ground.
C. can be postponed to the next regular meeting.
D. must be completed by the board.
60. **(119) Executive session refers to: [p95 line 16-18]**
A. any meeting or portion thereof at which proceedings are secret.
B. specially called meetings.
C. meetings of the executive committee.
D. meetings open to the public.
61. **(223) A motion to go into executive session: [p95 line 28-30]**
A. is a question of privilege of the assembly.
B. is undebatable.
C. requires a two-thirds vote.
D. yields to a question of personal privilege.

Part III-Meetings, Sessions, Conventions, and Related Procedures

62. **(211) A motion to go into executive session: [p95 line 28-35]**
A. can allow special invitees to attend.
B. is a suspension of the rules.
C. is an incidental motion.
D. is an objection to the consideration of a question.
63. **(290) Who may attend an executive session? [p95 line 31-35]**
A. Members, the public and specified staff members.
B. Members, special invitees, and former members.
C. Members, dignitaries and specified staff members.
D. Members, special invitees and specified staff members.
64. **(140) Which type of meetings are customarily conducted in executive session? [p95 line 22-24]**
A. regular membership meetings.
B. special membership meetings.
C. meetings of a deliberative assembly only.
D. regular meetings of the lodge system.
65. **(38) How should a society handle the minutes of its deliberations while in executive session? [p96 line 9-17]**
A. have them read and approved like any other minutes.
B. have them destroyed when the session is over.
C. distribute them by mail to members only.
D. have them read and approved in another executive session, unless that which would be reported in the minutes was not secret.
66. **(321) The minutes of an executive session must be approved in executive session. What is the disposition of minutes of the meeting held solely for that purpose? [p96 line 9-17]**
A. The brief minutes of the latter meeting are approved at the next regular meeting.
B. The brief minutes of the latter meeting are approved at an adjourned meeting.
C. The brief minutes of the latter meeting are approved at a special meeting.
D. The brief minutes of the latter meeting are approved or assumed to be approved before the meeting adjourns.
67. **(168) Rules for public sessions: [p96 line 28-34, p97 line 1-4]**
A. may be the same as for an executive session.
B. may invite the public to express their views, often with time limits imposed.
C. may permit attendees to be present and to participate as members.
D. may require the meeting to be partly public and partly private.
68. **(31) The bylaws may authorize boards and committees to meet in electronic meetings where: [p98 line 4-8]**
A. special and standing rules are adopted governing assignment of the floor.
B. special rules are adopted governing the length of debate.
C. standing rules are adopted governing the number of motions to be made.
D. all persons participating are afforded the opportunity to simultaneously hear each other and, if a videoconference, to see each other as well.

CHAPTER XI: QUORUM; ORDER OF BUSINESS AND RELATED CONCEPTS
Pages 345-373 94 Questions

***QUORUM* Page 345-351 35 Questions**

69. (41) In an assembly, to legally transact business, a quorum is the number of members: [p345 line 3-5]
- A. entitled to vote who must be present.
 - B. present and voting.
 - C. present excluding the ex-officio members.
 - D. attending including the ex-officio members.
70. (237) The quorum for a church organization with no dues structure or membership roll, and no quorum provided in the bylaws is: [p346 line 1-5]
- A. a majority of the members in attendance.
 - B. those who attend.
 - C. a majority of the membership.
 - D. two-thirds of the members in attendance.
71. (183) In the absence of any bylaw provision, the quorum for a convention is: [p346 line 6-9]
- A. a majority of the delegates in actual attendance.
 - B. a majority of the delegates who have been registered as in attendance.
 - C. a majority of the delegates who were elected, including those not registered.
 - D. a majority of the delegates and alternates who have been registered as in attendance.
72. (229) In a body having an enrolled membership composed only of persons who maintain their status as members in a prescribed manner, the quorum specified by common parliamentary law is: [p346 line 11-13]
- A. a majority of the membership.
 - B. two-thirds of the membership.
 - C. half of the membership.
 - D. the number of members attending a properly announced meeting.
73. (296) Which of the following statements is incorrect? [p346 line 11-13]
- A. A quorum is the minimum number of members who must be present at meetings for business to be legally transacted.
 - B. The requirement of a quorum is the protection against unrepresentative action in the name of the body by a small number of members.
 - C. If a provision for a quorum for a society with a fixed membership is not in the bylaws, the quorum is a majority of the members present.
 - D. The number of members that shall constitute a quorum should approximate the largest number that can be depended on to attend any meeting except in extremely unfavorable conditions.

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74. **(141) Most voluntary societies with an enrolled membership should establish a quorum: [p346 line 15-18]**
- A. of a majority of the members who have received the meeting notice.
 - B. of whatever number of members are present.
 - C. that is relatively small, less than a majority of the membership.
 - D. of more than a majority of the membership.
75. **(156) In a voluntary society, the quorum should be: [p346 line 15-18]**
- A. a majority of the total members.
 - B. considerably less than a majority of its members.
 - C. the number of members present at the meeting.
 - D. a large percentage of the total members.
76. **(42) A quorum: [p346 line 20-26]**
- A. must be stated in the bylaws.
 - B. is always a majority of the membership.
 - C. is the maximum number of members allowed to vote on any one motion.
 - D. should be stated as a number of members, rather than percentage, to avoid confusion.
77. **(263) Which process of amendment is used to change the quorum in the bylaws? [p346 line 34-35, p347 line 4-6]**
- A. Strike out.
 - B. Insert.
 - C. Strike out and insert.
 - D. Add.
78. **(28) In a committee of the whole or its variations, the quorum is: [p347 line 8-12]**
- A. established by the committee.
 - B. a majority of the members.
 - C. the same as in an ordinary committee.
 - D. the same as that of the assembly, unless the rules of the assembly or the organization specify otherwise.
79. **(39) If an assembly has no bylaws provision or rule about the quorum of committees, what is the quorum of a standing committee or a special committee? [p347 line 12-19]**
- A. The same as the quorum of the assembly.
 - B. All the members of the committee.
 - C. Any member present at a properly called committee meeting.
 - D. A majority of the committee members.
80. **(43) If not provided in the bylaws, the quorum in boards and ordinary committees is: [p347 line 12-19]**
- A. a majority of the members.
 - B. two-thirds of the members.
 - C. the members in attendance.
 - D. at least one-third.

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81. **(298) In committees and boards, the quorum is a majority of the members unless a different quorum is fixed by: [p347 line 12-19]**
- A. the bylaws.
 - B. a rule of the parent organization.
 - C. motion establishing the committee.
 - D. All of the above are correct.
82. **(226) If a quorum fails to appear at a regular meeting after the meeting is called to order: [p347 line 24-29]**
- A. the bylaw provision requiring the meeting to be held was complied with even though the meeting adjourned immediately.
 - B. a motion to contact absent members during a recess would not be in order.
 - C. motions to obtain a quorum are incidental motions.
 - D. the prohibition against transacting business in the absence of a quorum can be waived by unanimous consent.
83. **(45) To fix the time to which to adjourn, adjourn, or recess are actions which can be taken: [p347 line 30-32]**
- A. after a motion to adjourn has been voted on.
 - B. before the meeting is called to order.
 - C. after the meeting has been declared adjourned.
 - D. in the absence of a quorum.
84. **(210) What business may be transacted in the absence of a quorum? [p347 line 30-32]**
- A. Read and approve minutes.
 - B. Give notice.
 - C. Go into a committee of the whole.
 - D. Set an adjourned meeting.
85. **(136) Motions to obtain a quorum take precedence over a motion to: [p348 line 4-7]**
- A. fix the time to which to adjourn.
 - B. recess.
 - C. adjourn.
 - D. None of the above are correct.
86. **(135) Motions to obtain a quorum are: [p348 line 4-7]**
- A. privileged or main motions.
 - B. incidental motions.
 - C. original main motions.
 - D. incidental main motions.
87. **(238) In the absence of a quorum, motions made to obtain a quorum are: [p348 line 4-7]**
- A. treated as privileged motions.
 - B. in order when another has the floor.
 - C. debatable and amendable.
 - D. All of the above are correct.

Part III-Meetings, Sessions, Conventions, and Related Procedures

88. **(250) Motions to obtain a quorum while business is pending: [p348 line 7-10]**
A. require a two-thirds vote.
B. are not debatable.
C. are not amendable.
D. cannot be reconsidered.
89. **(117) In the absence of a quorum, which of the following actions cannot be taken? [p348 line 14-16]**
A. Waive the prohibition against transacting business with a unanimous vote.
B. Take measure to obtain a quorum.
C. Fix the time to which to adjourn.
D. Recess.
90. **(293) Under what circumstances can the requirement for a quorum be waived? [p348 line 14-16]**
A. By unanimous consent.
B. By a three-fourth vote.
C. By a two-thirds vote.
D. None.
91. **(249) In the absence of a quorum: [p348 line 19-23]**
A. a notice can validly be given.
B. the prohibition against transacting business without a quorum can be waived by unanimous consent.
C. emergency action taken must be ratified by a later meeting at which a quorum is present.
D. a quasi committee of the whole may continue in session.
92. **(179) A committee of the whole, lacking a quorum, can: [p348 line 24-26]**
A. process with business as usual.
B. do nothing but recess or adjourn.
C. do nothing but adjourn.
D. do nothing but rise and report to the assembly.
93. **(116) In the absence of a quorum, a quasi committee of the whole or a meeting in informal consideration of a question: [p348 line 26-30]**
A. cannot fix the time to which to adjourn.
B. can recess.
C. cannot adjourn.
D. cannot adopt measures to obtain a quorum.
94. **(143) Ascertaining that a quorum is present is the duty of the: [p348 line 34-35, p349 line 1]**
A. secretary.
B. parliamentarian.
C. presiding officer.
D. credentials chairman.

Part III-Meetings, Sessions, Conventions, and Related Procedures

95. (220) In ascertaining the presence of a quorum, it is the duty of the presiding officer to: **[p348 line 34-35, p349 line 1]**
- A. determine, although he need not announce, that a quorum is present.
 - B. determine and announce that a quorum is present.
 - C. determine and announce the quorum number or percent as present.
 - D. proceed with the business regardless of a quorum.
96. (52) The continued presence of a quorum in a meeting is presumed until: **[p349 line 8-19]**
- A. the absence is noticed by a member who raises a point of order.
 - B. all business is completed.
 - C. it is waived by unanimous consent.
 - D. notices are given.
97. (145) A member who has been assigned the floor and has begun to speak, cannot be interrupted by: **[p349 line 16-19]**
- A. a point of order to notify the assembly that there is no quorum.
 - B. a point of order.
 - C. raising a question of privilege.
 - D. an appeal in certain special circumstances.
98. (219) A point of “no quorum” is a point of order, but differs in that it: **[p349 line 19-21]**
- A. is debatable.
 - B. cannot interrupt a speaker.
 - C. is not ruled upon by the chair.
 - D. can be reconsidered.
99. (299) If it can be proven exactly when the quorum was no longer present, the point of order relating to the absence of a quorum: **[p349 line 21-28]**
- A. is not permitted to affect prior action.
 - B. can be given effect retrospectively by ruling of the presiding officer, subject to appeal.
 - C. automatically makes prior action null and void.
 - D. has no effect on the status of a question pending when the meeting adjourns for lack of a quorum.
100. (151) When a question is pending and the meeting adjourns for loss of a quorum, the question: **[p349fn]**
- A. is automatically brought up under new business at the next meeting.
 - B. is automatically brought up under unfinished business at the next meeting.
 - C. at the next meeting, to be considered, must be brought up as new business if it is proven that introduction was made after the quorum was no longer present.
 - D. falls to the ground.
101. (264) In legislative bodies, when a quorum is not present, the motion to order a call of the house takes precedence over everything except: **[p350 line 15-16]**
- A. lay on the table.
 - B. suspend the rules.
 - C. appeal.
 - D. adjourn.

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102. (241) When the call of the house is ordered: [p350 line 23-30]
- A. the meeting is recessed.
 - B. the doors are locked.
 - C. an adjourned meeting is set.
 - D. the rules are suspended.
103. (147) After a call to the house has been ordered, before the quorum is established: [p351 line 4-6]
- A. motions are related to the call may be allowed with unanimous consent.
 - B. the motion to adjourn is in order.
 - C. the motion to dispense with further proceeding is in order.
 - D. only motions related to the call may be allowed.

ORDER OF BUSINESS: USUAL ORDER Page 351-360 20 Questions

104. (152) Which of the following terms refers to closely related concepts having to do with the order in which business is taken up in a session and the scheduling of the particular business? [p351 line 16-19]
- A. Order of business, orders of the day and agenda.
 - B. Program, agenda and orders of the day.
 - C. Orders of the day, order of business and program.
 - D. All of the above are correct.
105. (146) The following are certain optional headings not prescribed in the usual order of business, with the exception of: [p353 line 10-15]
- A. opening ceremonies or exercises.
 - B. announcements.
 - C. program.
 - D. special orders.
106. (180) The standard order of business for ordinary societies includes special orders: [p353 line 10-15]
- A. immediately after unfinished business and general orders.
 - B. immediately before unfinished business and general orders.
 - C. before reports of special committees.
 - D. only for special meetings.
107. (218) Which of the following is not a part of the standard order of business? [p353 line 10-15]
- A. Reading and approval of minutes.
 - B. Reports of special committees.
 - C. Special orders.
 - D. Adjournment.

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108. (221) The standard order of business for societies holding regular business sessions, which are separated by no more than a quarterly time interval, does not include: [p353 line 10-15]
- A. report of the board.
 - B. special orders.
 - C. general orders.
 - D. good of the order.
109. (251) If there are minutes of other meetings in addition to the last meeting that have not been read previously: [p354 line 17-20]
- A. the minutes of the last meeting are read first.
 - B. the minutes of the other meetings are filed without being read.
 - C. the minutes are taken in the order of date, the earlier minutes read first.
 - D. the minutes are taken in the order of date, the latest minutes are read first.
110. (300) After the secretary has read the minutes, the chair says: [p354 line 23-29]
- A. "Do I hear a motion to approve the minutes?"
 - B. "Are there any corrections or additions to the minutes?"
 - C. "Are there any correction or deletions to the minutes?"
 - D. "Are there any corrections to the minutes?"
111. (265) In organizations that regularly hold one-meeting sessions quarterly or more often, corrections, if any, and approval of the minutes are usually handled by: [p354 line 29-33]
- A. a two-thirds vote.
 - B. unanimous consent.
 - C. a majority vote.
 - D. a show of hands.
112. (301) Minutes become *the* minutes and assume the status as the official record of the proceedings when: [p355 line 17-22]
- A. advance copies of the minutes as drafted by the secretary are sent to all members.
 - B. the minutes have been read.
 - C. the minutes have been approved.
 - D. the reading of the minutes has been dispensed with.
113. (303) A motion arising out of an officer's, a board's, or a committee's report is: [p356 line 12-15]
- A. taken up under new business.
 - B. taken up immediately.
 - C. postponed until the next meeting so more information can be gathered.
 - D. taken up after all committees have reported.
114. (304) If no motion is pending, business relating to an officer's report that was laid on the table at the last monthly regular meeting: [p356 line 16-21]
- A. must be re-introduced as new business since it was laid on the table during reports instead of new business.
 - B. must be re-introduced as unfinished business or new business since it was laid on the table during reports.
 - C. can be taken from the table only during unfinished or new business.

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- D. can be taken from the table at any time under reports of officers, boards, and standing committees.
- 115. (137) Which of the following postponed questions would be the first to be considered?**
[p356 line 35-36, p357 line 1-6]
- A. Special order.
 - B. Unfinished special order.
 - C. Special order for a particular time.
 - D. Special order for the same hour, made later.
- 116. (103) Business that the bylaws require to be considered at a particular meeting is:**
[p357 line 27-31]
- A. called up by the chair and the chair makes the motion.
 - B. considered under the heading of special orders in the order of business.
 - C. considered under the heading of general orders in the order of business.
 - D. brought up by the chairman of the applicable committee.
- 117. (115) A question is pending and the meeting is adjourned. At the next meeting, where on the agenda will that question be placed?** **[p358 line 1-8]**
- A. Right after the approval of the minutes.
 - B. Unfinished business.
 - C. Orders of the day.
 - D. Right after the reports of the officers.
- 118. (197) Through the adoption of what motion does a pending motion become an order of the day at a future time?** **[p358 line 9-12]**
- A. Lay on the table.
 - B. postpone to a certain time.
 - C. Suspend the rules.
 - D. Reconsider.
- 119. (18) Under unfinished business, the order in which business will be taken up is:**
[p358 line 13-30, p359 line 1-3]
- A. questions that were unfinished business at the previous meeting, but not reached before it adjourned; questions that were set as general orders for the previous meeting, but not reached before it adjourned; the question that was pending when the previous meeting adjourned.
 - B. the question that was pending when the previous meeting adjourned; questions that were set as general orders for the previous meeting, but not reached before it adjourned; questions that were unfinished business at the previous meeting, but not reached before it adjourned.
 - C. the question that was pending when the previous meeting adjourned; questions that were unfinished business at the previous meeting, but not reached before it adjourned; questions that were set as general orders for the previous meeting, but not reached before it adjourned.
 - D. Any of the above sequences are correct.

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120. (286) Under the heading of unfinished business and general orders, which of the following is general orders? [p358 line 13-30, p359 line 1-3]
- A. The question that was pending when the previous meeting adjourned while a question other than a special order was pending.
 - B. Any question which, by postponement or otherwise, were set as general orders for the previous meeting, or for a particular hour during that meeting, but were not reached before it adjourned.
 - C. Matters that were postponed to the present meeting.
 - D. Any questions that were unfinished business at the previous meeting.
121. (48) Which of the following should be taken up first during a regular business meeting under unfinished business and general orders? [p358 line 13-30, p359 line 1-3]
- A. Any questions that were new business at the previous meetings, but were not reached before adjournment.
 - B. Any questions that were unfinished business at the previous meeting, but were not reached before adjournment.
 - C. The question that was pending when the previous meeting adjourned.
 - D. Any matter that had been laid on the table.
122. (47) Unfinished business and general orders should include: [p358 line 13-30, p359 line 1-3]
- A. items concerning the general welfare of the organization.
 - B. matters required by the bylaws to be taken up at the meeting.
 - C. questions members wish to ask regarding any matter.
 - D. question pending when the previous meeting was adjourned.
123. (252) If the minutes do not show that there is some business to come up under the heading of unfinished business: [p359 line 8-10]
- A. the chair should announce the heading and state that there is no unfinished business.
 - B. the chair should not announce the heading.
 - C. the chair should ask the assembly, "Is there any unfinished business?"
 - D. the secretary should announce that there is no unfinished business.

OPTIONAL HEADINGS AND TAKING UP BUSINESS OUT OF PROPER ORDER

Page 360-364 10 Questions

124. (267) Opening exercises are scheduled: [p360 line 32-35, p361 line 1-2]
- A. after the reading of the minutes.
 - B. immediately after the meeting is called to order.
 - C. after roll call.
 - D. after the consent calendar.
125. (19) In some organization in which it is customary to call the roll of the members, this is placed in the order of business: [p361 line 6-9]
- A. as a part of unfinished business and general orders.
 - B. under the heading called good of the order.
 - C. at the end of the opening ceremonies, unless a special rule of the organization assign it a different position in the order of business.
 - D. as a part of special orders.

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126. (131) **A consent calendar:** [p361 line 19-21]
- A. is not to be used in any assemblies other than legislative.
 - B. is not considered useful in dealing with routine matters.
 - C. is called over periodically at a point established in the agenda by a special rule of order.
 - D. cannot be changed after the meeting is called to order.
127. (49) **The chair calls for the good of the order:** [p361 line 33-35, p362 line 1-7]
- A. before the new business.
 - B. after the completion of new business.
 - C. before unfinished business.
 - D. under new business.
128. (302) **The heading of good of the order refers to the general welfare of the organization and includes the following, except:** [p362 line 4-19]
- A. informal observations regarding the work of the organization.
 - B. announcements.
 - C. motions and resolutions relating to formal disciplinary procedures for offenses outside a meeting.
 - D. general orders.
129. (320) **The heading “announcements” placed in the order of business:** [p362 line 23-26]
- A. may only be made at the point listed.
 - B. does not allow members to obtain the floor to make an announcement.
 - C. does not preclude the chair from making an urgent announcement at any time.
 - D. allows only officers and committee chairmen to make announcements.
130. (148) **The program:** [p362 line 27-34]
- A. should follow the end of the order of business.
 - B. must precede the business meeting in case members wish to take action.
 - C. should be given after the meeting has adjourned.
 - D. may be proceeded to at any time during the meeting by special rule or practice.
131. (266) **Only the assembly can depart from the prescribed order of business by at least a:** [p363 line 9-12]
- A. majority vote.
 - B. voice vote.
 - C. two-thirds vote.
 - D. vote of the entire membership.
132. (158) **If an urgent item of business was advanced in order by suspending the rules, the regular order of business can be returned to before the completion of the advanced question by:** [p363 line 15-18]
- A. calling for the order of the day.
 - B. postponing consideration of the report until a certain time.
 - C. adopting a motion to lay the pending question on the table.
 - D. reconsidering the motion to suspend the rules.

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133. (192) If a member wishes to take up a motion out of its proper order, and there are two items ahead of it, he may: [p363 line 28-31]
- A. postpone all intervening items together.
 - B. lay all the intervening items on the table together.
 - C. lay the intervening items on the table individually as they arise.
 - D. ask the chair to announce the desired item next.

ORDERS OF THE DAY, GENERAL AND SPECIAL ORDERS Page 364-371 19 Questions
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134. (195) In cases where more than a quarterly time interval will elapse before the next regular business session, an order of the day: [p364 line 21-24]
- A. cannot be made for a time beyond the end of the next session.
 - B. cannot be made for a time beyond the end of the present session.
 - C. cannot be taken up before the end of the present session.
 - D. must be reconsidered.
135. (50) In an organization which meets at least at quarterly time intervals, an order of the day cannot be made for a time: [p364 line 24-31]
- A. beyond the end of the next business session.
 - B. beyond the end of the present session.
 - C. during the next business session.
 - D. during the present session.
136. (324) An order of the day can be taken up before the time for which it is set: [p364 line 27-31]
- A. by a majority vote.
 - B. by reconsidering the vote that established the order.
 - C. on the demand of one member.
 - D. by laying all intervening items on the table.
137. (253) An order of the day can be taken up before the time for which it is set by: [p364 line 27-31]
- A. suspending the rules by a two-thirds vote.
 - B. suspending the rules by a majority vote.
 - C. when no other business is pending.
 - D. postponing all intervening items of business.
138. (51) A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating to: [p364 line 33-35, p365 line 1-6]
- A. the privileged motions.
 - B. special orders made subsequent to this special order.
 - C. adjournment or recess.
 - D. calling up the motion to reconsider.

Part III-Meetings, Sessions, Conventions, and Related Procedures

139. **(307) Rules interfering with the consideration of a special order are suspended except those relating to: [p364 line 33-35, p365 line 1-6]**
- A. an important committee report requiring full and unhurried consideration.
 - B. an urgent item of new business that will require some time to debate.
 - C. unanimous consent to proceed to another item or to continue with the present time.
 - D. a question that has been assigned priority over all other business.
140. **(214) An order of the day is an item of business set in advance to be taken up during a given session. It can be made by: [p365 line 17-35]**
- A. postponing a pending main motion to a specific time.
 - B. adopting a main motion to set up a future time for consideration of a question.
 - C. assigning to an item of business a specific position.
 - D. All of the above are correct.
141. **(149) When a question that is not pending is made an order of the day, it is usually made: [p366 line 6-7]**
- A. a general order.
 - B. a special order.
 - C. a main motion.
 - D. an incidental motion.
142. **(53) Special orders not set for a particular time are taken up: [p366 line 34-35, p367 line 1-4]**
- A. any time after the minutes are read.
 - B. after unfinished business.
 - C. before unfinished business.
 - D. under announcements.
143. **(184) A general order for a particular hour: [p367 line 26-30]**
- A. does not interrupt a pending question.
 - B. can never be considered before the hour.
 - C. suspends the rules.
 - D. does not take precedence over the motion to reconsider.
144. **(306) A general order for a fixed hour can be taken up: [p367 line 34-35, p368 line 1-12]**
- A. by setting aside other pending business.
 - B. by proceeding immediately to the question when the hour arrives.
 - C. by laying on the table any general orders made for an earlier time but not taken up.
 - D. when no other business is pending and no special orders interferes.
145. **(256) When the hour fixed for a general order has arrived, the order can be taken up: [p367 line 34-35, p368 line 1-12]**
- A. if other business is pending.
 - B. if a general order made before this one, for a particular hour that has arrived and passed, remains undisposed of.
 - C. if no special order interferes.
 - D. if general orders not set for particular hours have not been reached or passed in the order of business.

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146. (54) If several general orders are made for the same time, they are considered: [p369 line 4-5]
- A. in an order determined by the chair.
 - B. in alphabetical order.
 - C. by voting for the order in which they are to be considered (filling blanks).
 - D. in the order in which they were made.
147. (325) A special order for a particular hour cannot be considered before that hour except by: [p369 line 12-13]
- A. reconsidering the vote establishing the special order.
 - B. a two-thirds vote.
 - C. a motion to rescind.
 - D. a majority vote.
148. (255) When the designated hour arrives, a special order set for that particular hour interrupts any pending business, except when: [p369 line 13-19]
- A. a motion to reconsider a question interferes.
 - B. a general order made for a particular hour has arrived.
 - C. the assembly is engaged in pending business.
 - D. a question of privilege is raised.
149. (308) A motion is postponed to 4:30 P.M. Later another motion is postponed to 4:15 P.M. If the 4:15 P.M. motion is not reached before 4:30 P.M.: [p369 line 22-35]
- A. the pending 4:30 P.M. motion is taken up before the 4:15 P.M. motion.
 - B. the 4:15 P.M. motion is taken up before the 4:30 P.M. motion.
 - C. the assembly decides which motion is to be considered first.
 - D. the chair decides which motion is to be considered first.
150. (309) A special order has been made for 3 P.M. Later one is made for 2 P.M. Still later one is made for 4 P.M. At 2 P.M. the special order for that time is taken up, and it is still pending at 3 P.M.: [p370 line 1-7]
- A. the pending 2 P.M. special order consideration is continued until completion.
 - B. the 3 P.M. special order interrupts the pending 2 P.M. special order and continues until completion.
 - C. the 3 P.M. special order interrupts the pending 2 P.M. special order, and continues until interrupted by the 4 P.M. special order.
 - D. the 3 P.M. special order interrupts the pending 2 P.M. special order, continues until completion, then the 4 P.M. special order is taken up.
151. (126) The special order for the meeting as distinguished from a special order for the meeting: [p371 line 5-9]
- A. is taken up immediately after the call to order.
 - B. can be suspended when the hour for a special order of the meeting has arrived.
 - C. is the only special order permitted at the meeting.
 - D. is taken up immediately after the minutes have been approved.

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152. (254) **The special order for a meeting:** [p371 line 9-13]
- A. takes precedence over special orders for particular hours that may come in conflict.
 - B. is taken up before the regular order of business.
 - C. is taken up after the regular order of business is completed.
 - D. requires a majority of the entire membership to order it.

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153. (55) **By a single vote, a series of special orders or general orders—or a mixture of both—can be made; and such a series is called:** [p371 line 17-19]
- A. an agenda.
 - B. secondary amendments.
 - C. a regular order of business.
 - D. a series of primary amendments.
154. (22) **In agendas for sessions consisting of several meetings, most items are:** [p371 line 23-24]
- A. scheduled the same as the order of business for regular meetings.
 - B. general orders.
 - C. scheduled for one meeting only.
 - D. are postponed until the last meeting of the session.
155. (257) **It is customary to adopt an agenda for each session:** [p372 line 2-6]
- A. in organizations whose meetings are held monthly for program and business.
 - B. in organizations with business meetings more frequent than a quarterly time interval.
 - C. when the chair is uncertain as to the will of the assembly.
 - D. in societies in which no standard or special order of business is established by rule.
156. (239) **After an agenda has been adopted, a motion to make a matter a special order requires a:** [p372 line 18-22]
- A. majority vote.
 - B. two-thirds vote.
 - C. unanimous vote.
 - D. roll call vote.
157. (121) **An agenda sent to members in advance of a meeting:** [p372 line 28-29]
- A. is considered binding as to detail.
 - B. is provided for information only.
 - C. must be submitted for adoption.
 - D. need not be voted upon for adoption.
158. (233) **A motion to amend an adopted convention program:** [p373 line 3-6]
- A. is in order when another has the floor.
 - B. requires a two-thirds vote.
 - C. is not debatable.
 - D. is not amendable.

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159. (230) The vote necessary to change an adopted agenda is: [p373 line 3-6]
- A. a majority of those present.
 - B. previous notice and two-thirds vote.
 - C. previous notice and majority vote.
 - D. a vote of a majority of the entire membership.
160. (235) After the agenda is adopted by affirmative vote, it: [p373 line 7-8]
- A. can be reconsidered.
 - B. cannot be reconsidered.
 - C. cannot be amended.
 - D. can be amended by majority vote.
161. (56) A program: [p373 line 10-15]
- A. is always placed at the end of the order of business and cannot be changed.
 - B. may contain items of business and the times for speakers, meals, and other business matters.
 - C. is not used as a term in conventions.
 - D. is a different document prepared by the program committee.
162. (133) When the assigned time for taking up a topic in an agenda arrives, the chair announces that fact. They he puts to a vote any pending questions without allowing further debate unless: [p373 line 17-22]
- A. someone immediately moves to amend by substitution.
 - B. they are debatable questions.
 - C. the debate relates to an urgent matter.
 - D. someone immediately moves to lay the question on the table.

CHAPTER XII: ASSIGNMENT OF THE FLOOR; DEBATE Pages 268, 377-398 56 Questions

RECOGNITION OF A MEMBER Page 376-385 27 Questions

163. (199) A member may both speak in debate and conclude by offering the following motions except; [p378 line 1-6, p267 line 27-31]
- A. amend the main motion.
 - B. object to the consideration of the question.
 - C. adjourn.
 - D. previous question.
164. (170) While an undebatable question is immediately pending, a member seeks recognition. What is the proper course of action for the chair? [p377 line 19-26]
- A. Recognize the member.
 - B. Ignore the member.
 - C. Ask the member for what purpose he rises.
 - D. Declare the member out of order.

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165. (310) A motion, an amendment, and the motion to postpone the question to the next meeting are pending. A member, after recognition, may begin by debating the question and conclude by moving: [p378 line 1-6]
- A. to postpone indefinitely.
 - B. the previous question.
 - C. to refer.
 - D. to amend by substitution.
166. (311) A member who rises before the floor has been yielded: [p378 line 14-17]
- A. is entitled to recognition as soon as the floor is yielded.
 - B. is not entitled to be recognized.
 - C. is not entitled to the floor if any other member rises afterward and addresses the chair.
 - D. is not entitled to the floor until all other who wish to speak have spoken.
167. (312) After the chair has actually recognized a member, another member who should have had preference in being recognized: [p378 line 24-26]
- A. can rise and claim preference in recognition.
 - B. cannot rise and claim preference in recognition.
 - C. cannot raise a point of order even if he rose promptly.
 - D. cannot appeal the chair's assignment even if he rose promptly.
168. (169) While a motion is open to debate, a member is entitled to preference in recognition if he: [p379 line 6-26]
- A. made the motion and has already spoken to the question.
 - B. rises to give previous notice of another motion.
 - C. called up the motion to *Reconsider*.
 - D. moved to take the motion from the table.
169. (153) When a motion is opened to debate, the chair recognizes first: [p379 line 10-13]
- A. those in favor of the motion.
 - B. the member who desire to speak and has not yet spoken.
 - C. the member who made the motion, if he wishes to speak.
 - D. those opposed to the motion.
170. (291) Indicate under which of the following circumstances a member who was not the first to rise and address the chair is given preference in recognition: [p379 line 13-26]
- A. when the member rose first, before the previous speaker concluded.
 - B. when the member moved to lay the question on the table, now that it is taken from the table.
 - C. when that member is the one who called up a motion to reconsider.
 - D. when that member reported a committee's recommendation now the subject of a motion.

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171. (315) When a debatable question has been taken from the table, which member is entitled to preference in recognition? [p379 line 20-22]
- A. A member who has not spoken in debate.
 - B. The member who moved to take the question from the table.
 - C. The member who made the motion that was taken from the table.
 - D. A member wishing to speak in favor of the motion.
172. (316) When an undebatable motion that can be amended is reconsidered for that purpose, which member is entitled to preference in recognition? [p380 line 13-18]
- A. The member who called up the motion to reconsider.
 - B. The member who made the motion to reconsider.
 - C. The member who made the motion that was reconsidered.
 - D. The first person to rise and address the chair.
173. (248) When an undebatable motion has just been stated by the chair, preference in recognition is given to: [p380 line 22-27]
- A. the maker of the undebatable motion.
 - B. the member who rises and addresses the chair first after the floor was yielded.
 - C. the member who wishes to make a motion that would take precedence over the undebatable motion.
 - D. a member wishing to refer the motion.
174. (314) When no question is pending, which member is entitled to preference in recognition? [p381 line 33-35, p382 line 1-10]
- A. The member who urged defeat of a motion and stated in debate that he would offer a different motion on the same subject.
 - B. The member who made a motion to commit with omission of necessary details then rises to correct the omission.
 - C. The member who rises to introduce a new subject.
 - D. The member who rises to object to the consideration of the question.
175. (171) When no question is pending and a member has risen seeking the floor to make a main motion, which of the following members is entitled to be recognized first if he rises and states that he rises for the purpose of: [p381 line 33-35, p382 line 1-4]
- A. moving to reconsider.
 - B. calling up a motion to reconsider.
 - C. making a motion to reconsider and enter on the minutes.
 - D. moving to take a question from the table.
176. (319) When no question is pending and a member has risen seeking the floor to make a main motion, another member is entitled to preference in recognition for any of the following motions, except: [p381 line 33-35, p382 line 1-16]
- A. to move to reconsider a vote.
 - B. to call up a motion to reconsider that has been made earlier.
 - C. to adjourn.
 - D. to make a motion to reconsider and enter on the minutes.

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177. (258) When no question is pending, a member making a main motion must yield to another member who wishes to: [p381 line 33-35, p382 line 1-16]
- A. take a motion from the table (if it is in order to do so).
 - B. refer a matter not pending to a committee.
 - C. move to rescind a previously adopted motion.
 - D. discharge a committee from consideration of a motion previously referred.
178. (172) If the chair is in doubt as to whom is entitled to the floor, which of the following applies? [p382 line 19-22]
- A. He must decide based on the principles stated in RONR.
 - B. He can allow the assembly to decide the question by vote, in which case the member who receives a majority vote is entitled to the floor.
 - C. He can allow the assembly to decide the question by a vote, in which case the member who receives the largest vote is entitled to the floor.
 - D. The members seeking the floor draw lots under the supervision of the secretary.
179. (127) Appeal from the decision of the chair is applicable to the: [p382 line 26-29]
- A. decision by the chair on a point of order while an appeal is pending.
 - B. announcement of the result of a vote.
 - C. response to a parliamentary inquiry.
 - D. assignment of the floor.
180. (236) In a mass meeting, if there is disagreement about the chair's decision in assigning the floor: [p382 line 26-29]
- A. the decision is not subject to appeal.
 - B. the decision can be appealed by the two members.
 - C. the decision can be appealed from by one member.
 - D. the decision must be made by the assembly.
181. (259) If the chair makes a mistake and assigns the floor to the wrong person: [p382 line 23-29]
- A. a point of order cannot be raised.
 - B. the decision of the chair in assigning the floor can be appealed from by one member.
 - C. the decision of the chair in assigning the floor can be appealed from by two members.
 - D. the decision of the chair in assigning the floor cannot be appealed from.
182. (60) In large conventions, members waiting in line to speak: [p383 line 14-21]
- A. may call a point of order on a motion made to limit debate.
 - B. should move up according to the priority of their motions.
 - C. cannot validly protest a motion to call the previous question.
 - D. should be recognized by the chair in random order.
183. (234) Before a member standing in line at the microphone to debate had the opportunity to make a second speech the previous question was ordered: [p383 line 17-24]
- A. the member is allowed to offer his remarks before the vote is taken.
 - B. the chair should rule the motion to order the previous question out of order.
 - C. the member can raise a point of order.
 - D. the member cannot debate further.

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- 184. (260) When a member has been assigned the floor and has begun to speak, he may be interrupted by another member: [p383 line 31-35, p384 line 1-10]**
- A. giving notice of intent to introduce a motion requiring such notice.
 - B. making a motion to reconsider.
 - C. calling for the orders of the day.
 - D. making a motion to reconsider and enter on the minutes.
- 185. (59) A speaker may be interrupted by a: [p383 line 31-35, p384 line 1-10]**
- A. call for the orders of the day.
 - B. motion to divide the question.
 - C. motion to limit debate.
 - D. motion to lay on the table.
- 186. (61) After a member has been assigned the floor, but before he has begun to speak, it is in order to take any of the actions below, except: [p383 line 31-35, p384 line 1-10]**
- A. call for orders of the day.
 - B. make a motion to adjourn.
 - C. make a motion to reconsider.
 - D. raise a question of privilege.
- 187. (317) When a member has been assigned the floor and has begun to speak, he can be interrupted by the following purposes except: [p383 line 31-35, p384 line 1-10]**
- A. to call a member who has the floor to order.
 - B. to make a request requiring an immediate response.
 - C. to call for a separate vote on a resolution which is one of a series on different subjects offered by a single motion.
 - D. to move to fix the time to which to adjourn.
- 188. (21) After a member has been assigned the floor, but before he has begun to speak, it is in order to: [p383 line 31-35, p384 line 1-10]**
- A. give notice of intent to introduce a motion requiring notice.
 - B. move to amend something previously adopted.
 - C. move to lay on the table the previously adopted motion.
 - D. move to adjourn.
- 189. (318) If a member is interrupted while speaking: [p384 line 34-35, p385 line 1-4]**
- A. he takes his seat, and loses his right to the floor.
 - B. as soon as the interruption has been disposed of, he rises and addresses the chair.
 - C. as soon as the interruption has been disposed of, the chair directs him to rise and proceed.
 - D. he raises a point of order that he had been assigned the floor.

Part III-Meetings, Sessions, Conventions, and Related Procedures

RULES GOVERNING DEBATE Page 385-399 29 Questions

190. (194) If the vote had been taken, or begun, and it is found that a member rose and addressed the chair with reasonable promptness: [p387 line 8-15]
- A. if the chair has announced the result of the vote, it is too late for debate to resume.
 - B. the member must immediately move to reconsider the question.
 - C. the right to debate cannot be claimed after voting has commenced.
 - D. the vote is null and void and debate begins or is resumed.
191. (269) When a vote is taken a second time for a purpose such as when a division of the assembly is demanded, debate can resume only by: [p387 line 23-25]
- A. a majority vote.
 - B. permission of the presiding officer.
 - C. unanimous consent.
 - D. a two-thirds vote.
192. (57) In a non-legislative body that has no special rule regulating debate, a member's debate on a single motion is limited to: [p387 line 2-35, p388 line 1-2]
- A. two speeches, and ten minutes per speech.
 - B. a single ten-minute speech.
 - C. two speeches of any length.
 - D. one speech of any length.
193. (114) Unless the rules state otherwise, what are the rules for speaking in debate? [p387 line 29-34, p388 line 27-28, p389 line 1-5]
- A. No member can speak more than twice to the same question on the same day.
 - B. A member can speak no longer than ten minutes each time.
 - C. During an appeal the presiding officer may speak twice and other members may speak only one time.
 - D. All of the above are correct.
194. (173) If the organization has no special rule, how long and how many times a day may a member speak on a debatable motion? [p387 line 29-34, p388 line 27-28, p389 line 1-5]
- A. One time for ten minutes.
 - B. As often as he can obtain the floor, five minutes each time.
 - C. Twice for five minutes each time.
 - D. Twice for ten minutes each time.
195. (202) Every member has the right to debate twice for no longer than ten minutes on each debatable question. This right: [p388 line 12]
- A. allows the member to yield the unexpired portion of his time to another member.
 - B. allow the member to reserve any portion of his time to a later time.
 - C. permits a member to speak one time for twenty minutes.
 - D. is not transferable.

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196. (62) If a member yields to another member for a question, the time consumed is charged to: [p388 line 18-20]
- A. a speaker who did not use all his time.
 - B. no member.
 - C. the member asking the question.
 - D. the speaker who yielded to the question.
197. (213) If a member has been assigned the floor during debate on a main motion, which of the following will count against the time for that debate? [p388 line 18-20]
- A. Speeches made while in committee of the whole.
 - B. Debate while the question is being considered informally.
 - C. Responses to an inquiry.
 - D. Making a secondary motion.
198. (243) Which of the following counts as speaking in debate: [p389 line 6-10]
- A. asking a question.
 - B. making a brief suggestion.
 - C. making a secondary motion.
 - D. commenting on a pending question.
199. (63) Debate for a member has been exhausted. The main motion is postponed until the next day. When the meeting resumes: [p389 line 10-18]
- A. debate is still exhausted for that member.
 - B. the member may speak once, others may speak twice.
 - C. all members are limited to one speech.
 - D. all member have their right to debate renewed.
200. (174) At a convention a main motion is pending; heated debate ensues. Mr. A debates once in the morning and again in the afternoon. The question is postponed until the following day. How many times may Mr. A debate this question when it arises the following day? [p389 line 19-25]
- A. None.
 - B. Once.
 - C. Twice.
 - D. As often as he wishes.
201. (271) When debate for a member has been exhausted, he can still seek recognition for: [p389fn]
- A. moving the amendment or referral of a motion.
 - B. speaking in the negative when other members want to speak in the affirmative.
 - C. speaking in debate when all other members have finished their debate on the pending motion.
 - D. explaining details to clarify an issue.

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202. (123) If it is desired to retain the usual limit on the length of speeches, but remove restrictions on the total number of times members can speak, the assembly can: [p391 line 15-21]
- A. consider the question informally.
 - B. resolve itself into a committee of the whole.
 - C. resolve itself into a quasi committee of the whole.
 - D. Any of the above are correct.
203. (144) When the assembly further considers a question after it has been considered informally: [p391 line 21-24]
- A. a member who spoke during the informal consideration can no longer debate.
 - B. all limitation of debate is expended.
 - C. a member's speeches made under these procedures do not count against his right to debate on the same day under the regular rules.
 - D. a member's right to debate the same question is based on the number of times he debated during the informal consideration.
204. (113) If the pending question composed of a series of sections relating to the same subject is being considered seriatim: [p391 line 24-31]
- A. a member can debate only two times on the question.
 - B. a member can debate twice on each section.
 - C. a member can debate once on each section and two times on the entire document.
 - D. a member can debate two times on each section and once on the entire document.
205. (275) Which is the incorrect way to refer to another member in debate? [p393 line 1-3]
- A. "The member that just spoke."
 - B. By their title.
 - C. By their proper name.
 - D. "The delegate from _____."
206. (175) All of the following are rules of debate except: [p393 line 1-8]
- A. refrain from attacking a member's motives.
 - B. address all remarks through the chair.
 - C. use the third person to refer to yourself.
 - D. sit down if interrupted by the chair during debate.
207. (277) In debate a member cannot speak adversely on a prior action that is not pending, unless: [p393 line 13-17]
- A. a motion to take from the table is pending.
 - B. a motion to objection to the consideration of the question is pending.
 - C. the motion to adjourn is pending.
 - D. the motion to reconsider or rescind is pending.
208. (208) The maker of a motion: [p393 line 20-22]
- A. cannot speak against the motion.
 - B. can speak against the motion if it is amended.
 - C. is not limited in the number of times to speak.
 - D. cannot vote against the motion.

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209. (242) Which of the following statements, concerning a member's right to speak and vote, is correct? [p393 line 20-26]
- A. A member may not speak against his own motion unless through amendment it becomes a different question.
 - B. A speaker is required to speak for his motion.
 - C. A member may vote for or against his motion.
 - D. A member may vote and speak as he chooses so long as his debate is germane.
210. (278) A member who is speaking should be seated when the presiding officer rises to: [p394 line 2-7]
- A. consult with the parliamentarian.
 - B. remind the member of his time limit.
 - C. give a document to the secretary.
 - D. give information or make a ruling.
211. (244) In which case is it improper for the president to remain in his chair? [p395 line 1-2]
- A. When an election by voice vote is being held in which he is a candidate.
 - B. When he wishes to speak in debate to the pending question.
 - C. When debating an appeal from the decision of the chair.
 - D. When he is the chairman of a committee and wishes to speak to a question in a committee meeting.
212. (64) A presiding officer who relinquishes the chair to participate in debate should not return to it until: [p395 line 15-18]
- A. debate on the immediately pending question is finished.
 - B. debate on all pending questions is finished.
 - C. the immediately pending question is disposed of.
 - D. all pending questions are disposed of.
213. (176) How much discussion of an undebatable motion should be allowed? [p396 line 18-20]
- A. None.
 - B. A few words of factual explanation to expedite business.
 - C. Members may consult together and discuss possibilities as long as necessary before the motion is made and stated by the chair.
 - D. Discussion may be allowed to continue until a member objects.
214. (273) Which of the following is a reason for the limitation of debate on the motions to commit and postpone to a certain time? [p397 line 21-25]
- A. Adoption of either motion will kill the main question.
 - B. The main question will be open for further debate at a later time.
 - C. Adoption of either motion would alter the main motion.
 - D. They are in the nature of specialized motions to suspend the rules.
215. (272) Debate on the motion to commit: [p397 line 21-28]
- A. is limited to the merits of any pending subsidiary motions.
 - B. depends on the debatability of the main motion.
 - C. opens the main motion and all pending motions to debate.
 - D. is limited to the choice of members and nature of instructions.

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216. (274) Which of the following is not allowed in debate on the motion to postpone to a certain time? [p397 line 25-30]
- A. The wisdom of postponement.
 - B. The merits of the question to be proposed.
 - C. The choice of time to which the question will be postponed.
 - D. Amendments to the choice of time to which the question will be postponed.
217. (270) Which of the following is not a reason for the undebatability of the previous question or to limit or extend the limits of debate? [p397 line 31-35, p398 line 1-2]
- A. They have a high rank in the precedence of motions.
 - B. Their purpose would be defeated.
 - C. Their object is to alter the debatability of pending questions.
 - D. They are in the nature of suspending the rules when business is pending.
218. (177) A question of privilege has interrupted business and is pending. Which of the following is correct? [p398 line 12-17]
- A. The motion is undebatable.
 - B. The motion is debatable.
 - C. A motion to commit is out of order.
 - D. The presiding officer is permitted to participate in debate.

CHAPTER XVII: MASS MEETINGS; ORGANIZATION OF A PERMANENT SOCIETY

Pages 543-564 40 Questions

MASS MEETINGS Page 543-553 18 Questions

219. (110) A mass meeting is: [p543 line 4-14]
- A. a meeting of an organized group for the purpose of taking action on a particular problem.
 - B. an open meeting that anyone, whether invited or not, may attend.
 - C. another name for a town meeting or a public forum.
 - D. a meeting of an unorganized group called to take appropriate action on a particular problem.
220. (134) A mass meeting in limiting the right of attendance differs from: [p544 line 10-16]
- A. an organized meeting, an open hearing, and a public forum.
 - B. a town meeting, a public forum, and an open hearing.
 - C. a lecture group, an executive session and a town meeting.
 - D. an open hearing a regular session and a town meeting.
221. (69) The call to a mass meeting should include: [p544 line 20-24]
- A. candidates for office, date, place, who is invited.
 - B. who is invited, date, place, future dates, purpose.
 - C. names of sponsors, date, hour, place, purpose, who is invited.
 - D. chairman, place, date, hour, who is invited.

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222. **(33) Prior to a mass meeting, the sponsors should agree on all but the following: [p545 line 1-10]**
- A. who shall call the meeting to order and nominate their choice of chairman.
 - B. who shall make the initial talk of explaining the purpose of the meeting.
 - C. who shall be nominated for secretary and by whom.
 - D. who shall be chairman of the committee to write the initial bylaws.
223. **(68) Sponsors of a mass meeting should agree on the following: [p545 line 1-10]**
- A. who presides, who shall serve as secretary, who shall serve as treasurer, what rules shall be followed.
 - B. who calls the meeting to order, who should be nominated for chairman and for secretary, who shall explain the purpose, what rules shall be proposed.
 - C. who shall be elected chairman, secretary, treasurer, who shall explain the purpose, what rules shall be proposed.
 - D. who shall call the meeting to order, who shall be elected chairman, who shall explain the purpose, what rules shall be followed.
224. **(72) The following persons must be involved in the first mass meeting: [p545 line 1-10, p547 line 2-3]**
- A. the temporary presiding officer, chairman, secretary.
 - B. chairman, secretary, treasurer.
 - C. sponsor, chairman, parliamentarian.
 - D. temporary chairman, elected chairman, treasurer.
225. **(246) Mass meetings frequently operate with: [p546 line 1-7]**
- A. the rules in a standard parliamentary authority.
 - B. individual rules adopted by the members at the mass meetings.
 - C. the bylaws initially adopted.
 - D. no formally adopted rules.
226. **(70) At a mass meeting: [p546 line 1-7]**
- A. formal rules must be adopted as soon as possible.
 - B. any differences of opinion on procedural questions can be resolved by the adopted standing rules.
 - C. adoption of a standard parliamentary authority must take place before the election of the secretary.
 - D. any difference of opinion on procedural questions can be resolved by citing a recognized parliamentary authority.
227. **(15) The provisions of the call of a mass meeting specifying the purpose and those invited to attend have a force equivalent to: [p546 line 22-29]**
- A. bylaws of an organized society.
 - B. standing rules of an organized society.
 - C. standing rules of a convention.
 - D. special rules of order of an organized society.

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228. (71) The provisions in the call to a mass meeting have a force equivalent to bylaws of an organized society because they: [p546 line 22-29]
- A. define the rights of the sponsors to limit the participants to specified rules.
 - B. determine whether the meeting will lead to permanent organization of a society.
 - C. allow the participants to operate with the greatest degree of freedom.
 - D. define the subject matter within which motions or resolutions are in order.
229. (66) At a mass meeting, nominees from the floor for a chairman pro tem are voted on by the following method: [p547 line 2-5]
- A. show of hands.
 - B. voice.
 - C. ballot.
 - D. rising.
230. (67) The method of voting for the chairman and secretary at a mass meeting is usually the following: [p547 line 2-5]
- A. cumulative voting.
 - B. ballot.
 - C. viva voce.
 - D. black and white balls.
231. (105) The first business in order after a mass meeting is called to order is; [p547 line 2-5]
- A. reading the call of the meeting.
 - B. election of a chairman.
 - C. election of a secretary.
 - D. adoption of a resolution expressing the sense of the mass meeting.
232. (132) In a mass meeting, rules governing the assignment of the floor are: [p549 line 11-13]
- A. generally applicable except there is no appeal from the decision of the chair.
 - B. not applicable.
 - C. adopted as a standing rule by a two-thirds vote.
 - D. set aside by a majority vote.
233. (65) In a mass meeting, which of the following is correct? [p549 line 11-13]
- A. A chairman, secretary, and treasurer are the only officers required.
 - B. There is no appeal from the chair's decision in assigning the floor.
 - C. A motion contrary to the meeting's purpose is in order.
 - D. The rules governing the assignment of the floor and debate are not generally applicable.
234. (262) In a mass meeting, the time allowed each member for debate or brief statements concerning resolutions to be drafted by a committee, is specified by: [p549 line 28-33]
- A. adopting a limitation of debate.
 - B. the chair.
 - C. the organizers of the meetings.
 - D. adopting a parliamentary authority.

Part III-Meetings, Sessions, Conventions, and Related Procedures

235. (128) Unless a time has been set for another meeting, an adjournment of a mass meeting: [p552 line 2-3]
- A. dissolves the assembly.
 - B. is in order at any time during a meeting.
 - C. is used only to terminate a session.
 - D. terminates a meeting and may end a session.
236. (166) A temporary organization may set up rules providing for the hour and place for holding meetings, the number and length of speeches allowed, and a parliamentary authority to be used. If the rules about meetings specify periodic dates on which meetings are to be held: [p553 line 21-26]
- A. the entire series of meetings constitutes a single session.
 - B. each meeting is a separate session.
 - C. a chairman pro tem and a secretary pro tem are elected for each meeting.
 - D. each succeeding meeting is set at the previous meeting.

ORGANIZING A PERMANENT SOCIETY Page 553-561 16 Questions

237. (279) In organizing a new society, its aims and structures are debated by which means? [p553 line 32-35, p554 line 1-3]
- A. By formal debate in the process of adopting a resolution to form a society.
 - B. By formal debate on the motion authorizing appointment of a bylaws committee.
 - C. By informal discussion at the first organizational meeting.
 - D. By formal debate in the process of adopting bylaws.
238. (276) When organizing a new society, what is the significance of adopting a resolution to form a society: [p555 line 6-11]
- A. It is only a declaration of intent.
 - B. It defines the purpose of the society.
 - C. It brings the organization into being.
 - D. It provides the guidance to the bylaws committee.
239. (178) The organization of a society is effected by: [p555 line 6-11]
- A. adoption of a resolution that the _____ society be now formed.
 - B. holding a meeting and providing for further meetings.
 - C. adoption of bylaws and signing of a membership roll.
 - D. adoption of a resolution that a society be formed and the signing of a membership roll.
240. (206) The bylaws committee working on bylaws for a new society should: [p556 line 24- 28]
- A. hold open meetings for comment by all members.
 - B. add other members to the committee if they are interested.
 - C. ask for the opinion of a parliamentarian and attorney once the bylaws are adopted.
 - D. study copies of bylaws of societies similar to the one being formed.

Part III-Meetings, Sessions, Conventions, and Related Procedures

241. (155) When organizing a society, the first item of business at the second meeting is: [p557 line 20-24]
- A. the consideration and adoption of the proposed bylaws.
 - B. reading of the roll.
 - C. reading and approval of the minutes of the first meeting.
 - D. setting a time and place for the next meeting.
242. (107) Which of the following statements is incorrect in regard to adopting initial bylaws when forming a new society? [p559 line 21-25]
- A. No second is required to the motion to adopt the bylaws.
 - B. Each article or section is adopted separately.
 - C. Adoption requires only a majority vote.
 - D. Bylaws take effect immediately upon adoption.
243. (73) The adoption of the bylaws of a new society requires: [p559 line 21-24]
- A. two-thirds vote.
 - B. a majority vote.
 - C. previous notice and a two-thirds vote.
 - D. previous notice and a majority vote.
244. (282) When organizing a new society, what is the principal significance of signing the membership roll? [p559 line 29-34]
- A. It records who joined the society initially, i.e. who are charter members.
 - B. After the adoption of bylaws, only those who join the society are entitled to vote in further proceedings.
 - C. Immediate admission to membership is contingent on signing a permanent record sheet which constitutes an agreement to abide by the bylaws.
 - D. It is one of the two actions which bring the organization into being.
245. (283) Which of the following is not done at the first organizational meeting to form a new society? [p559 line 29-34]
- A. Election of temporary officers.
 - B. Adoption of a resolution to form a society.
 - C. Signing the permanent membership roll.
 - D. Adoption of a motion authorizing a committee to draft bylaws.
246. (281) In the organization of a permanent society, which of the following actions is not taken up at both the first and second organizational meetings? [p560 line 1-8]
- A. The object or purpose of the organization is discussed and voted on.
 - B. Election of officers.
 - C. Initiation fees and dues are collected in the name of the society.
 - D. One or more essential committee chairmen are named (or authorized to be named by the chair).
247. (190) In societies, charter members: [p560 line 5-6]
- A. are those members who originally sponsored the organizational meeting.
 - B. are limited to the first elected permanent officers.
 - C. are those members present when the bylaws were adopted.
 - D. are those members who signed the membership roll at the meeting where the bylaws were adopted.

Part III-Meetings, Sessions, Conventions, and Related Procedures

248. (118) If a convention is called to form a new organization, permanent officers are elected: [p560 line 13-15]
- A. after adoption of the bylaws.
 - B. after a resolution to form a permanent association.
 - C. by mail ballot of all charter members.
 - D. immediately after the call to order.
249. (280) Which step officially brings an organization into being? [p559 line 29-34]
- A. Adopting a resolution to form the society.
 - B. Adjourning the second organizational meeting.
 - C. Electing permanent officers.
 - D. Signing the membership roll after adoption of the bylaws.
250. (74) In a merger of two organizations: [p561 line 22-35]
- A. each discontinues its independent existence.
 - B. each organization is absorbed into a new organization.
 - C. a new entity is formed which includes the membership of the merging organizations.
 - D. one organization continues while the other ceases to exist.
251. (182) Two or more organizations each discontinue their independent existence and a new entity is formed which includes the membership of each organization in the case of a: [p561 line 31-35]
- A. dissolution.
 - B. incorporation.
 - C. consolidation.
 - D. merger.
252. (247) Which of the following is true when two organizations consolidate? [p561 line 31-35]
- A. One organization continues while the other ceases to exist.
 - B. A new entity is formed which includes the membership of both the organizations.
 - C. A new set of bylaws is not necessary.
 - D. The officers of the two organizations continue to serve in joint capacities for the first year after the consolidation.

MERGER, CONSOLIDATION, DISSOLUTION Page 561-564 6 Questions
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253. (284) Both mergers and consolidations have which of the following in common? [p562 line 17-34, p563 line 1-25]
- A. One entity survives while one or more cease to exist.
 - B. Each organization ceases to exist and a new entity is organized.
 - C. New bylaws are required for the resulting organization.
 - D. Each participating organization must adopt resolutions authorizing and approving the action.

Part III-Meetings, Sessions, Conventions, and Related Procedures

254. (108) Which of the following statements is incorrect when Society A and Society B consolidate? [p563 line 5-25]
- A. Society A and Society B both vote to authorize the consolidation.
 - B. A joint meeting of the two societies is held to organize a new society.
 - C. A new set of bylaws are drawn up and adopted.
 - D. Society A and Society B both vote to dissolve.
255. (285) In a merger or consolidation of two or more societies, which of the following is optional? [p563 line 5-25]
- A. Naming the officers who will serve during the first year after the merger or consolidation.
 - B. Resolutions authorizing and approving the action to be taken.
 - C. Stipulation of the effective date or of the conditions which must be fulfilled to make the action effective.
 - D. Resolutions transferring and accepting assets and liabilities of entities which cease to exist.
256. (75) A resolution to dissolve an unincorporated society requires for its adoption: [p564 line 11-13]
- A. a three-fourth ballot vote.
 - B. previous notice and a two-thirds vote.
 - C. previous notice and a majority vote of the membership.
 - D. the same notice and vote as to amend the bylaws of the society.
257. (109) When dissolving an unincorporated society, which of the following is not required? [p564 line 7-14]
- A. Notice to all members of record of the meeting at which voting on the dissolution will take place.
 - B. Adoption of a resolution of dissolution.
 - C. Adoption of a resolution disposing of assets.
 - D. Adoption of a motion rescinding the bylaws.
258. (209) When dissolving a society, which of the following is not required? [p563 line 35, p564 line 1-22]
- A. Disposal of assets in accordance with state and federal tax laws.
 - B. Adoption of a resolution of dissolution.
 - C. Holding a public hearing.
 - D. The same notice and vote as are required to amend the bylaws.

CHAPTER XIX CONVENTIONS Pages 600-642 67 Questions

CONVENTIONS OF DELEGATES Page 600-607 16 Questions

259. (97) A convention is: [p600 line 3-9]
- A. a permanently constituted law-making body.
 - B. the opposite of a mass meeting.
 - C. several sessions on consecutive days.
 - D. an assembly of delegates.

Part III-Meetings, Sessions, Conventions, and Related Procedures

260. (96) Delegates to a convention are usually chosen for: [p600 line 3-9]
- A. each session.
 - B. each annual meeting.
 - C. a fixed time period.
 - D. a specific area of representation.
261. (78) Which of the following terms is often applied particularly in the case of learned or professional associations to distinguish the voting body of delegates of a convention?
[p600 line 16-21]
- A. Conference.
 - B. Convention.
 - C. General assembly.
 - D. House of delegates.
262. (161) The bylaws at the level on which a convention is authorized should:
[p601 line 24-35, p602 line 1-22]
- A. not provide for the election of alternates by constituent units.
 - B. allow each constituent unit, individually, to prescribe the qualifications and the basis of determining the number of its delegates and alternates.
 - C. specify its voting members.
 - D. not prescribe a minimum membership requirement for representation.
263. (81) In an established national society, delegate representation and qualifications should be prescribed by the: [p601 line 13-23]
- A. charter.
 - B. call to convention.
 - C. bylaws of constituent units.
 - D. bylaws of the parent organization.
264. (40) To avoid a change of officers during the convention, the bylaws should provide that newly elected officers shall take up their duties: [p602 line 27-30]
- A. at the first meeting of the board of directors provided that it meets within a quarterly time interval.
 - B. at the close of convention.
 - C. after the installation ceremony which is just prior to adjournment.
 - D. the day following the close of the convention to allow the previous officers time to transfer files.
265. (186) When the president of a constituent unit is unable to be present at a convention, his place is taken by: [p603 line 25-30]
- A. the first named alternate.
 - B. a delegate.
 - C. no one.
 - D. the first vice-president.

Part III-Meetings, Sessions, Conventions, and Related Procedures

266. **(86) Qualifications for alternates at a convention: [p604 line 1-8]**
- A. need not be stated in the bylaws at the convention level.
 - B. are the same as for delegates.
 - C. may be less since they have no vote.
 - D. are not needed because all those attending are listed as alternates rather than delegates.
267. **(216) A society is electing alternates for its delegates to a national convention. Which rule would be the most advisable to govern this election? [p604 line 5-8]**
- A. Elect about half as many alternates as delegates.
 - B. Make qualifications the same for both delegates and alternates.
 - C. Name the delegate whom each alternate will replace.
 - D. Elect more alternates than delegates needed.
268. **(82) When electing alternates to fill vacancies in a delegation to a national convention, an organization should normally elect: [p604 line 9-17]**
- A. half as many alternate delegates as delegates.
 - B. two alternates for each delegate.
 - C. alternates in a designated order in which they will be called to serve as needed.
 - D. an alternate for the vice-president first, since the vice-president is already ex officio an alternate for the president.
269. **(288) It is recommended that alternates to a convention: [p604 line 9-17]**
- A. sit with their delegation during meetings.
 - B. be elected to replace a specific delegate.
 - C. be ranked in a specific order.
 - D. refrain from replacing an officer.
270. **(83) An authorized alternate who is replacing a registered convention delegate must: [p605 line 1-5]**
- A. be approved by the convention delegates.
 - B. inform the rules committee of his new status.
 - C. report to the credentials committee.
 - D. trade credential badges with the withdrawing delegate.
271. **(205) When an alternate is replacing a convention delegate who has been called home from the convention, the most important thing for the alternate to do is to: [p605 line 1-16]**
- A. report to the credentials committee evidence of the delegate's withdrawal.
 - B. get the delegate's badge from the delegate.
 - C. report to the convention chairman.
 - D. attend the next business meeting as the delegate's replacement.
272. **(200) When an elected delegate departs the convention: [p605 line 1-12]**
- A. his alternate automatically becomes a voting delegate with the same duties and privileges as if he were originally so elected.
 - B. the outgoing delegate must inform the recording secretary of his changed status.
 - C. the alternate cannot substitute for a delegate who remains registered.
 - D. the alternate must be approved by the presiding officer.

Part III-Meetings, Sessions, Conventions, and Related Procedures

273. (287) A constituent unit can require that its delegates to a convention:

[p605 line 26-29]

- A. vote for certain candidates.
- B. vote as a unit on all issues.
- C. vote for or against specific issues.
- D. All of the above are correct.

274. (79) Meetings of a caucus at a convention are governed by rules that are:

[p606 line 10-14]

- A. the same as those governing convention meetings.
- B. the same as those applicable to a committee.
- C. the same as those governing a general meeting.
- D. those applicable to an adopted motion to consider informally.

ORGANIZATION OF A CONVENTION Page 607-640 8 Questions
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275. (203) Most conventions operate on a controlled schedule and transact business quickly under the general direction of the: [p607 line 8-21]

- A. program committee.
- B. credentials committee.
- C. standing rules committee.
- D. officers and the board of the association.

276. (215) The convention arrangements committee has the responsibility for:

[p608 line 4-9]

- A. certification of delegates to the convention.
- B. rules of operating procedure for the convention.
- C. preparation of the order of business and program for the convention.
- D. securing meeting rooms, hotel, and related services.

277. (77) During the period of preparation and while the convention is in progress, the parliamentarian should: [p609 line 3-8]

- A. serve as the principal advisor to the delegates as it relates to the actual transaction of business.
- B. not be present at the preconvention meeting of the board.
- C. draft the agenda and the standing rules.
- D. serve as the principal advisor to the president, the officers, and committee chairmen.

278. (84) Convention committees report to the assembly in the following order:

[p609 line 34-35, p610 line 1-3]

- A. program, credentials, standing rules.
- B. standing rules, program, credentials.
- C. credentials, standing rules, program.
- D. program, standing rules, credentials.

Part III-Meetings, Sessions, Conventions, and Related Procedures

279. **(106) The official organization of a convention is brought about by:**
[p609 line 34-35, p610 line 1-3]
- A. one rap of the gavel, inspirational message and patriotic observances.
 - B. adoption of the reports from the credentials, rules, and program committees.
 - C. call to order, minutes and report of the treasurer.
 - D. invocation, pledge of allegiance to the Flag of the United States of America, and the credentials committee report.
280. **(104) The motions to adopt the reports of the credentials, standing rules and program committees at a convention are:** **[p610 line 17-18]**
- A. debatable but not amendable.
 - B. not debatable but are amendable.
 - C. neither debatable nor amendable.
 - D. debatable and amendable.
281. **(93) The report of the program committee of a convention is adopted by a:**
[p610 line 21-25]
- A. majority vote.
 - B. two-thirds vote.
 - C. majority vote, except that a two-thirds vote is required for adoption if the program contains special orders.
 - D. a majority vote provided that any special orders contained in the program must be voted on separately and adopted by a two-thirds vote.
282. **(90) To adopt convention standing rules normally requires a:** **[p610 line 21-25]**
- A. two-thirds vote.
 - B. majority vote with notice.
 - C. majority vote of the delegates present.
 - D. two-thirds vote with notice.

CREDENTIALS COMMITTEE Page 610-617 14 Questions

283. **(207) The credentials committee for a convention receives a credentials form from a constituent unit listing a delegate who is ineligible through nonpayment of dues. The credentials committee should:** **[p611 line 20-28]**
- A. inform the member that he is ineligible.
 - B. advise the chapter of its right to designate an elected alternate to replace the delegate.
 - C. ask the national treasurer to collect the dues.
 - D. wait for the convention when the delegate can pay dues and register at the same time.
284. **(222) Convention registration should be arranged by:** **[p612 line 3-5]**
- A. the committee on standing rules.
 - B. the program committee.
 - C. the credentials committee.
 - D. the convention arrangements committee.

Part III-Meetings, Sessions, Conventions, and Related Procedures

285. (212) **The credentials committee has a number of duties in conducting registration for a convention. These duties do not include: [p612 line 6-18]**
- A. receiving evidence that a member is entitled to register.
 - B. issuing badges and programs.
 - C. keeping the media informed of convention developments.
 - D. reporting to the assembly.
286. (87) **The duties of the credentials committee; [p612 line 24-34]**
- A. are limited to an initial report.
 - B. continue until the convention ends.
 - C. cannot be completed until after adjournment.
 - D. must be completed before the meeting is called to order.
287. (217) **The functions of the credentials committee at a convention require continued service through the: [p612 line 24-34]**
- A. registration hours of the convention.
 - B. first business meeting of the convention.
 - C. first business meeting of each day of the convention.
 - D. entire convention.
288. (231) **The time and place of registration for a convention should be announced in the printed convention program. Registration should: [p613 line 16-19]**
- A. not take place at a location separate from the meeting room.
 - B. not begin before the day the convention opens.
 - C. be staffed by the full committee until the end of the convention.
 - D. always remain open during meetings.
289. (204) **When the credentials committee at a convention is in doubt about which of two groups of delegates is entitled to be seated, the committee should: [p614 line 27-31]**
- A. reach a decision by a two-thirds vote.
 - B. admit both groups and report that fact of the contest to the convention.
 - C. omit both groups and report the fact of the contest to the convention.
 - D. submit the dispute to the convention parliamentarian.
290. (130) **The only motions in order prior to the adoption of the report of the credentials committee of a convention are motions: [p615 line 4-9]**
- A. relating to the validity of the holding of the convention.
 - B. that are clearly related to registration procedures.
 - C. that are in order in the absence of a quorum.
 - D. relating to the voting rights of delegates.
291. (89) **To contest the seating of a delegate at a convention: [p616 line 13-18]**
- A. vote against adoption of the report of the credentials committee.
 - B. move to recommit the report to the credentials committee with instructions to insert the name of the delegate you wish seated.
 - C. move to amend the report of the credentials committee by adding the name of the delegate you wish seated.
 - D. move to table the report of the credentials committee.

Part III-Meetings, Sessions, Conventions, and Related Procedures

292. (88) **The report of the credentials committee:** [p616 line 20-30]
- A. may be amended by substituting an entirely different roll of delegates.
 - B. is not amendable.
 - C. is amendable but is not debatable.
 - D. may be amended by striking and inserting.
293. (313) **In a contest between delegates, during an amendment to substitute a different set of delegates:** [p616 line 26-28]
- A. none of the sets of delegates involved can enter into the debate.
 - B. both sets of delegates can vote on the amendment.
 - C. none of the delegates involved in the case can vote.
 - D. none of the delegates involved in the case can be seated.
294. (305) **On an amendment proposing changes in the list of delegates to a convention, the delegates already seated:** [p616 line 28-30]
- A. cannot remain seated.
 - B. remain seated but cannot vote.
 - C. can vote on all cases except their own.
 - D. can vote on all cases including their own.
295. (187) **The credentials committee of a convention:** [p617 line 9-12]
- A. makes a supplementary report at the beginning of each day.
 - B. cannot be called upon to give a supplementary report at other times than the beginning of each day.
 - C. submits a supplementary report with changes, which requires a two-thirds vote.
 - D. submits its report before the opening ceremonies.
296. (98) **After the first report of a convention credentials committee is adopted, the vote required to adopt a revised roll of the voting members is:** [p617 line 18-23]
- A. a two-thirds vote.
 - B. a majority vote.
 - C. a vote of a majority of all voting members already registered.
 - D. none, since the credentials committee has the authority to make all necessary changes.

CONVENTION STANDING RULES Page 618-624 9 Questions

297. (292) **Convention standing rules:** [p619 line 23-27]
- A. apply to successive conventions unless changed.
 - B. require a two-thirds vote to adopt if considered separately.
 - C. may be considered seriatim by majority vote.
 - D. must not conflict with the bylaws of the society.
298. (85) **A separate vote can be required on any individual standing rule of a convention during the adoption process by:** [p619 line 17-20]
- A. a majority vote without debate.
 - B. a two-thirds vote.
 - C. the demand of a voting member of the convention.
 - D. a majority vote with debate.

Part III-Meetings, Sessions, Conventions, and Related Procedures

299. (125) If a standing rule of a convention is voted on individually, the vote necessary for its adoption is: [p619 line 34-35, p620 line 1-2]
- A. in some cases a majority and in some cases two-thirds, depending on the nature of the convention.
 - B. in some cases a majority and in some cases two-thirds, depending on the nature of the rule.
 - C. a majority vote.
 - D. a two-thirds vote.
300. (91) When parliamentary standing rules in a convention are not pending, they may be amended by a: [p620 line 24-30]
- A. majority vote with debate.
 - B. majority vote without debate.
 - C. two-thirds vote without debate.
 - D. two-thirds vote with debate.
301. (92) Standing rules of a convention which require a two-thirds for adoption may be: [p620 line 33-34, p621 line 1-2]
- A. suspended, including the rule prescribing the parliamentary authority, by a two-thirds vote.
 - B. suspended by a two-thirds vote for the remainder of the convention.
 - C. amended or rescinded by a two-thirds vote or a majority vote with notice given on the preceding day.
 - D. suspended by a majority vote as long as it does not contain a restriction such as a time limit on debate.
302. (268) A convention standing rule individually adopted by a majority vote can be amended or rescinded by: [p620 line 24-30]
- A. a two-thirds vote after notice on at least the preceding day.
 - B. a majority of the delegates who are present.
 - C. a majority of the delegates and alternates.
 - D. a majority vote after notice on at least the preceding day.
303. (193) Parliamentary standing rules in a convention may be suspended by a: [p620 line 33-34, p621 line 1-14]
- A. majority vote with debate.
 - B. majority vote without debate.
 - C. two-thirds vote with debate.
 - D. two-thirds vote without debate.
304. (112) When a convention rule which is in the nature of a rule of order has been suspended by a majority vote: [p621 line 2-6]
- A. it becomes subject to amendment without debate.
 - B. it is suspended until the close of convention.
 - C. applicable rules in the parliamentary authority immediately go into effect.
 - D. its suspension is equivalent to rescinding the rule.

Part III-Meetings, Sessions, Conventions, and Related Procedures

305. (201) In a convention, parliamentary standing rules generally arise from a need to give: [p621fn]
- A. the majority more power.
 - B. the majority more power to transact business with minimum delay.
 - C. more power to the officers in the transaction of necessary business.
 - D. the majority and minority equal power.

CONVENTION PROGRAM Page 624-631 9 Questions
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306. (188) The program committee of a convention: [p624 line 14-18]
- A. prints a convention program as prepared by the president.
 - B. does the same tasks as a local society's program committee.
 - C. begins its work at least two weeks in advance of the convention.
 - D. arranges activities designed for members' education, motivation and entertainment.
307. (261) The program committee of a convention usually works closely with: [p625 line 11-12]
- A. the president and the parliamentarian.
 - B. the credentials committee.
 - C. the house committee.
 - D. the local unit president and delegates.
308. (191) In a convention, greater detail and precision in setting up the order of business is necessary because: [p625 line 33-35, p626 line 1-4]
- A. the printed program must be divided into two parts – special events and business meetings.
 - B. the program must be sent in advance to delegates and constituent societies to plan caucuses.
 - C. the convention arrangement committee must use it to plan the availability of facilities.
 - D. timing is important if there is to be media coverage, or appearances by professional artists.
309. (323) A convention program should include: [p626 line 9-14]
- A. the location of the executive secretary's room.
 - B. the location of constituent societies' hospitality suites.
 - C. the location of all comfort stations and rest rooms.
 - D. the location of the meeting rooms and the registration desk.
310. (189) The proper order for the opening ceremonies of a convention is: [p626 line 29-35, p627 line 1-2]
- A. invocation, national anthem, pledge of allegiance, welcome from a local official, response by the presiding officer or his designee.
 - B. national anthem, pledge of allegiance, invocation, welcome from a local official, response by the presiding officer.
 - C. pledge of allegiance, national anthem, invocation, welcome from a local official, response by the presiding officer.
 - D. welcome from a local official, response by the presiding officer, national anthem, pledge of allegiance, invocation.

Part III-Meetings, Sessions, Conventions, and Related Procedures

- 311. (322) Reports of officers and committees which are for information only and do not require action by the convention: [p627 line 23-29]**
- A. are always read, even when printed and distributed.
 - B. may be printed and distributed in advance and it may not be necessary to read the report.
 - C. are never read when printed and distributed.
 - D. are not questioned by the assembly.
- 312. (198) Nomination and election of officers at a convention: [p629 line 1-4]**
- A. should be followed by an installation ceremony.
 - B. should take place early in the convention.
 - C. should be scheduled for the final day of the convention.
 - D. must be on separate days.
- 313. (76) In a convention, a motion to change the program after its adoption requires: [p630 line 12-17]**
- A. a majority vote of the delegates present or two-thirds of the delegates registered.
 - B. a majority vote of the delegates registered.
 - C. previous notice and two-thirds of the delegates present.
 - D. a majority of all delegates registered or a two-thirds vote.
- 314. (122) After a convention program has been adopted, the committee may make changes by: [p630 line 27-30]**
- A. submitting them to the convention committee.
 - B. following the directions of the president.
 - C. implementing only those changes made by the convention facility.
 - D. bringing them before the assembly for a vote.

RESOLUTIONS COMMITTEE Page 633-640 11 Questions
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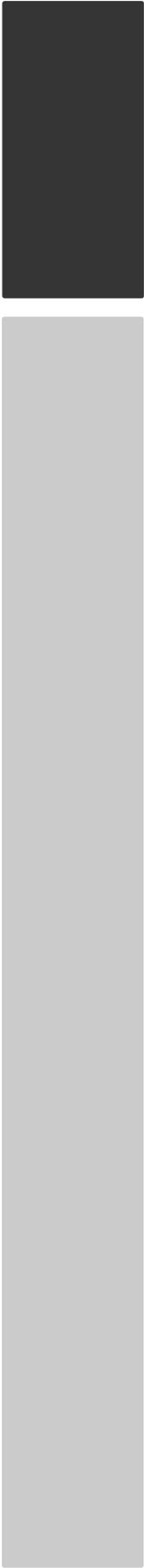
- 315. (232) Which of the following usually screens original main motions for conventions? [p633 line 2-8]**
- A. arrangements committee.
 - B. program committee.
 - C. reference committee.
 - D. president.
- 316. (16) The establishment of a resolutions committee in a convention: [p633 line 15-20]**
- A. is required for all organizations.
 - B. requires this committee to meet and by a two-thirds vote submit all resolutions to the convention body.
 - C. represents a limitation on the ordinary right of members to propose any number of motions from the floor without notice.
 - D. is required as the report of the resolutions committee along with credentials, standing rules and program must be adopted to organize a convention.

Part III-Meetings, Sessions, Conventions, and Related Procedures

- 317. (150) When an organization has a permanent rule in the bylaws requiring all resolutions to be submitted at least six weeks in advance of the convention to the resolutions committee: [p634 line 13-25]**
- A. no other resolutions may be introduced at the convention.
 - B. the constituent societies shall not receive prior notification of the resolutions.
 - C. it is advisable to provide a method to introduce resolutions as the need arises on a case by case basis.
 - D. resolutions can also be introduced during the convention by constituent societies.
- 318. (80) In a convention, as the rules provide, who may introduce resolutions: [p635 line 3-15]**
- A. the corresponding secretary, who read them to the assembly.
 - B. the resolutions committee.
 - C. any individual, with permission of the presiding officer.
 - D. in some cases, any member of a constituent society, whether a delegate or not.
- 319. (35) At a convention in the simplest arrangement, the resolutions committee has the following powers, except: [p635 line 16-21]**
- A. putting resolutions in proper form.
 - B. eliminating duplication where similar resolutions are offered.
 - C. making substantive alterations in a resolution.
 - D. ensuring that all resolutions relating to a specific subject will be offered in a logical sequence.
- 320. (100) If there is no convention rule about whether the resolutions committee must report every resolution referred to it, then the resolutions committee: [p635 line 28-31]**
- A. may choose which resolutions to report.
 - B. is required to report every resolution referred to it with the committee's recommendation to adopt, amend, or reject it.
 - C. is required to report every resolution referred to it, but the committee is not required to make any recommendations.
 - D. is required to report every resolution referred to it with a committee recommendation to adopt the resolution without amendment or to reject the resolution.
- 321. (142) With no rules to the contrary, the resolutions committee at a convention: [p635 line 28-31]**
- A. meets only in executive session.
 - B. must allow questions and discussion by delegates.
 - C. reports to the assembly all resolutions submitted.
 - D. reports to the assembly only those resolutions with which it concurs.
- 322. (99) Resolutions committees: [p636 line 11-15]**
- A. handle all motions in conventions.
 - B. are of no use in political organizations.
 - C. handle only motions written in "resolution" form.
 - D. are sometimes required to prepare and report a platform.

Part III-Meetings, Sessions, Conventions, and Related Procedures

323. (163) If the resolutions committee is required to prepare a platform or policy for adoption, the words used for the beginning of each paragraph of the preamble are as follows; [p637 line 7, p636 line 20-22]
- A. Whereas...;
 - B. In consideration of...;
 - C. Now, therefore...;
 - D. Recalling...;
324. (101) In a convention called for the purpose of organizing a society, committees not appointed in advance should be appointed by: [p640 line 35, p641 line 1-2]
- A. the assembly.
 - B. a special committee.
 - C. the secretary.
 - D. the chair.
325. (46) If a convention is called to form a permanent organization:
[p642 line 8-12]
- A. permanent officers are elected as a first item of business.
 - B. prior to adopting bylaws, a nominating committee is elected.
 - C. after the adoption of bylaws, a nominating committee, selected in a manner as close as possible to that prescribed in the bylaws, nominates candidates for office.
 - D. the permanent officers are elected to take office at the close of the convention.



**PART IV:
OFFICERS,
ELECTIONS,
BOARDS, AND
COMMITTEES**

Chapter XIII VOTING
(Pages 400-429 78 Questions)

***BASES FOR DETERMINING A VOTING RESULT* Pages 400-405 17 Questions**

1. **(2) The unqualified term “majority vote” means:** [p400 line 7-12]
 - A. more than half the number of persons present, legally entitled to vote.
 - B. more than half the votes cast by persons entitled to vote, excluding blanks or abstentions.
 - C. one more than half of the legally qualified membership.
 - D. at least one more than half of the votes cast.

2. **(189) As a compromise between the rights of the individual and the rights of the assembly, the principle is that a two-thirds vote is required to adopt any motion that:** [p401 line 19-28]
 - A. prevents the introduction of a question for consideration.
 - B. takes away membership or office.
 - C. suspends or modifies a rule of order previously adopted.
 - D. All of the above are correct.

3. **(40) In an assembly that has no special rule permitting a small fraction of the voters to require a two-thirds vote to be counted, the chair, in judging whether to obtain a count of the vote at his own instance:** [p402 line 2-9]
 - A. should obtain a count of the vote if requested by a single member unless the counting of the vote will unduly delay the proceedings of the assembly.
 - B. must refrain from obtaining a count of the vote if the effect of the count will be to protect a minority smaller than one-third.
 - C. must be careful to leave no room for anyone to doubt the result if he finds there are two-thirds on the side that prevails.
 - D. must obtain a count of the vote at all times when the question being considered is of significant importance.

4. **(295) By modifying the concepts of a majority vote and a two-thirds vote, other bases for determining a voting result can be defined. Which of the following enter into the definition of such modifications?** [p402 line 24-32]
 - A. The set of members to which the proportion applies.
 - B. The proportion that must concur.
 - C. The size of the membership of the society.
 - D. Both A and B are correct.

5. **(4) Which of the following adopts a main motion when the voting requirement of a majority is based on the number of members present, a quorum is 20 and 25 are present?** [p403 line 1]
 - A. 12 voting in favor, 11 opposed.
 - B. 11 voting in favor, 14 opposed.
 - C. 12 voting in favor, 10 opposed.
 - D. 13 voting in favor, 12 opposed.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

6. **(6) Voting requirements based on the number of members present:** [p403 line 13-18]
- A. cause abstentions to have the same effect as a positive vote.
 - B. cause abstentions to have the same effect as a negative vote.
 - C. are advisable for elections.
 - D. are generally desirable.
7. **(5) Voting requirements based on the number present:** [p403 line 13-18]
- A. are desirable because they stimulate attendance.
 - B. most accurately reflect the will of the membership.
 - C. result in decisions that will be supported by the membership.
 - D. deny members the right to maintain a neutral position by abstaining.
8. **(7) All vacancies in a 12-member board are to be filled by a two-thirds vote of the legally fixed membership. There are two vacancies. What is the minimum vote needed to elect?** [p403fn]
- A. Eight.
 - B. Nine.
 - C. Seven.
 - D. Six..
9. **(27) The vote of a majority of the entire membership:** [p404 line 8-11]
- A. requires previous notice.
 - B. is required to rescind and expunge from the minutes.
 - C. is inappropriate in conventions.
 - D. is understood to mean the members present at any regular meeting.
10. **(8) Election by plurality vote requires that the minimum number of candidates or propositions be at least:** [p404 line 35-36]
- A. one.
 - B. two.
 - C. three.
 - D. four or more.
11. **(319) A plurality vote that is not a majority vote never elects anyone to office except as:** [p405 line 2-6]
- A. provided for in special rules of order.
 - B. provided for in the bylaws.
 - C. provided for in standing rules.
 - D. agreed to by a unanimous vote.
12. **(9) A tie vote:** [p405 line 29-36]
- A. adopts the motion.
 - B. can be considered a majority vote.
 - C. permits the chair to break the tie.
 - D. requires the chair to break the tie.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

13. **(154) The chair may vote:** [p405 line 21-24]
A. when a plurality will adopt.
B. when charges are preferred against him.
C. when he has a direct interest in the question.
D. to create a tie.
14. **(177) In case of a tie vote on an ordinary main motion:** [p405 line 28-29]
A. the presiding officer, who is a member, must vote to break the tie.
B. the motion is lost.
C. another vote must be taken.
D. the vote can be reconsidered if moved by one who voted in the affirmative.
15. **(124) Which of the following results could the presiding officer's vote affect?**
[p405 line 28-36]
A. 40 in favor, 21 opposed; two-thirds vote required to adopt.
B. 30 in favor, 14 opposed; two-thirds vote required to adopt.
C. 16 in favor, 17 opposed; majority required to adopt.
D. 25 in favor, 24 opposed; majority required to adopt.
16. **(1) From the examples below, select the one which would adopt a motion requiring a two-thirds vote with the minimum number in favor:** [p406 line 1-6]
A. 49 in favor, 26 opposed.
B. 50 in favor, 25 opposed.
C. 51 in favor, 24 opposed.
D. 52 in favor, 23 opposed.
17. **(285) In an appeal from the decision of the chair:** [p406 line 16-19]
A. the chair can vote to create a tie.
B. the chair cannot vote to create a tie.
C. the chair can vote to break a tie.
D. the cannot vote to break a tie.

VOTING PROCEDURE-RIGHTS AND OBLIGATIONS IN VOTING

Pages 406-409 9 Questions

18. **(102) A member who is in arrears in payment of his dues retains the full rights of a voting member and is legally entitled to vote, unless:** [p406 line 25-30]
A. he has been advised in writing that action will be taken to formally drop him from the rolls if the dues are not paid.
B. the assembly votes by unanimous consent not to allow him to vote.
C. he is under disciplinary suspension.
D. the assembly votes by a two-thirds vote not to allow him to vote.
19. **(292) Every member who has an opinion on a question should express it by vote:**
[p407 line 12-15]
A. and can be compelled to vote.
B. but cannot be compelled to vote.
C. and cannot abstain without a good reason, which he must state.
D. and has a right to explain if he abstains.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

20. **(11) On a question of direct personal interest, a member:** [p407 line 22-25]
- A. always votes if the vote is by ballot.
 - B. should abstain from voting on the motion.
 - C. can be compelled to refrain from voting by the other members.
 - D. must send out notice prior to the meeting that he will abstain.
21. **(87) Interruptions during the taking of a vote, such as a point of order or parliamentary inquiry, are permitted:** [p408 line 9-11]
- A. only before any member has actually voted.
 - B. if they are incidental to one member's vote.
 - C. at any time during the vote.
 - D. only in roll call voting.
22. **(254) If members abstain from voting:** [p408 line 17-19]
- A. they may express their reasons for not voting.
 - B. they must explain their reasons for not voting.
 - C. an explanation of the reasons for not voting is not required, nor allowed.
 - D. the number of abstentions is counted and recorded in the minutes.
23. **(286) When voting on a question, if there is only one member voting in the negative, that member:** [p408 line 17-19]
- A. has the right to explain his vote.
 - B. does not have the right to explain his vote.
 - C. is required to give an explanation of his vote.
 - D. is not required, but may give an explanation of his vote.
24. **(62) A member has the right to change his vote:** [p408 line 21-22]
- A. up to the time the chairman has been given the opportunity to vote.
 - B. up to the time the result is announced.
 - C. up to the time the next business in order has been announced.
 - D. by general consent, as long as he explains his reason for wanting to change his vote.
25. **(276) A member may change his vote immediately after voting:** [p408 line 21-22]
- A. by a request, majority vote required.
 - B. by a request, two-thirds vote required.
 - C. provided it is prior to the announcement of the result.
 - D. up to the time the chairman has been given the opportunity to vote.
26. **(290) If tellers are uncertain as to how to credit a vote, the decision is made by the:** [p409 line 16-20]
- A. chairman of the tellers.
 - B. parliamentarian.
 - C. president.
 - D. assembly.

VOTING PROCEDURE-REGULAR METHODS OF VOTING ON MOTIONS

Page 45, 409-412 11 Questions

27. (158) When taking a voice vote, the following form is correct: [p45 line 29-34]
- A. those in favor say "Aye," those opposed say "Nay."
 - B. those in favor say "Aye," those opposed say "No."
 - C. those in favor say "Yes," those opposed say "No."
 - D. those in favor say "Aye," those opposed same sign.
28. (246) A rising vote should be used: [p409 line 29-29]
- A. in verifying the result of a voice vote.
 - B. when the basic requirement is a majority.
 - C. in an election of officers.
 - D. to open nominations.
29. (291) In a small group, a show of hands is an alternate method that can be used: [p409 line 32-36]
- A. in place of a rising vote.
 - B. in place of a voice vote.
 - C. cannot be used.
 - D. Both A and B are correct.
30. (240) To verify a voice vote, the chair: [p410 line 13-18]
- A. cannot order a counted vote.
 - B. should retake it as a rising vote.
 - C. can be compelled to take a counted vote on the demand of one member.
 - D. can order the vote be retaken by ballot.
31. (293) If the chair is in doubt on a voice vote or a show of hands: [p410 line 13-18]
- A. he may retake the vote by rising, but the vote may not be counted at his own instance.
 - B. he may retake the vote by a rising counted vote at his own instance.
 - C. a member may demand a counted vote.
 - D. he may request permission by unanimous consent to have a rising counted vote.
32. (89) After a division is called for, the vote must be taken by: [p410 line 18-21]
- A. ballot vote.
 - B. counted vote.
 - C. rising vote.
 - D. voice vote.
33. (174) A call for a counted rising vote to be taken after an uncounted rising vote: [p410 line 21-26]
- A. requires a motion, which needs a second and a majority vote to pass.
 - B. must be granted on the demand of a single member if he doubts the vote.
 - C. is appropriate only for motions requiring a two-thirds vote.
 - D. may be granted or denied by the presiding officer, the decision being made at his sole discretion.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

34. **(3) When the chair announces that a two-thirds vote has been obtained and refuses to count the vote, how may the losing side verify the count?** [p410 line 21-26]
- A. Call for a division of the assembly.
 - B. Move to have the vote counted, which requires a two-thirds vote.
 - C. Move to have the vote counted, which requires a majority vote.
 - D. A demand of a single member requires a count.
35. **(294) In all but small assemblies, while a counted vote is being taken:** [p411 line 12-14]
- A. no member can be prevented from entering the hall.
 - B. no member can be prevented from leaving the hall.
 - C. a member cannot enter or leave the hall.
 - D. a member may leave after he has voted.
36. **(297) When an assembly uses “voters’ cards”:** [p411 line 26-28]
- A. the procedure must be in the bylaws.
 - B. the voters’ cards may never be used for a “call for division.”
 - C. the authorization of the use of voters’ cards depends on expected conditions in the meeting.
 - D. the voters’ cards must always be a dark color.
37. **(173) In voting procedure, the chair must:** [p450 line 2, p48 line 13-26]
- A. take the negative vote only if the issue is controversial.
 - B. announce the result of each vote.
 - C. leave the chair on a motion to elect delegates if he is included.
 - D. vote first on a roll call vote.

VOTING PROCEDURE-VOTING BY BALLOT Page 316, 412-416 19 Questions

38. **(63) A member who voted by ballot may:** [p316 line 1-2]
- A. move to reconsider the ballot vote, if he is willing to waive the secrecy of his ballot.
 - B. move that the vote be taken again by standing.
 - C. demand a division.
 - D. ask to change his vote after the votes have been counted.
39. **(103) When a vote by ballot is not required by the bylaws, for which of the following would a ballot vote not be prescribed?** [p412 line 17-23]
- A. A vote on charges before or after the trial of a member or an officer.
 - B. A vote on the admission of a candidate to membership in the society.
 - C. Non-contested elections.
 - D. Whenever it is believed that members may thereby be more likely to vote their true sentiments.
40. **(274) Which of the following forms of voting may not be chosen by the chair without a rule or order of the assembly?** [p412 line 20-22]
- A. A division of the assembly that is counted.
 - B. A division of the assembly that is not counted.
 - C. A ballot vote.
 - D. A vote by show of hands.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

41. **(296) The decision to vote on a question by ballot, may be made by:** [p412 line 20-21]
- A. the president.
 - B. the maker of the motion.
 - C. the demand of one member.
 - D. a majority vote.
42. **(256) Without a special rule, during debate on a highly controversial issue, the vote required for the assembly to order:** [p412 line 20-21, p420 line 15-25, p284 line 11-12]
- A. the vote to be taken by mail ballot is a two-thirds vote.
 - B. the vote to be taken by signed ballot is a majority vote.
 - C. the vote to be taken by signed ballot is a two-thirds vote.
 - D. the vote to be taken by roll call is a two-thirds vote.
43. **(14) If the bylaws require the election to be by ballot:** [p413 line 1-4]
- A. no motion is in order that would force disclosure of a member's vote.
 - B. the vote can be taken by another method if no member objects.
 - C. the vote must be taken by ballot, but if a candidate receives all but one or two of the votes cast, the vote on a motion to make the vote unanimous may be taken viva voce.
 - D. viva voce voting is permitted if there is only one candidate for an office.
44. **(13) A motion to make unanimous a ballot vote is out of order, unless:** [p413 line 4-9]
- A. agreed to by all members.
 - B. voted on by ballot.
 - C. rules are set aside.
 - D. a motion to adjourn is made.
45. **(169) The secretary may be instructed to cast the ballot of the assembly if:** [p413 line 10-12]
- A. notice has been given.
 - B. ordered by the assembly.
 - C. instructed by the chair.
 - D. the bylaws do not require a ballot vote.
46. **(49) In elections by ballot:** [p414 line 1-2]
- A. "for" or "against" spaces or boxes should be used.
 - B. "for" or "against" spaces should not be used.
 - C. only a "for" box may be used.
 - D. only an "against" box may be used.
47. **(283) It is not proper to have a ballot which allows voting for or against a nominated candidate because:** [p414 line 3-5]
- A. an election is a vote on filling a blank and voters must either vote for a nominee or write in a candidate.
 - B. strictly speaking nominations are not necessary.
 - C. each member is free to vote for an eligible person.
 - D. a member may vote yes or no for a candidate, the statement made in this question is false.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

48. **(298) When the vote is by ballot, the presiding officer, if a member of the society:**
[p414 line 25-27]
- A. can always vote at the time when other members do.
 - B. can declare the polls reopened if he has not had an opportunity to vote before the polls closed.
 - C. can vote again to break a tie.
 - D. can vote again to create a tie.
49. **(164) When tellers are counting ballots, blank ballots are:** [p415 line 28-30]
- A. counted as a ballot cast.
 - B. entered on the tellers' report as blank ballots.
 - C. ignored.
 - D. entered on the tellers' report as illegal votes.
50. **(300) Ballot are counted as illegal:** [p416 line 2-4]
- A. if the name is misspelled.
 - B. if cast for a fictional character.
 - C. if the ballot is blank.
 - D. if a member leaves one or more of the choices blank on a ballot containing several questions or more than one office to be filled.
51. **(15) If during a ballot vote, a member votes for too many candidates for a given office:**
[p416 line 5-9]
- A. the section of the ballot for that office is illegal.
 - B. the section of the ballot for that office is ignored.
 - C. the votes are credited to each of the candidates for whom votes are cast.
 - D. the entire ballot is illegal.
52. **(156) When counting ballots, two filled-out ballots folded together are:**
[p416 line 20-23]
- A. counted as one illegal vote.
 - B. counted as two illegal votes.
 - C. ignored.
 - D. reported as spoiled ballots.
53. **(299) In recording ballots cast, the tellers should follow this procedure:**
[p416 line 23-26]
- A. a blank ballot is counted as one illegal vote.
 - B. two or more ballots filled-out and folded together are counted as two illegal votes.
 - C. a blank ballot folded with a filled-out ballot is one vote for the candidate on the filled-out ballot.
 - D. two filled-out ballots folded together are credited as one vote for the candidate written on the ballot.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

54. (270) If the tellers' report of an election shows that there have been more ballots cast than there are eligible voters present: [p416 line 30-33]
- A. another vote must be taken immediately.
 - B. if the results of the election would not be affected, the vote could stand.
 - C. if the results would affect the election, by unanimous consent the election may be declared valid.
 - D. the chair could make the decision whether or not to rebalot.
55. (85) On a ballot with votes for more than one question or office: [p416 line 34-35, p417 line 1-5]
- A. count the number of votes cast for each segment.
 - B. blank boxes cause the vote to be invalid.
 - C. votes are counted as illegal if the officers' names are misspelled.
 - D. all segments of the ballot are counted as illegal if a member votes for too many candidates for a given office.
56. (16) In recording ballots cast: [p417 line 7-9]
- A. unintelligible ballots are treated the same as blank ones.
 - B. if a properly filled out ballot is folded with a blank ballot, it is counted as an illegal vote.
 - C. if a member leaves one or more of the sections blank, the blank sections in no way affect the validity of the sections that are filled.
 - D. those ballots cast by persons identifiable as not being entitled to vote are illegal, and are counted in determining the votes required for a majority.

<p><i>VOTING PROCEDURE-TELLERS' REPORT AND CHAIR'S DECLARATION OF RESULTS Pages 417-419 5 Questions</i></p>
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57. (301) The chairman of tellers: [p417 line 19-21]
- A. does not read the number of votes cast for each nominee.
 - B. declares the candidates elected.
 - C. does not read the report if there is no election.
 - D. reads the report and hands it to the chair.
58. (17) The tellers' report: [p417 line 25]
- A. contains the names of candidates in alphabetical order.
 - B. contains the names of candidates in order of their nomination.
 - C. begins with the number of votes cast.
 - D. begins with the number of eligible voters.
59. (68) The tellers' report should not include: [p418 line 13-14]
- A. the number of members eligible to vote.
 - B. the number of votes cast.
 - C. the number necessary for adoption.
 - D. the number of votes against.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

60. **(302) The tellers' report:** [p418 line 26-27]
- A. is entered in full in the minutes.
 - B. is entered in the minutes with only the names of the elected candidates listed.
 - C. should include the number of members eligible to vote.
 - D. should not count illegal votes in the number of votes cast.
61. **(255) After completion of an election, the ballots:** [p418 line 32-35, p419 line 1]
- A. are automatically destroyed by the chairman of the tellers.
 - B. are filed with the secretary for six months.
 - C. are retained by the chairman of the tellers for a year.
 - D. are retained by the secretary until the time has expired for ordering a recount and then they are destroyed.

<p><i>VOTING PROCEDURE-MACHINE, ROLL-CALL, AND ABSENTEE VOTING</i> Page 419-425 7 Questions</p>

62. **(258) When voting machines are to be used:** [p419 line 32-35]
- A. use the same type of machine every election.
 - B. clear the machines as soon as everyone has voted.
 - C. have available only the exact number of machines that are required.
 - D. have a machine available for the voters' inspection on a day previous to the election.
63. **(18) When is a ballot signed?** [p420 line 21-25]
- A. In a committee of the whole.
 - B. When the vote is by machine.
 - C. When ordered by one fifth of those present.
 - D. When a motion is adopted "that a signed ballot be taken by tellers."
64. **(153) A roll call vote:** [p420 line 27]
- A. need not be recorded.
 - B. cannot be ordered in committee of the whole.
 - C. may be ordered by the chair.
 - D. requires a two-thirds vote.
65. **(311) At the conclusion of a roll call vote, before the result is announced:**
[p421 line 20-21]
- A. the number of those who answered "present" is not reported to the chair.
 - B. the names of those who failed to answer can be called again.
 - C. anyone who entered the room after his name was called cannot vote.
 - D. a change of vote is not permitted at this time.
66. **(282) If those responding to a roll call vote do not total a sufficient number to constitute a quorum:** [p422 line 11-15]
- A. it does not matter if a quorum was declared at the beginning of the meeting.
 - B. the Secretary enters the names of enough members who are present but did not vote to reflect the attendance of a quorum during the vote.
 - C. the Secretary must enter all names whether or not the member voted.
 - D. the president may decide whether a quorum should be shown.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

67. (324) If members responding to a roll call vote do not total a sufficient number to constitute a quorum the chair may: [p422 line 11-15]
- A. postpone the vote until the next meeting.
 - B. ask for a re-vote to be sure the tally is correct.
 - C. direct the Secretary to enter the names of enough members who are present but not voting to reflect the attendance of a quorum during the vote.
 - D. since a quorum is reflected at the beginning of the meeting, it does not matter.
68. (131) It is a fundamental principle of parliamentary law that the right to vote: [p423 line 17-20]
- A. by mail be allowed so every member will have the opportunity to vote.
 - B. is limited to the members of the society who are actually present at the time the vote is taken in a regular or properly called meeting.
 - C. by proxy be permitted because it is compatible with the essential characteristics of a deliberative assembly.
 - D. by a procedure in which the votes of persons who attend a meeting are counted together with ballots sent in by absentees be allowed.

<p><i>MAIL, PREFERENTIAL, AND PROXY VOTING, STRAW POLLS, AND UNANIMOUS CONSENT</i> Pages 55, 316, 425-429 10 Questions</p>
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69. (239) Unanimous consent: [p55 line 5-8]
- A. implies that every member is in favor of the proposed action.
 - B. should not be used, even in routine business.
 - C. may mean that the opposition acquiesces.
 - D. Is not the same as general consent.
70. (176) All the following are true of action by unanimous consent except: [p316 line 2-6]
- A. it requires the presence of a quorum.
 - B. it may be used when a two-thirds vote is required.
 - C. no member can move to reconsider the action taken.
 - D. it may be assumed by the chair.
71. (39) When a mail vote authorized in the bylaws is to be secret: [p424 line 34-35, p425 line 1-3]
- A. the signature required on the ballot to verify membership makes it impossible.
 - B. a signature does not appear anywhere when the ballot is returned.
 - C. an inner return envelope—with a space for the voter's signature placed on its face instead of on the ballot—should be sent to the voter with the ballot, and the ballot should be returned sealed in the inner envelope.
 - D. the secretary must always know how the members voted in order to record the vote correctly and ascertain that the member was eligible to vote.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

72. **(118) For a vote by mail, if the vote is to be secret, the following procedure should be followed when counting the ballots:** [p425 line 12-19]
- A. the signature on the inner envelope is checked against the list of qualified voters.
 - B. the voter is checked off on the list of qualified voters as having voted.
 - C. the inner envelope is opened, the ballot removed and placed still folded, into a receptacle to await counting until all the ballots have been processed.
 - D. All of the above are correct.
73. **(19) Which of the following is true regarding preferential voting?**
[p425 line 33-35, p426 line 1-21]
- A. On a single ballot when there are more than two possible choices, the second or less preferred choices of voters can be taken into account if no candidate or proposition attains a majority.
 - B. It is permitted if voting by mail is provided for in the bylaws.
 - C. It is not practical when voting by mail.
 - D. Its results are essentially the same as a plurality vote.
74. **(215) When preferential voting is used, which of the following statements is correct?**
[p427 line 15-18]
- A. It affords greater freedom of choice than by repeated balloting.
 - B. In the event of a tie in the winning position, another distribution is made.
 - C. The tellers' report consists of a table listing all candidates with the number of ballots contained in each count after each successive distribution.
 - D. As in other methods of voting, preferential voting may be authorized by a majority vote.
75. **(213) Which statement is true about elections by mail ballot?**
[p428 line 20-21]
- A. The voter must sign his ballot to ensure against votes being cast by illegal voters.
 - B. Preferential voting is a method preferred over plurality voting.
 - C. The person designated to receive returned ballots should open them and prepare a preliminary tellers' report in order to save time when the tellers meet.
 - D. None of the above are correct.
76. **(126) Which of the following voting methods may be used only when expressly stated in the bylaws or if permitted by applicable laws?** [p428 line 30-34]
- A. Proxy voting.
 - B. Roll call vote.
 - C. Ballot vote.
 - D. Two-thirds of those present and voting.
77. **(245) Which of the following statements in regard to proxy voting is incorrect?**
[p428 line 28-35, p429 line 1-2]
- A. Proxy voting is not permitted in ordinary deliberative societies unless the laws of the state require it.
 - B. A proxy is a power of attorney given by one person to another to vote in his stead.
 - C. A proxy is the person who holds the power of attorney.
 - D. Proxy voting is compatible with the essential characteristics of a deliberative assembly.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

78. **(48) If the assembly wishes to discuss and take a vote on a matter without the vote constituting final action, the assembly may:** [p429 line 19-22]
- A. take a straw vote to test the waters.
 - B. go into the committee of the whole.
 - C. a vote would be taken on those only in favor of the motion.
 - D. take the vote by using preferential voting.

XIV NOMINATIONS AND ELECTIONS
Pages 430-448 **26 Questions**

***BASES FOR DETERMINING A VOTING RESULT* Pages 400-405 17 Questions**

79. **(144) Strictly speaking, nominations are not necessary:** [p430 line 17-20]
- A. when all the current officers have agreed to continue serving.
 - B. when an election is by ballot or roll call.
 - C. when an organization does not have a nominating committee.
 - D. since it is practical to proceed to an election without first making nominations.
80. **(151) The members of a nominating committee should be:** [p433 line 10-12]
- A. composed of all the members of the executive committee, except the president.
 - B. elected by the organization.
 - C. appointed by the chair.
 - D. appointed by the chair and approved by vote of the organization.
81. **(20) A nominating committee, when selecting nominees for candidacy:**
[p433 line 22-24]
- A. should contact members whom it wishes to place in nomination for office before the meeting of the nominating committee.
 - B. may nominate more than one candidate for an office unless the bylaws prohibit it.
 - C. may not nominate for office any member of the nominating committee.
 - D. may not nominate more than one candidate for each office.
82. **(242) If two members of a nominating committee disagreed with the report of the majority of the nominating committee for some or all of the offices, these members:**
[p435 line 1-3]
- A. could not submit nominees for office.
 - B. could, as a group, propose other nominees if nominations from the floor are permitted.
 - C. as a minority, could obtain a petition with the required ten signatures to submit nominations.
 - D. could present a minority report even if nominations from the floor are prohibited.
83. **(226) The nominating committee has submitted a list of nominees for president and the chairman has asked for additional nominations. When no one responds, the chairman should:** [p436 line 11-15]
- A. declare the nominations closed.
 - B. ask for a motion to close nominations.
 - C. ask for general consent to close nominations.
 - D. ask the committee chairman to move to close nominations.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

84. (58) A nominating ballot, when made the electing ballot, is in effect the same as: [p437 line 9-12]

- A. an electing ballot without any nominations.
- B. nominations by a committee.
- C. nominations from the floor.
- D. a unanimous election.

85. (320) Nominations by petition: [p438 line 9-11]

- A. are used exclusively by political organizations.
- B. preclude any involvement by a nominating committee.
- C. require a specified number of members to nominate.
- D. are received by the secretary, tallied and recorded as an election.

ELECTIONS Page 438-446 19 Questions
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86. (59) In an assembly that has no rule or established custom prescribing the methods of voting in elections, a motion to determine the method is: [p438 line 26-30]

- A. a main motion if made either before or while the election is pending.
- B. an incidental motion if made before the election is pending.
- C. an incidental main motion if made while the election is pending.
- D. an incidental main motion if made before the election is pending.

87. (160) When there is no rule providing for a ballot vote in an election: [p438 line 26-29]

- A. any member may demand a ballot vote.
- B. the elections committee makes the decision.
- C. the assembly may order a ballot vote.
- D. the vote is taken by voice.

88. (188) If the bylaws give no directive on the subject of the method of voting in elections, the: [p438 line 26-29]

- A. election must be by voice.
- B. assembly may decide.
- C. election must be by ballot.
- D. chair may make the decision.

89. (10) In the absence of a rule establishing the method of voting: [p438 line 34-35, p439 line 1-3]

- A. the rule that is established by custom, if any, should be followed.
- B. the custom may not be changed at that time by the assembly.
- C. a ballot vote must be called for.
- D. a motion to create a blank which would take a 2/3 vote would decide.

90. (127) If nominations for all offices have been completed, select the voting procedure to be used: [p439 line 12-14]

- A. voting must be for each office individually.
- B. voting for all officers is commonly done in a single ballot.
- C. votes can be cast for only those nominated.
- D. votes can be cast for any nonmember.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

91. **(41) Nomination and election of officers at a convention:** [p439 line 19-22]
- A. must be on separate days.
 - B. should be followed by an installation ceremony.
 - C. should be scheduled for the final day.
 - D. should take place early in the convention.
92. **(42) In a society where members are permitted to serve in only one office at a time, if a member is present and elected to more than one office:** [p440 line 9-12]
- A. he can choose which of the offices he will accept.
 - B. he must accept the first office to which he was elected.
 - C. the assembly will decide by vote the office to be assigned to him.
 - D. he must accept all offices.
93. **(64) In an election of members of a board or committee, if more than the prescribed number receive a majority vote:** [p441 line 16-18]
- A. the places are filled by the proper number receiving the largest number of votes.
 - B. the nominee with the lowest number of votes is dropped from the list and a second ballot is taken.
 - C. the names of the nominees receiving less than the required majority vote are dropped from the list and a second ballot is taken.
 - D. a second ballot must be taken with the names of all nominees listed on the ballot until the prescribed number receive a majority vote.
94. **(43) In an election of members of a board or committee, if less than the prescribed number receive a majority, the places are filled by:** [p441 line 18-21]
- A. repeated balloting with all remaining on the ballot.
 - B. the nominees receiving the lower number of votes removed.
 - C. the proper number received the largest number of votes.
 - D. those who do have a majority are elected, and all others remain as candidates for the necessary repeated balloting.
95. **(236) In the election process, it is recommended practice to:** [p441 line 18-21]
- A. require the nominating committee to nominate more than one candidate for an office.
 - B. limit the voting to the two leading candidates.
 - C. declare the nominating ballot the electing ballot.
 - D. require that the names of all nominees remain on each repeated balloting.
96. **(268) In an election in which no candidate received a majority on the first ballot:** [p441 line 18-21]
- A. on the succeeding ballot, drop all but the top three names.
 - B. on the second ballot, drop all but the top two names.
 - C. leave all names on all succeeding ballots.
 - D. leave all names on the next three ballots, then drop all but the top two names.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

97. **(221) If the bylaws do not require election by ballot, and if there is one nominee for a given office:** [p442 line 10-13]
- A. the vote may be by viva voce, a rising vote, or a show of hands.
 - B. the nominees are voted on in alphabetical order.
 - C. a plurality will elect.
 - D. All of the above are correct.
98. **(44) If the bylaws allow cumulative voting or a member to transfer votes, and three directors are to be elected, each member:** [p443 line 30-34]
- A. may cast three votes for each director.
 - B. may cast all three votes for one, two, or three candidates.
 - C. is required to cast one vote for each director to be elected.
 - D. may transfer his votes to another member.
99. **(269) If the assembly wishes to adjourn before an election is complete:** [p444 line 10-12]
- A. regardless of the time interval, the election can be completed at the next regular meeting.
 - B. a special meeting should be called to complete the election.
 - C. an adjourned meeting should be provided for to complete the election.
 - D. there is no election, the current officers must continue in office.
100. **(56) If a candidate is absent and has consented to be a candidate, an election to office becomes final:** [p444 line 18-20]
- A. after he is notified of the election results.
 - B. after all candidates have been notified.
 - C. immediately upon the chair's announcement of the result of the election.
 - D. immediately after the completion of any formal installation ceremony.
101. **(134) If the bylaws do not establish a time for the term of office to begin, it begins:** [p444 line 28-30]
- A. immediately if the candidate is present and does not decline.
 - B. after the officers are installed.
 - C. at the close of the meeting at which they are elected.
 - D. at the close of the fiscal year.
102. **(45) If a member is absent when elected and has not consented to his candidacy, the election becomes final:** [p444 line 20-23]
- A. when he is notified of his election.
 - B. when he is elected.
 - C. at the close of the meeting following the election.
 - D. when he is notified of his election and does not immediately decline.
103. **(214) If a member is elected to an office and declines the election:** [p444 line 23-25]
- A. the person receiving the next highest votes is named to the office.
 - B. there must be further notice for election at the next meeting.
 - C. the election is incomplete and another vote can be taken immediately.
 - D. the rules "to fill a vacancy" apply.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

104. (93) If a formal installation ceremony is prescribed in the bylaws: [p444 line 30-32]
- A. the election is not complete until after the installation.
 - B. officers may not assume office until after they are installed.
 - C. failure to hold the installation does not affect the time the new officers take office.
 - D. the election is null and void if the installation is not held.

OFFICERS, MINUTES, AND OFFICERS' REPORTS Pages 447-480 60 Questions

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105. (46) The officers who must be present for the conduct of business in any deliberative assembly are: [p447 line 3-5]
- A. a presiding officer and a secretary or clerk.
 - B. a presiding officer and the treasurer.
 - C. the president, secretary and treasurer.
 - D. the president, vice-president and secretary.
106. (279) An office carries with it only the rights necessary for executing the duties of the office, however: [p448 line 3-5]
- A. a nonmember holding office has no accompanying rights.
 - B. the assembly may, by a majority vote, remove one or more rights of a member of the society.
 - C. a member holding office is not deprived of his rights as a member.
 - D. the assembly may, by a two-thirds vote, remove one or more rights of a member of the society.
107. (208) The bylaws provide that no officer shall serve more than two consecutive terms in office. The vice-president became president on the death of his predecessor, then was elected and served a term on his own. Would he then be eligible to be elected to another consecutive term? [p448 line 13-15]
- A. No, he has served two terms.
 - B. Yes, he has only served the term for which he was elected.
 - C. Yes, if he served less than half of the earlier term.
 - D. Yes, if he served less than two thirds of the earlier term.

ELECTED OFFICERS Page 448-452

108. (110) In parliamentary procedure, the term "the chair" refers to: [p448 line 26-30]
- A. the vice-president.
 - B. a place for invited guest.
 - C. the presiding officer's station in the hall from which he or she presides.
 - D. a piece of furniture placed beside the presiding officer.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

109. (265) The presiding officer of an assembly should be chosen principally for his/her:

[p449 line 7-8]

- A. ability to preside.
- B. knowledge of parliamentary procedure.
- C. knowledge of the bylaws and standing rules.
- D. tact and common sense.

110. (161) In a meeting, the presiding officer should stand: [p451 line 8-10]

- A. when a member is speaking in debate.
- B. during the business meeting.
- C. while putting the question to vote.
- D. when the tellers are collecting the ballots.

111. (162) In a meeting, the presiding officer should remain seated: [p451 line 19-20]

- A. while explaining his reasons for his ruling on a point of order.
- B. when speaking during debate on an appeal or a point of order he has submitted to the judgment of the assembly.
- C. when a member is speaking in debate.
- D. when nominations are being made.

112. (55) While members are speaking in debate, the presiding officer should:

[p451 line 19-22]

- A. be seated unless the view between him and the members would be obstructed.
- B. be inattentive to the speaker's remarks.
- C. remain standing.
- D. interrupt a speaker because he knows more about the matter.

113. (100) In which case is it improper for the president to remain in the chair?

[p451 line 29-35]

- A. When a motion is made that commends or censures him with others.
- B. When an election by voice vote is being held in which he is a candidate.
- C. When debating an appeal from the decision of the chair.
- D. When an appeal from the decision of the chair is lost.

114. (47) The chair should not hesitate to put the question on a motion:

[p451 line 35, p452 line 1-3]

- A. that commends him.
- B. that censures him.
- C. to elect officers or appoint delegates or a committee even if he is included.
- D. to approve a contract in which he has a pecuniary interest.

TEMPORARY PRESIDING OFFICER Page 452-453

115. (130) Who presides at a meeting when the presiding officer temporarily vacates the chair and the only vice-president declines to preside? [p452 line 25-30]

- A. The vice-president presides during the election of a chairman pro tem.
- B. The secretary presides during the election of a chairman pro tem.
- C. The vice-president appoints a chairman pro tem to serve in his stead, with the approval of the assembly.
- D. The president appoints a chairman pro tem, unless members nominate other persons.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

116. (210) Each new session may elect a chairman pro tem without previous notice for: [p453 line 3-7]
- A. the current session.
 - B. the next session.
 - C. no more than two sessions.
 - D. the remainder of the term of the current officers.
117. (220) If the president and all vice-presidents are absent when a meeting is supposed to start, who normally calls the meeting to order? [p453 line 3-4]
- A. Immediate past president.
 - B. Parliamentarian.
 - C. Secretary.
 - D. Sergeant-at-arms.
118. (277) If a society must deal with a problem that has intensely divided the organization, it may be able to accomplish more under the chairmanship of an invited nonmember who is skilled in presiding. Such an arrangement can be made: [p453 line 32-35]
- A. by a unanimous vote of the assembly.
 - B. only if permitted in the bylaws.
 - C. with a majority vote of the assembly.
 - D. with the approval of the assembly if the president and vice-president(s) concur.

<i>PRESIDENT-ELECT AND VICE-PRESIDENT</i> Page 457-458

119. (321) If the office of president-elect is expressly provided for in the bylaws: [p457 line 11-17]
- A. members never vote on any candidate for the office of president.
 - B. the president is elected an entire term in advance.
 - C. the member who has served his full term as president-elect automatically becomes president.
 - D. All of the above are correct.
120. (70) If a society's bylaws provide for a president-elect, having no other provisions for that office, a vacated office of president is filled by the: [p457 line 26-28]
- A. election of a new president, with notice to all members.
 - B. first vice-president.
 - C. president-elect.
 - D. president-elect whose vacancy is then filled by an election.
121. (209) If the bylaws are silent as the method of filling a vacancy in the specific case of the presidency, which of the following officers automatically becomes president for the remainder of the term? [p458 line 8-13]
- A. Secretary.
 - B. Vice-President.
 - C. President-Elect.
 - D. Director.

- 122. (180) The secretary is the recording officer of the assembly and the custodian of its records, except those specifically assigned to others. Additional duties include:** [p458 line 30-34, p459 line 1-31]
- A. keeping on file all committee reports.
 - B. making the minutes and records available to members upon request.
 - C. in the absence of the president and vice-president(s), calling the meeting to order and presiding until the immediate election of a chairman pro tem.
 - D. All of the above are correct.
- 123. (260) The record book(s) in which the bylaws and any amendments thereto are entered is kept by the:** [p459 line 13-17]
- A. president.
 - B. bylaws committee chairman.
 - C. secretary.
 - D. vice-president.
- 124. (71) When the secretary is absent:** [p459 line 34-35]
- A. the president should appoint a secretary.
 - B. the vice-president acts as secretary.
 - C. the corresponding secretary takes the minutes.
 - D. a secretary pro tem should be elected.
- 125. (72) Correspondence of an official nature is normally read by the:** [p460 line 2-5]
- A. corresponding secretary.
 - B. recording secretary.
 - C. committee chairman assigned responsibility relating to the subject correspondence.
 - D. president.
- 126. (66) When reports are received from committees, the secretary should not:** [p460 line 10-12]
- A. record on them the date they were received.
 - B. record what further action was taken on the report.
 - C. move that the committee report be “placed on file.”
 - D. preserve them among the records.
- 127. (222) Minutes and records of the assembly are available to members:** [p460 line 13-17]
- A. only with the permission of the secretary.
 - B. only with the permission of the president and the secretary.
 - C. upon request of the secretary but only at a reasonable time and place.
 - D. only at a regular or special meeting called for that purpose.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

OTHER OFFICERS Page 461-462

- 128. (261) The treasurer can disburse funds:** [p461 line 5-8]
- A. only by authority of the society or as the bylaws prescribe.
 - B. when they are listed in the budget.
 - C. upon direction of the president.
 - D. if a financial report is made at every meeting.
- 129. (325) Historical accounts prepared by the historian:** [p462 line 5-8]
- A. become a part of the official history upon presentation and approval of the membership.
 - B. are included in their entirety in the minutes of the meeting.
 - C. do not become part of the official history of the society until the assembly formally adopts them.
 - D. are never subject to amendments or changes.
- 130. (61) In a convention or a large meeting, that is not public or legislative body, a sergeant-at-arms:** [p462 line 25-26]
- A. arrest those that are out of order.
 - B. may call a member to order.
 - C. arrests absent members.
 - D. handles certain physical arrangements in the hall.

HONORARY OFFICERS AND MEMBERS Page 463-467

- 131. (247) Honorary office or membership:** [p463 line 18-21]
- A. need not be specifically provided for in the bylaws.
 - B. is perpetual, unless rescinded or qualified in the bylaws.
 - C. prohibits holding a regular office in the society.
 - D. is automatic for all presidents when they go out of office.
- 132. (155) Honorary membership confers:** [p463 line 21-25]
- A. none of the rights of regular membership.
 - B. the right to attend meetings, but not to speak.
 - C. the right to attend meeting and to speak.
 - D. the right to attend meetings, to speak, and to vote.

APPOINTED OFFICERS AND CONSULTANTS Page 464-467

- 133. (318) The executive secretary/executive director:** [p464 line 22-24]
- A. is appointed by the president.
 - B. Establishes policies and procedures for the organization.
 - C. Conducts the day-to-day business of the organization.
 - D. Is always the ex-officio secretary of the executive committee.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 134. (145) If a parliamentarian is needed by an organization:** [p465 line 30-32]
- A. the assembly should elect the person.
 - B. the board of directors should elect the person.
 - C. the president should be free to appoint someone in whom he has confidence.
 - D. the president, with the approval of the board of directors, should appoint the person.
- 135. (92) During meetings, the parliamentarian should:** [p466 line 32-33]
- A. be assigned a seat next to the chair.
 - B. wait for the president to ask for advice.
 - C. admonish the members when errors in the proceedings occur.
 - D. consult frequently with the presiding officer.
- 136. (322) A member of the assembly who acts as its parliamentarian:** [p467 line 8-12]
- A. has the same duty as the presiding officer to maintain a position of impartiality.
 - B. is never permitted to vote, not even in a ballot vote.
 - C. may, like the presiding officer, cast a deciding vote.
 - D. does not lose his right to vote, but always votes last.
- 137. (142) When the parliamentarian is a member of the society:** [p467 line 8-12]
- A. and makes a ruling, the assembly is obligated to follow it.
 - B. he does not vote on any question, except when the vote is by ballot.
 - C. he debates and makes motions as any other member.
 - D. he votes only when his vote will affect the result.

MINUTES AND REPORTS OF OFFICERS	Pages 28, 468-480	28 Questions
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CONTENTS OF MINUTES Pages 468-470
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- 138. (152) The minutes of an organization are:** [p468 line 14-16]
- A. a review of the meeting.
 - B. a summary of events.
 - C. an official record of the proceedings.
 - D. a digest of the reports.
- 139. (73) The record of proceedings of a deliberative assembly should:** [p468 line 16-18]
- A. reflect the secretary's opinion.
 - B. be a verbatim transcript of the proceedings.
 - C. contain a record of what was done at the meeting.
 - D. be a record of what was said and done by the members.
- 140. (80) Minutes must contain:** [p469 line 10-16]
- A. complete reports given by a committee chairman.
 - B. proceedings of a committee of the whole.
 - C. all secondary motions that were lost.
 - D. all main motions with their disposition except normally those withdrawn.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

141. (249) A withdrawn motion does not appear in the minutes unless: [p469fn]

- A. amendments to the motion have been adopted.
- B. the motion had been postponed from a previous meeting.
- C. postpone indefinitely was pending at the time of withdrawal.
- D. the question had been divided.

142. (81) The number of votes on each side should be entered in the minutes:

[p470 line 29-30]

- A. when a division has been called for.
- B. when the vote is by a show of hands.
- C. to prove that a quorum was present.
- D. when the vote is by ballot.

143. (248) The minutes should contain: [p470 line 14]

- A. only main motions that were adopted.
- B. all secondary motions that were adopted or lost.
- C. a summary of the guest speaker's remarks.
- D. all notices of motions.

144. (172) Minutes should include: [p470 line 15-17]

- A. the names of the maker and the seconder of each important motion.
- B. any proceedings of a committee of the whole.
- C. the reasons given by the chair for his rulings on points of order.
- D. a complimentary closure above the secretary's signature.

READING AND APPROVAL OF MINUTES

145. (57) The secretary enters the name of the seconder of a motion in the minutes when:

[p470 line 26-28]

- A. the seconder stands, receives recognition and states his name.
- B. the seconder is an officer.
- C. the assembly orders the secretary to do so.
- D. the president orders the secretary to do so.

146. (216) Which of the following is not required to be in the minutes? [p470 line 26-27]

- A. The name of the society.
- B. The names of those making motions.
- C. The names of those seconding motions.
- D. The name of the presiding officer.

147. (250) The minutes of an adjourned meeting are approved: [p473 line 31-35]

- A. at a special meeting called for that purpose.
- B. at the next regular or adjourned meeting, whichever comes first.
- C. only at another adjourned meeting.
- D. only at the next regular meeting.

148. (135) The minutes of a special meeting should be approved: [p473 line 35, p474 line 1]

- A. at the next regular meeting.
- B. at the next special meeting.
- C. at an adjourned meeting.
- D. by the executive board.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 149. (187) Which of the following is not debatable?** [p474 line 8-11]
- A. to postpone the pending question to the afternoon meeting.
 - B. to adjourn promptly at 5:00 p.m.
 - C. to dispense with the reading of the minutes.
 - D. to discharge a committee.
- 150. (51) The phrase “to dispense with the reading of the minutes” means that:** [p474 line 8-18]
- A. minutes need not be approved at all.
 - B. the reading of the minutes for approval is not carried out at the regular time.
 - C. the minutes may be approved without being read by a committee.
 - D. the reading and approval of the minutes are postponed indefinitely.
- 151. (288) If it is voted to dispense with the reading of the minutes:** [p474 line 12-14]
- A. they cannot be read at the meeting the vote was taken.
 - B. they can be ordered to be read by a majority vote at any later time during the meeting.
 - C. they can be ordered to be read by a two-thirds vote at any later time during the meeting.
 - D. the minutes are approved at that time without having been read.
- 152. (251) To approve the minutes that have been distributed to all members without having to read them:** [p474 line 19-23]
- A. can be decided by unanimous consent.
 - B. can be decided by the president.
 - C. can be decided by the executive committee.
 - D. All of the above are correct.
- 153. (252) When a draft of the minutes of the preceding meeting is sent to all members:** [p474 line 19-23]
- A. the members must make corrections to that draft and send it in to the secretary.
 - B. the president does not ask for corrections to the minutes at the next meeting.
 - C. they are read unless there is an objection.
 - D. they are not read unless requested to do so.
- 154. (257) If a committee is appointed to approve the minutes:** [p474 line 31-35, p475 line 1-7]
- A. the minutes are not read at the next meeting.
 - B. the report of the committee is adopted at the next meeting.
 - C. the assembly cannot make additional corrections.
 - D. a member cannot ask for an excerpt to be read for information.
- 155. (74) In sessions lasting longer than one day, the minutes of each meeting:** [p475 line 8-14]
- A. may be declared approved by the chair.
 - B. do not have to be approved.
 - C. may be saved and read at the next convention.
 - D. are read and approved at the beginning of each day’s business.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 156. (75) Even years after being approved, the minutes of a meeting:** [p475 line 18-21]
- A. may be corrected by the board of directors.
 - B. may be corrected by the motion to amend something previously adopted.
 - C. may be corrected if the minutes are mailed to each member in advance.
 - D. may not be corrected after 6 months.
- 157. (204) If the existence of an error or material omission in the minutes becomes reasonably established after their approval—even many years later—the minutes can then be corrected by means of the motion to:** [p475 line 18-21]
- A. suspend the rules.
 - B. rescind.
 - C. amend something previously adopted.
 - D. objection to the consideration of the question.
- 158. (253) Minutes to be published should contain:** [p475 line 27-34, p476 line 6-7]
- A. reports of committees printed exactly as submitted.
 - B. a list of speakers on each side of every question.
 - C. an abstract or the text of each speaker's address.
 - D. All of the above are correct.

REPORTS OF OTHER OFFICERS

- 159. (243) Under what circumstances should the president read a communication?** [p28 line 18]
- A. Always.
 - B. When it is addressed to him.
 - C. When the content or source is especially important.
 - D. Never, that is the secretary's duty.
- 160. (76) Any recommendation contained in an officer's report is moved:** [p477 line 2-4]
- A. by the officer making the report.
 - B. by the secretary of the organization.
 - C. from the floor by a member other than the reporting officer.
 - D. by a member, seconded by the reporting officer.
- 161. (77) At each general meeting of a society, the report of the treasurer:** [p477 line 6-9]
- A. may consist simply of a verbal statement of the cash balance on hand.
 - B. must include a written report for the president and secretary.
 - C. requires action by the assembly.
 - D. is accepted by unanimous consent.
- 162. (217) The committee which examines the financial records of an organization is the:** [p479 line 16-19]
- A. finance committee.
 - B. budget committee.
 - C. auditing committee.
 - D. rules committee.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

163. (191) In some organizations the financial reports are audited by elected officer(s) known as: [p479 line 21-22]

- A. warrant officer(s).
- B. warden(s).
- C. trustee(s).
- D. manager(s).

164. (289) If the auditor's report consists only of an endorsement on the financial report to the effect that it has been found correct: [p479 line 26-30]

- A. the treasurer can simply read out this certification as he concludes his report.
- B. the report must be read by the secretary.
- C. the report must be read by the person or persons who audited the books.
- D. because of its importance, it must be read by the president.

165. (78) Reports of other officers (e.g. Librarian) are adopted if: [p480 line 21-23]

- A. the members find they agree with the recommendations in the report.
- B. they are to be a permanent official document of the organization.
- C. they are annual reports.
- D. they are to be placed on file by the secretary.

CHAPTER XVI BOARDS AND COMMITTEES Pages 480-542 131 Questions

BOARDS Pages 8-9, 480-489 33 Questions

166. (303) A board has the character of a deliberative assembly, except:

[p8 line 32-35, p9 line 1-2]

- A. its powers are delegated to it by an authority outside itself.
- B. boards have no minimum size and are frequently smaller than most other assemblies.
- C. it may or may not function autonomously.
- D. All of the above are correct.

167. (306) It is generally advisable to provide in the bylaws for a board to:

[p481 line 16-21, p486 line 17-19]

- A. be empowered to act for the society between regular meetings of the society.
- B. have complete control in some cases over certain phases of the society's business.
- C. adopt its own standing rules of administration.
- D. All of the above are correct.

EXECUTIVE BOARD

168. (305) If a society has an executive board, the board: [p482 line 25-29]

- A. is composed of only the elected officers.
- B. must be provided for in the bylaws.
- C. can set its own powers and responsibilities.
- D. cannot have staggered terms for its members.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

169. (304) When there is an executive committee within and subordinate to it, the executive board may be called the: [p482 line 1-4]
- A. board of directors.
 - B. board of managers.
 - C. board of trustees.
 - D. All of the above are correct.
170. (308) The executive board commonly consists of: [p482 line 12-20]
- A. the elected officers.
 - B. the elected officers and directors appointed by the president.
 - C. the elected officers and standing committee chairmen.
 - D. the elected officers and directors who are elected at the same time and in the same way as the other officers.
171. (94) An executive board: [p482 line 25-26]
- A. must be provided for in the standing rules.
 - B. must be provided for by a special rule of order.
 - C. must be provided for in the bylaws.
 - D. is composed only of the elected officers.
172. (307) The executive board has the authority to: [p482 line 25-29]
- A. define the board's duties and powers.
 - B. make provisions for meetings of the board.
 - C. countermand an action of the assembly.
 - D. perform duties as assigned by the bylaws or the assembly.
173. (228) Power is delegated to the executive board of the organization by: [p482 line 25-26]
- A. adoption of special rules of order.
 - B. a provision in the bylaws.
 - C. adoption of standing rules.
 - D. All of the above are correct.
174. (309) The amount of power delegated to an executive board is determined by: [p482 line 29-35, p483 line 1-4]
- A. the size of the board.
 - B. whether the board is an elected or appointed body.
 - C. how often the society as a whole meets.
 - D. how close the members of the board live to each other.
175. (95) With respect to matters the bylaws do not put under its exclusive control, an executive board: [p483 line 9-13]
- A. can take action on issues delegated to it by the assembly at the previous meeting.
 - B. should be cautious in its actions, since the assembly cannot later countermand them.
 - C. can, with a two-thirds vote, modify actions taken by the assembly.
 - D. must carry out any instructions given to it by the assembly.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

176. (170) The bylaws indicate that a responsibility of the board of directors is to control the finances of the organization. A group of members do not agree with the way the board is spending money for the headquarters office. At the annual membership meeting, those members stand up and state their objection. What action can those members take at the annual membership meeting? [p483 line 13-16]
- A. By a majority vote, the members can instruct the board how the funds for the headquarters office shall be allocated.
 - B. By a two-thirds vote, the members can instruct the board how the funds for the headquarters office shall be allocated.
 - C. The members can make recommendations as to how the money should be allocated, but have no authority to require the board to follow their instructions.
 - D. The bylaws can be suspended to allow the members to instruct the board how the funds for the headquarters office shall be allocated.

EX-OFFICIO BOARD MEMBERS

177. (53) When an ex-officio member of an executive board is a member of the society: [p483 line 25-30]
- A. he has all the privileges of membership, but none of the obligations.
 - B. there is no distinction between him and other board members.
 - C. he may serve on the board indefinitely.
 - D. he is not counted in the quorum.
178. (86) An ex-officio member of a board who is not under the authority of the society: [p483 line 30-33]
- A. can make motions, but cannot vote.
 - B. can debate, but cannot make motions or vote.
 - C. can make motions, debate and vote but has none of the obligations of membership.
 - D. is counted in determining the presence of a quorum.
179. (185) Which statement concerning ex-officio members of boards is correct? [p483 line 25-33]
- A. They are never counted in the quorum.
 - B. They may speak and vote on all issues.
 - C. Presidents are automatically ex-officio members of boards.
 - D. They have an obligation to attend meetings, even if they are not under the authority of the society.
180. (171) When an ex-officio member of a board ceases to hold the office that entitles him to such membership, how is his membership on the board affected? [p484 line 6-8]
- A. Membership on the board continues as a director.
 - B. Membership on the board terminates at the conclusion of the fiscal year.
 - C. Membership on the board terminates at the conclusion of the term for other board members.
 - D. Membership on the board terminates automatically.

OFFICERS OF BOARDS

- 181. (312) In most ordinary societies having executive boards:** [p484 line 22-26]
- A. it is customary for the board to elect its own officers.
 - B. It is customary for the president and secretary of the society to serve in the same capacity within the board.
 - C. it is customary for the president of the society to serve as chairman of the board and the secretary to be appointed by the president.
 - D. the bylaws must make provision for filling the position of president and secretary of the board.

BODIES SUBORDINATE TO THE BOARD

- 182. (227) As a general principle, a board cannot:** [p484 line 31-32]
- A. delegate its authority.
 - B. act for the society when necessary.
 - C. appoint subcommittees.
 - D. establish its own rules.
- 183. (310) If the bylaws give the board exclusive authority in certain matters:** [p484 line 31-32]
- A. the board cannot delegate that authority to a subordinate group.
 - B. the board must follow instructions given it by the society in these matters.
 - C. by a two-thirds vote, the society can countermand actions taken by the board in these matters.
 - D. cannot appoint committees to work under its supervision.
- 184. (313) Without a specification in the bylaws, a board of directors in an organization with a parent assembly or membership body:** [p485 line 1-3]
- A. can appoint an executive committee.
 - B. can modify any action taken by the society.
 - C. can elect its own officers.
 - D. can appoint committees.
- 185. (65) If a board has subcommittees, the subcommittees will report to:** [p485 line 3-4]
- A. the assembly.
 - B. the board.
 - C. the president.
 - D. the secretary.
- 186. (323) The executive committee is:** [p485 line 14-15]
- A. “a committee within a committee.”
 - B. “a board within a board.”
 - C. a subcommittee of the executive board upon adoption of a motion to that effect.
 - D. one of the special committees.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

187. (314) Usually the composition of the executive committee: [p485 line 17-19]
- A. is never placed in the bylaws.
 - B. is a specified number of board members that would never include the President.
 - C. is specified in the bylaws.
 - D. is seldom necessary for an organization.

<i>CONDUCT OF BUSINESS IN A BOARD</i>
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188. (96) An executive board can transact business: [p486 line 33-35, p487 line 1-3]
- A. according to the same rules of procedure as in other deliberative assemblies, no matter what the size of the board.
 - B. only in a regular or properly called meeting or at an adjournment thereof, of which every board member has been notified and a quorum is present.
 - C. by telephone or individual interview, e-mail, or fax.
 - D. by mail if a quorum of the board participates.
189. (316) Proposed action on an emergency issue may be approved by members of a board by: [p487 line 9-11]
- A. individual contact by telephone.
 - B. absentee vote.
 - C. individual interview of every member of the board.
 - D. only a vote in a meeting, a quorum being present.
190. (90) Minutes of an executive board: [p487 line 14-20]
- A. are accessible only to members of the board with no exceptions.
 - B. are accessible to any member of the society on demand.
 - C. are read to members of the society's assembly if ordered by a two-thirds vote.
 - D. are taken in memo form and not recorded.
191. (317) The vote necessary to order board minutes to be read to the assembly is: [p487 line 14-20]
- A. the demand of one member.
 - B. a majority vote.
 - C. a two-thirds vote.
 - D. none; the board minutes are always read to the assembly under reports of officers and board reports.
192. (259) The society can order the minutes of the board of directors to be produced and read to the assembly by a: [p487 line 14-20]
- A. majority vote with notice.
 - B. majority vote of the entire membership.
 - C. two-thirds vote.
 - D. All of the above are correct.
193. (52) The generally accepted distinction between a small board and a large board is that a small board is: [p487 line 26-28]
- A. always under ten.
 - B. not more than fifteen.
 - C. not more than about a dozen.
 - D. a minimum of six.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 194. (284) What rules should be used if the attendance at a board meeting varies?**
[p487 line 26-31, p488 line 1-20]
- A. When the total number of people present is more than twelve, use formal rules.
 - B. When the established size of the board is more than twelve, use formal rules.
 - C. When the number of board members present is more than twelve, use formal rules.
 - D. Use formal rules at all times.
- 195. (205) In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. Which of the following rules governing such meetings applies to their procedure?** [p488 line 1]
- A. All members are required to obtain the floor before making motions or speaking.
 - B. Motions need not be seconded.
 - C. There is a limit to the number of times a member can speak to a question.
 - D. The chairman should always rise while putting questions to vote.
- 196. (137) In meetings of small boards with less than twelve members:** [p488 line 7-20]
- A. informal discussion of a subject is not permitted while no motion is pending.
 - B. a vote cannot be taken without a motion's having been introduced.
 - C. the chairman cannot speak in discussion without leaving the chair.
 - D. all proposed actions must be approved by vote under the same rules as in large assemblies.
- 197. (244) In a small board or committee:** [p488 line 1-20]
- A. informal discussion of a subject is permitted while no motion is pending.
 - B. motions need not be seconded.
 - C. the chairman can speak in debate without rising or leaving the chair.
 - D. All of the above are correct.
- 198. (21) If a portion of the membership of the board changes periodically:**
[p488 line 23-25, p489 line 1-16]
- A. it becomes a new board each time a new group assumes board membership.
 - B. new officers are always elected.
 - C. all existing unfinished business stays in effect.
 - D. Both C and B are correct.

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- 199. (263) Ordinary committees are:** [p490 line 4-5]
- A. standing and special committees.
 - B. nominating committees.
 - C. committee of the whole.
 - D. only committees that are invested with power.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 200. (54) A standing committee of the assembly, established in the bylaws:**
[p490 line 11-13]
- A. may meet whenever the members happen to be in the same place at the same time.
 - B. must report to the executive board prior to reporting to the assembly.
 - C. may make recommendations for action to the assembly.
 - D. may change its' name without amending the bylaws.

<i>STANDING COMMITTEES</i>

- 201. (60) Standing committees of a society are created by:** [p491 line 6-7]
- A. the board of directors.
 - B. the president.
 - C. a resolution adopted by a majority vote of the membership.
 - D. a specific provision of the bylaws.
- 202. (229) A standing committee that has the power to act for a society may be created apart from the bylaws by:** [p491 line 6-10]
- A. a majority vote.
 - B. a two-thirds vote.
 - C. a two-thirds vote with previous notice.
 - D. the president.
- 203. (115) If the bylaws are silent on standing committees, a standing committee that has the power to act for a society may be established:** [p491 line 6-15]
- A. by a majority vote.
 - B. by a two-thirds vote.
 - C. by a two-thirds vote with previous notice.
 - D. by the president.
- 204. (190) If a standing committee's assigned function affects a rule of parliamentary procedure in any of the three ways specified in RONR, how can it be established?**
[p491 line 6-10]
- A. By the bylaws.
 - B. By a special rule of order.
 - C. By a standing rule.
 - D. Both A and B are correct.
- 205. (211) If any of the following conditions apply, a committee must be established by the bylaws or a special rule of order:** [p491 line 13-19]
- A. the committee has standing authority to act for the society on matters of a certain class.
 - B. all business of a certain class is automatically referred to it.
 - C. a rule of parliamentary procedure is affected by its assigned function.
 - D. All of the above are correct.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

206. (186) May standing committees be established in addition to those enumerated in the bylaws without a provision authorizing their appointment in the bylaws?

[p491 line 26-31]

- A. Yes, by a special rule of order.
- B. Yes, in the standing rules.
- C. Yes, by a vote of a majority of the entire membership.
- D. No.

207. (114) If certain standing committees are enumerated in the bylaws:

[p491 line 29-31]

- A. the assembly may create additional standing committees by a majority vote.
- B. no other standing committees may be created unless the bylaws are amended.
- C. the president may create additional standing committees.
- D. the board may create additional standing committees.

208. (50) Unless the bylaws provide otherwise, a standing committee of the society reports to: [p491 line 32-34]

- A. the executive committee.
- B. the board of directors.
- C. the assembly.
- D. the president.

209. (22) A special committee is discharged or ceases to exist when: [p492 line 3-6]

- A. a member resigns.
- B. it fails to report.
- C. its final report is submitted to the assembly.
- D. the term of the officers is over.

210. (149) A committee that ceases to exist when the assembly receives its final report is:

[p492 line 3-6]

- A. a committee on protocol.
- B. a standing committee.
- C. membership committee.
- D. a special committee.

APPOINTMENT OF COMMITTEES

211. (183) If the bylaws or rules do not prescribe how the members of committees shall be selected: [p492 line 13-20]

- A. the method can be specified in the motion to establish a special committee.
- B. the president appoints all committees.
- C. the method can be decided by unanimous consent or a majority vote at the time the committee is appointed.
- D. Both A and C are correct.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 212. (163) In a committee elected by ballot, the position of chairman:** [p493 line 14-22]
- A. is never selected by the committee members.
 - B. can be treated as a separate position to be voted for on the same ballot with the other committee members.
 - C. can be elected from among the committee's members on a second ballot after the names have been announced.
 - D. Both B and C are correct.
- 213. (165) May a member nominate more than one person for a committee or an office?** [p493 line 32-34]
- A. No.
 - B. Yes, after everyone else has had an opportunity to nominate a candidate.
 - C. Yes, if he nominates all candidates at the same time.
 - D. No, if the required number have been nominated.
- 214. (148) In an election of committee members:** [p494 line 2-6]
- A. the election must be held by ballot.
 - B. if no more than the prescribed number are nominated, a vote is unnecessary.
 - C. if more than the prescribed number are nominated, they are voted on in alphabetical order.
 - D. if no more than the prescribed number are nominated, the chair asks for unanimous consent to elect the committee.
- 215. (202) The chairman of a special committee appointed by the chair is automatically the first person named, unless:** [p494fn]
- A. the chair does not mention this when naming the committee members.
 - B. he or she is not a member of the society.
 - C. he or she declines the position.
 - D. All of the above are correct.
- 216. (23) If the assembly instructs the chair to appoint a committee, how is that committee chairman selected?** [p494fn]
- A. The last person appointed is the chairman.
 - B. The committee selects its own chairman.
 - C. The first person appointed is the chairman.
 - D. The assembly selects the chairman.
- 217. (132) Nominations by the chair:** [p495 line 2-4]
- A. can be amended by a member moving to strike out one or more names and inserting new ones.
 - B. can be amended by a member moving to strike out one or more names and if adopted, the chair must insert other names.
 - C. by a two-thirds vote, can be amended by a member moving to strike out one or more names and inserting other names.
 - D. cannot be amended.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 218. (133) Appointment of members of a committee by the president:** [p495 line 15-18]
- A. is an inherent right of the president.
 - B. transfers to the vice-president if he is presiding.
 - C. cannot be assumed unless provided for in the bylaws or by action of the assembly.
 - D. must be approved by the assembly.
- 219. (273) The vice-president was presiding in the absence of the president. A motion was adopted that the president appoints a committee of three. How is the committee named?** [p495 line 18-20]
- A. The vice-president, acting as president appoints the committee.
 - B. The motion should be postponed to a meeting at which the president is in attendance.
 - C. The vice-president should appoint the committee with approval of the assembly.
 - D. The president appoints the committee.
- 220. (79) The bylaws provide that the president shall appoint all committees. This power, in the absence of the president:** [p495 line 18-20]
- A. transfers to the occupant of the chair.
 - B. transfers to the first vice-president.
 - C. does not transfer to the chair if someone else presides.
 - D. transfers to the executive board.
- 221. (122) When the bylaws provide that the president shall appoint all committees.** [p495 line 26-28]
- A. the president is also empowered to create committees.
 - B. the nominating committee should be excluded.
 - C. the vice-president can appoint a special committee if presiding in the absence of the president.
 - D. if the appointees are nonmembers no vote is necessary for their approval.
- 222. (201) When the chair has been authorized to appoint committee members, what action by the chair is required to enable the committee to act?** [p496 line 8-11]
- A. asking the secretary to send out announcements.
 - B. the names of the committee member must be announced to the assembly.
 - C. telling the members of the committee to elect a chairman.
 - D. giving explicit instructions as to their report.
- 223. (125) If a motion to create a committee to be named by the president is adopted:** [p496 line 12-15]
- A. if the members of the committee are named after the meeting is adjourned, they must be approved at the next meeting.
 - B. the appointment of the committee may not be made after the meeting is adjourned.
 - C. the appointment of the committee may be made after the meeting is adjourned if the delay is authorized by the assembly.
 - D. if the appointment is made after the adjournment of the meeting, the committee may act as soon as appointed without authorization.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

224. (24) When the bylaws provide that the president is ex officio a member of all committees except those from which the president is best excluded, it means that:

[p497 line 22-29]

- A. the president is not obligated to attend meetings nor is he counted in the quorum.
- B. the president is obligated to attend meetings and is counted in the quorum.
- C. the ex-officio status conveys the same obligations as the other committee members.
- D. if the president cannot attend the meeting, he should request the vice-president to attend as his representative.

225. (83) As an ex-officio member of a committee, the president: [p497 line 22-29]

- A. is not counted in determining that a quorum is present.
- B. may not vote or make motions,.
- C. must attend all committee meetings.
- D. need not be informed of meetings.

226. (25) A vacancy in a committee is filled by: [p497 line 30-32]

- A. the person who is vacating the position.
- B. the president only.
- C. the committee members.
- D. the appointing power.

227. (129) The resignation of a member of a committee should be addressed:

[p497 line 30-32]

- A. to the president.
- B. to the chairman of the committee.
- C. to the executive committee.
- D. to the appointing power.

228. (112) In choosing the members of a committee: [p497 line 34-35, p498 line 1-23]

- A. a standing committee should be chosen to provide a strong group for the handling of any task that may arise within the province of the committee.
- B. to implement an order of the assembly, a special committee should consist only of those in favor of the action to be carried out.
- C. for deliberation or investigation, a special committee should represent all points of view in the organization.
- D. All of the above are correct.

229. (230) When a special committee is appointed to implement an order of the assembly, it should be: [p498 line 7-9]

- A. large and composed of members who live or work in close proximity to each other.
- B. large and composed of members on both sides of the issue.
- C. small and composed of members on both sides of the issue.
- D. small and composed of members in favor of the action taken.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 230. (84) A special committee appointed for deliberation or investigation should be:** [p498 line 12-16]
- A. a small committee consisting of those in favor of the action to be carried out.
 - B. a large committee representing many points of view in the organization.
 - C. composed of persons who have had experience regarding the subject to be investigated.
 - D. composed of members chosen for their ability to be discreet and keep matter confidential.

<i>CONDUCT OF BUSINESS IN A COMMITTEE</i>
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- 231. (113) Who should call a meeting of the committee?** [p499 line 19-21]
- A. The president.
 - B. The committee chairman.
 - C. A member of the committee.
 - D. All of the above are correct.
- 232. (91) If a committee chairman fails to call a meeting of the committee:** [p499 line 21-23]
- A. the committee cannot meet.
 - B. the committee must meet on the call of the president.
 - C. the committee must meet on the call of any two of its members.
 - D. the committee is dissolved.
- 233. (138) During the proceedings of a committee:** [p500 line 18-21]
- A. the motion to reconsider is not in order.
 - B. the chairman has the right to debate, but not make motions.
 - C. motions to close or limit debate are generally not allowed.
 - D. the committee may adopt its own rules.
- 234. (168) During committee proceedings, the previous question:** [p500 line 18-21]
- A. requires a majority vote.
 - B. requires a majority vote of the entire committee.
 - C. is not in order.
 - D. may not be reconsidered.
- 235. (139) Committee procedure:** [p501 line 12-13]
- A. allows all members of the society to attend committee deliberations.
 - B. gives the committee the power to punish its members for disorder.
 - C. allows only committee members during actual deliberations of the committee.
 - D. does not allow the chairman to be an active participant in the work of the committee.
- 236. (262) When the committee sets an adjourned meeting:** [p501 line 35, p502 line 1-4]
- A. it is considered as having adjourned to meet at the call of the chair.
 - B. it is advisable to notify absent members of the adjourned meeting.
 - C. it is required that absent members be notified of the adjourned meeting.
 - D. the meeting can be set for a time after the next regularly scheduled committee meeting.

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237. (88) A motion to “rise” in a special committee is equivalent to: [p502 line 5-8]
- A. a motion to adjourn.
 - B. a motion to recess.
 - C. adjourning to meet at the call of the chair.
 - D. a motion to adjourn sine die.
238. (264) A special committee: [p502 line 31-35, p503 line 1-2]
- A. should be appointed to perform a “special” task that falls within the assigned function of an existing standing committee.
 - B. ceases to exist at the close of the annual meeting if its task is not completed.
 - C. that has not reported, ceases to exist when new officers assume their duties at the next annual meeting.
 - D. has the power to punish its member for improper conduct related to its proceedings.

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239. (105) If a committee is appointed from different sections of the country with the expectation that its work will be done by correspondence, its report: [p503 line 24-28]
- A. cannot be made.
 - B. can be made upon separate consultation with every member, with unanimous consent required for agreement of the report.
 - C. can contain what has been agreed to by every one of its members.
 - D. can be made with the president’s approval.
240. (106) If the committee chairman is not present: [p506 line 11-15]
- A. the committee’s report cannot be given.
 - B. the president may choose another member to make the report.
 - C. the committee chairman may choose another member to make the report.
 - D. the reporting member is chosen by the committee.
241. (107) The reporting member of the committee: [p506 line 16-24]
- A. may not present the report orally, only in writing.
 - B. must be the chairman of the committee.
 - C. may announce he is submitting the report, pass it to the president or secretary to be read by a reading clerk.
 - D. will be the only member of the committee to sign the report.
242. (82) Immediately after receiving a committee or board report, an assembly normally considers whatever action arises from it, unless: [p506 line 30-34]
- A. a member objects to its consideration.
 - B. it contains only information on which no action is taken.
 - C. the chair declares no action is necessary.
 - D. there are no proposed amendments.

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243. (150) A committee report includes recommendations at the end of the report. The reporting member, at the conclusion of the committee report, should:

[p507 line 4-12]

- A. move to accept the report.
- B. move to adopt the report.
- C. move to receive the report.
- D. move the adoption of the recommendations.

244. (109) A motion to implement the recommendations in a committee report:

[p507 line 24-27]

- A. may be assumed by the chair if not made by the reporting member.
- B. is made by another member at the conclusion of the report.
- C. is made by the reporting member during new business.
- D. can be made by the reporting member if he is not a member of the assembly.

245. (108) The adoption of an entire committee report by the assembly:

[p507 line 30-31, p508 line 1-4]

- A. should be made by the chairman of the committee.
- B. has the effect of endorsing every word of the report.
- C. does not require a second.
- D. is a wise move for the assembly.

246. (241) When an assembly votes to adopt a committee report, which of the following is true? [p507 line 30-31, p508 line 1-3]

- A. Only resolutions contained in the committee's report have been adopted.
- B. The motion to agree to the report is normally made by the reporting members and requires no second.
- C. The report has only been read, and subsequent action must be taken to enact any suggestions in the report.
- D. It endorses every word of the report, including the committee's reasoning, as the organization's own statement.

247. (223) To accept the report of the committee: [p508 line 13-17]

- A. is the same as adopting it.
- B. is the same as receiving it.
- C. has no meaning.
- D. is a matter of courtesy.

248. (26) To adopt the entire report of a board or committee, as opposed to just the recommendations contained at the end of the report, requires a:

[p509 line 2-10, TP6-7 #4]

- A. majority vote.
- B. two-thirds vote.
- C. majority vote with previous notice.
- D. two-thirds vote with previous notice.

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- 249. (111) A question arising out of a committee report on a matter referred to it is:** [p509 line 20-27]
- A. an original main motion.
 - B. an incidental main motion.
 - C. a motion that brings a question again before the assembly.
 - D. a privileged motion.
- 250. (104) The text of a report that is to be published which has been amended by the assembly:** [p509 line 35, p510 line 1-2]
- A. is published with the changes made in the text.
 - B. is published as it was presented without the changes.
 - C. is published showing the reported version and the changes that the assembly made.
 - D. is not published, but it is noted that the report was made and is attached to the official minutes.
- 251. (206) A board report should be signed by:** [p510 line 20-21]
- A. all of the members of the board.
 - B. the president and the vice-president.
 - C. the president or chairman of the board and its secretary.
 - D. the secretary.
- 252. (203) When a committee report concludes with a recommendation, the proper course to be followed is for:** [p510 line 28-30]
- A. the chair to put the question.
 - B. a member of the committee to second the resolution.
 - C. the reporting member to move that the recommendation be adopted.
 - D. A person, not a member of the committee, to second the resolution.
- 253. (287) A recommendation in a committee report:** [p510 line 28-30]
- A. should be moved by the reporting member.
 - B. should be moved by another member of the committee.
 - C. should be moved by a member not on the committee.
 - D. can only be moved by the chairman of the committee.
- 254. (128) A committee report is generally submitted in writing, unless it is brief enough to be recorded in its entirety. A written committee report:** [p512 line 1-2]
- A. is addressed and dated.
 - B. is worded, "We recommend..."
 - C. is the report of the chairman of the committee.
 - D. begins with the identification of the committee.
- 255. (192) When a committee chairman signs a report alone his signature:** [p512 line 22-26]
- A. indicates that not all members agree to the report.
 - B. certifies that the report has been adopted by the committee.
 - C. certifies that all members of the committee agree to the report.
 - D. indicates that a partial report is being submitted.

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256. (278) **Special committees are called on to report:** [p513 line 9-10]
- A. in the order of their appointment.
 - B. in order of their importance.
 - C. in alphabetical order.
 - D. under special orders.
257. (69) **If a resolution is referred to a committee while a motion to postpone indefinitely is pending, the committee's report should:** [p519 line 4-9]
- A. first state the committee's recommendation on the disposition of the resolution, then on the motion to postpone indefinitely.
 - B. first state the committee's recommendation on the motion to postpone indefinitely, then as to the disposition of the resolution.
 - C. state the committee's recommendation only on the motion to postpone indefinitely.
 - D. state the committee's recommendation only on the resolution.
258. (194) **A recommendation from a committee to postpone indefinitely a motion with a pending amendment is handled by the chair in the following manner:** [p519 line 17-21]
- A. the chair states the question on the amendment.
 - B. the chair puts the question on the motion to postpone indefinitely.
 - C. the chair states the question on the motion to postpone indefinitely.
 - D. the chair puts the question on the amendment.
259. (136) **If an amendment was pending when a resolution was referred to a committee and the recommendation of the committee is for postponement to a certain time, the chair states the question first on the:** [p520 line 7-8]
- A. amendment.
 - B. postponement.
 - C. amendment, the resolution, then the postponement.
 - D. the preamble, the amendment, then the postponement.
260. (315) **When a committee reports back proposed amendments to a resolution which was referred with a pending amendment:** [p521 line 13-19]
- A. the reporting member of the committee moves the adoption of the proposed amendments immediately after the report.
 - B. the chair ignores the pending amendment and takes the vote on the amendments proposed by the committee.
 - C. after the pending amendment has been voted on, the reporting member moves the adoption of amendments proposed by the committee.
 - D. it is not necessary to move the adoption of the proposed amendments of the committee.

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- 261. (195) Putting the question on amendments “in gross” means:** [p523 line 3-5]
- A. taking one vote on all pending amendments.
 - B. taking an individual vote on each amendment when they have been offered by one motion.
 - C. putting the question on the amended main motion incorporating amendments agreed to by a committee of the whole.
 - D. putting one amendment to a vote when more than one is pending.
- 262. (184) A resolution (A) with a primary amendment (B) and a secondary amendment (C) pending is referred to committee. When the committee reports to the assembly, it recommends a substitute (D) for the resolution. In what order should the motions be considered if all are adopted?** [p524 line 17-30]
- A. Substitute (D) first. If it is adopted, no further vote is necessary.
 - B. Substitute (D), secondary amendment (C), primary amendment (B), resolution (A).
 - C. Substitute (D), then substitute (D) as main motion.
 - D. Secondary amendment (C), primary amendment (B), substitute (D), then substitute (D), if approved, as the main motion.
- 263. (143) If a committee reports back a resolution with a substitute that it recommends for adoption, the chair states the question on:** [p524 line 17-30]
- A. the substitution, even if a primary and secondary amendment were referred with the resolution.
 - B. any primary and secondary amendment referred, then the substitute.
 - C. any secondary amendment, then the substitute.
 - D. the substitute, the primary and secondary amendments that were referred are ignored.
- 264. (196) A report from a standing committee which contains only information should be:** [p525 line 4-5]
- A. adopted by the assembly.
 - B. filed without action.
 - C. opened to debate and amendment by the assembly.
 - D. returned to the committee for further consideration.
- 265. (207) The report of the nominating committee:** [p525 line 20-21]
- A. may be amended.
 - B. should be adopted.
 - C. is not adopted.
 - D. may not include as a nominee a member of the committee.
- 266. (28) A partial report of a committee:** [p527 line 13-15]
- A. is postponed until the complete report is ready.
 - B. is finished by the assembly by amendment.
 - C. is handled the same way as the final report.
 - D. is laid on the table.

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267. (224) Special committees of the assembly: [p527 line 13-15]

- A. may be discharged by the board.
- B. are always appointed “with power.”
- C. may make a partial report.
- D. are dissolved at the close of the annual meeting.

MINORITY REPORT

268. (29) The presentation of a minority report in an assembly: [p527 line 25-30]

- A. may be adopted by the assembly as the report of the committee.
- B. is usually allowed by the assembly when such permission is requested.
- C. precedes the report of the committee.
- D. requires a two-thirds vote of the assembly.

269. (30) The formal presentation of a dissenting opinion of committee members not concurring with the committee report is a: [p527 line 25-28]

- A. majority report.
- B. minority report.
- C. special report.
- D. dissenting report.

270. (197) When the minority of a committee wishes to make a formal report:

[p528 line 33-36]

- A. without objection, the chair should call for it as soon as he states the question on the committee report.
- B. the chair should put the question on receiving the minority report.
- C. the chair should call for the minority report before the report of the committee so that the latter may rebut the minority’s report.
- D. the assembly should recommit the question with instructions to reach a consensus.

COMMITTEE OF THE WHOLE AND ALTERNATE FORMS

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271. (141) What device enables a large assembly to give detailed consideration to a matter under conditions of freedom approximating those of a committee? [p529 line 30-35]

- A. Having a ballot vote.
- B. Setting a time for adjournment.
- C. Moving to take all motions seriatim.
- D. Committee of the whole.

272. (116) The regular presiding officer leaves the chair and a chairman is appointed:

[p530 line 21-23]

- A. in a committee of the whole.
- B. in a quasi committee of the whole.
- C. during informal consideration.
- D. during an executive session.

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- 273. (117) When the assembly goes into the committee of the whole, the presiding officer:** [p530 line 23]
- A. calls another member to the chair.
 - B. takes nominations from the floor for a chairman.
 - C. leaves the meeting.
 - D. remains in the chair.
- 274. (166) When the assembly goes into quasi committee of the whole, the presiding officer:** [p530 line 31-32]
- A. appoints a chairman.
 - B. remains in the chair.
 - C. takes a seat in the assembly.
 - D. asks for nominations for a secretary.
- 275. (167) When the assembly goes into informal consideration, the presiding officer:** [p531 line 1-2]
- A. appoints a chairman.
 - B. remains in the chair.
 - C. reports to the assembly the actions taken.
 - D. allows each member to debate one time only.
- 276. (232) In a committee of the whole, a member may:** [p532 line 11-15]
- A. speak only once.
 - B. serve as chairman.
 - C. move to lay the question on the table.
 - D. dissolve the assembly if disorderly.
- 277. (31) A committee of the whole in its deliberations can:** [p532 line 31-35]
- A. adjourn or order a recess.
 - B. adopt an amendment to its recommendations.
 - C. appoint a subcommittee.
 - D. order a roll call or vote by ballot.
- 278. (67) During the proceedings in a committee of the whole:** [p533 line 9-10]
- A. a division of the assembly is not in order.
 - B. a point of order cannot be raised.
 - C. an appeal from the decision of the chair is in order.
 - D. limits of debate can be imposed.
- 279. (146) A committee of the whole:** [p534 line 33-35, p535 line 1-3]
- A. may refer a matter to another ordinary committee.
 - B. may order a counted rising vote.
 - C. rises and reports when it wishes to bring the meeting to an end.
 - D. may impose disciplinary measures on its members.

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- 280. (32) In a committee of the whole, appeals from the decision of the chair:** [p533fn]
A. are debatable under the same rules as in the assembly.
B. are not debatable.
C. are not permitted.
D. can be postponed.
- 281. (119) A committee of the whole is allowed to:** [p534 line 33-35, p535 line 1-3]
A. take a roll call vote.
B. take a recess.
C. take a vote by ballot.
D. rise and report.
- 282. (33) If a committee of the whole originates a resolution, it concludes by voting to:** [p535 line 4-5]
A. recommend that the resolution be committed to a standing committee.
B. recommend pertinent amendments to the assembly.
C. adopt the resolution subject to ratification by the assembly.
D. report the resolution as perfected.
- 283. (121) The quorum of a committee of the whole is:** [p537 line 29-31]
A. a majority of the members present.
B. the entire membership.
C. the same as that of the assembly.
D. two-thirds of the members present.
- 284. (120) A committee of the whole, lacking a quorum, can:** [p537 line 35, p538 line 1-2]
A. take measures to obtain a quorum.
B. do nothing but adjourn.
C. change the quorum by unanimous vote.
D. do nothing but rise and report to the assembly.
- 285. (98) In a quasi committee of the whole, the presiding officer:** [p538 line 34-36]
A. leaves the chair and appoints a new presiding officer.
B. remains in the chair himself.
C. may adjourn the meeting at will.
D. determines the time of all debate.
- 286. (34) Motions that are in order in quasi committee of the whole are:** [p539 line 12-14]
A. the same as in the committee of the whole.
B. those limited by the assembly.
C. the same as in the assembly.
D. subsidiary and incidental motions only.

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- 287. (159) A motion to consider informally may be applied to:** [p540 line 17-22]
- A. any debatable motion that is introduced.
 - B. the main motion and its amendments.
 - C. the main motion only.
 - D. the main motion and any debatable subsidiaries.
- 288. (36) The motion to consider a question informally is:** [p540 line 29-31]
- A. debatable, and it opens the merits of the question proposed to be considered for debate.
 - B. debatable only as to the desirability of considering the question informally.
 - C. debatable only to the extent that the motion proposed to be considered is debatable.
 - D. not debatable.
- 289. (35) During informal consideration:** [p541 line 1-3]
- A. limitations on the number of times a member can speak are removed.
 - B. the presiding officer does not remain in the chair.
 - C. decisions of the assembly are not final.
 - D. the chair can limit the number and length of speeches.
- 290. (37) When a motion is being considered informally:** [p541 line 5-11]
- A. the proceedings are placed in the minutes of the formal meeting.
 - B. there is no limit on the number of speeches in debate.
 - C. a 2/3 vote is required to end the informal proceedings.
 - D. a separate set of minutes must be approved before ending the informal consideration.
- 291. (233) One difference between the committee of the whole and informal consideration is:** [p541 line 5-8]
- A. informal consideration does not require recognition.
 - B. informal consideration requires a majority vote.
 - C. informal consideration does not require a second.
 - D. Proceedings under informal consideration are recorded in the assembly's formal minutes.

<i>BOARDS AND COMMITTEES MISCELLANEOUS</i>

- 292. (199) In a committee meeting, the motion to reconsider:** [p330 line 1-5]
- A. must be made by one who voted on the prevailing side.
 - B. may be made by one who voted on the losing side.
 - C. may be made by any member.
 - D. may be made by a member who did not vote.
- 293. (193) Standing committee reports are called for:** [p356 line 2-4]
- A. in alphabetical order.
 - B. in the order of their appointment.
 - C. as they are listed in the bylaws.
 - D. in the order of their importance.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

294. (123) If a motion to create a committee names the members: [p492 line 26-30]
- A. the name of the chairman must be included.
 - B. the committee always elects its own chairman.
 - C. it supersedes a bylaw provision that the president appoints all committees.
 - D. nonmembers of the society may be appointed.
295. (280) When a board or committee reports on a matter that was referred to it, regardless of whether the matter was referred as a pending question or as a subject on which no question was pending, the following motion cannot be applied to its consideration: [p509 line 15-27]
- A. amend.
 - B. postpone indefinitely.
 - C. objection to the consideration of a question.
 - D. recommit a pending question.
296. (101) Instead of referring a matter to a committee, (the assembly may establish) a number of break-out groups with every member urged to participate in a group. The groups' conclusions are reported: [p541 line 35-36, p542 line 1-2]
- A. to the assembly for the final decision.
 - B. through a moderator directly to the assembly.
 - C. conveyed to a committee that assembles them and attempts to report to the assembly.
 - D. All of the above are correct.

RELATED PROCEDURES IN CHAPTERS II, VI, XI, AND XII 30 Questions

297. (272) When the vice-president presides in the absence of the president, how is he/she addressed? [p23 line 5-6]
- A. Mister/Madam Vice-President.
 - B. Mister/Madam President.
 - C. Mister/Madam Chairman.
 - D. Mister/Madam Speaker.
298. (271) When the vice-president presides and the president is also on the platform, how is the vice-president addressed? [p23 line 6-11]
- A. Mister/Madam Vice-President.
 - B. Mister/Madam President.
 - C. Mister/Madam Chairman.
 - D. Mister/Madam Speaker.
299. (225) What right does "privileges of the floor" convey? [p29fn]
- A. Admittance to the assembly.
 - B. The right to debate.
 - C. The right to read a paper.
 - D. The right to a parliamentary inquiry.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

- 300. (267) A popular motion has been placed before the assembly and is being debated. Which of the following members who rise and address the chair should be assigned the floor? [p31 line 1-3]**
- A. The first to rise and address the chair.
 - B. The maker of the motion who has not already spoken.
 - C. A member who is in favor of the motion.
 - D. A member who is against the motion.
- 301. (97) When a motion is presented in the form of a resolution, the mover may use all of the following expressions, except: [p33 line 8-12]**
- A. "I move the adoption of the following resolution."
 - B. "I offer the following resolution."
 - C. "*Resolved*, That..."
 - D. "I move the adoption of the resolution relating to...which I have sent to the chair."
- 302. (231) Discussion without a motion: [p34 line 32-34]**
- A. is allowable in particularly orderly assemblies.
 - B. is allowable without permission of the assembly.
 - C. is not subject to a point of order.
 - D. violates one of parliamentary procedure's most powerful tools for expediting business.
- 303. (200) A second implies that the seconder: [p36 line 9-11]**
- A. agrees that the motion should come before the meeting.
 - B. agrees that the motion should be entered in the minutes.
 - C. agrees that the motion should be implemented without change.
 - D. will refrain from speaking against the motion.
- 304. (234) To second a motion: [p36 line 11-12]**
- A. is an important step that must be documented in the minutes.
 - B. indicates that at least two members favor the motion.
 - C. is mandatory for the consideration of any question.
 - D. the word "support" may be used.
- 305. (235) A second is not required: [p37 line 9-12]**
- A. For a member to order a counted vote on a division of the assembly.
 - B. to consider an appeal from the decision of the chair.
 - C. to move the previous question.
 - D. after the chair states the question and debate has begun.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

306. (275) A motion that was considered and adopted without having been seconded:

[p37 line 12-16]

- A. is out of order.
- B. is valid.
- C. must be seconded after adoption to make it legal.
- D. must be seconded by unanimous consent, the chair stating, "If there is no objection, the motion just adopted without being seconded will be considered seconded."

307. (219) "Are you ready for the question?" is the phrase that should be:

[p37 line 32-34]

- A. repeated after each member has debated the question.
- B. used after all proper motions have been made, seconded, and stated by the chair.
- C. used after pausing to allow the maker of the motion to claim the floor.
- D. used before allowing the maker of the motion to claim the floor.

308. (12) Before a motion has been stated by the chair: [p40 line 27-29]

- A. if the motion is modified, the seconder can withdraw his second.
- B. another member cannot ask the maker to modify his motion.
- C. if the motion is modified, the seconder cannot withdraw his second.
- D. the mover can withdraw or modify it with permission.

309. (99) Immediately after stating the question, the chair should: [p42 line 30-33]

- A. recognize the first person standing and assign the floor to him.
- B. turn toward the maker of the motion to see if he wishes to be assigned the floor.
- C. ask the assembly who they wish to speak first.
- D. consult with the parliamentarian.

310. (218) The chair must always call for the negative vote: [p45 line 4-13]

- A. on a non-controversial motion of a complimentary or courtesy motion.
- B. on nearly unanimous votes.
- C. when the negative vote cannot possibly affect the result.
- D. All of the above are correct.

311. (179) After the report of the voting itself, the complete announcement of a vote should include all of the following, except: [p48 line 13-26]

- A. report of the voting itself, stating which side "has it."
- B. declaration that the motion is adopted or lost.
- C. statement indicating the effect of the vote.
- D. announcement of the next item of business.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

312. (237) When announcing the result of a vote on which a count has been ordered, the chair should say: [p50 line 10-15]

- A. "There are 33 in the negative and 29 in the affirmative. The negative has it and the motion is lost."
- B. "There are 33 in the negative and 29 in the affirmative. There is less than majority in the affirmative and the motion is lost."
- C. "There are 29 in the affirmative and 33 in the negative. The negative has it and the motion is lost."
- D. "There are 29 in the affirmative and 33 in the negative. There is a majority in the negative and the motion is lost."

313. (238) A division of the assembly is a: [p52 line 15-17]

- A. show of hands.
- B. voice vote.
- C. rising, counted vote.
- D. rising vote.

314. (181) The negative voice vote has just been taken on a motion to donate \$100 to the Red Cross. What is the last point at which a member may demand a division?

[p52 line 17-19]

- A. Before the chair says, "The ayes have it..."
- B. Before the chair says, "... and the motion is adopted."
- C. Before the chair says, "The treasurer is directed to send \$100 to the Red Cross."
- D. Before the chair says, "The question now before the assembly is the motion of the budget committee to transfer \$300 to the Postage Fund."

315. (178) As an alternative to voting by voice, a vote by show of hands: [p53 line 1-4]

- A. can be used in small boards or committees.
- B. cannot be used in assemblies.
- C. may not be used to verify an inconclusive voice vote.
- D. may be used for a division of the assembly.

316. (147) A right of the president is to: [p53 line 20-23]

- A. debate all motions.
- B. stop debate when it continues too long.
- C. vote either to break or to cause a tie.
- D. serve on the nominating committee.

317. (182) A presiding officer, who is a member of the assembly: [p53 line 20-23]

- A. votes on all questions.
- B. protects his impartiality by voting only when his vote would affect the outcome.
- C. never votes.
- D. votes only in case of a tie.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

318. (175) “Action in this manner is in accord with the principle that rules are designed for the protection of the minority and generally need not be strictly enforced when there is no minority to protect.” This quote refers to:

[p54 line 13-19]

- A. ballot voting.
- B. unanimous consent.
- C. previous notice.
- D. adjourn sine die.

319. (212) A member should not object merely for dilatory purposes. If a member is uncertain of the effect of an action proposed for unanimous consent, he can:

[p55 line 16-18]

- A. call out, “I reserve the right to object.”
- B. after recognition, reserve the right to object.
- C. move that a formal vote be taken.
- D. rise for information.

320. (140) Except for interrupting consideration of the main motion, a motion that has no effect on the disposition of the main motion is the motion to: [p56 line 28-35]

- A. postpone to 2 p.m.
- B. refer to the finance committee.
- C. rise to a question of privilege affecting the assembly.
- D. limit debate.

321. (281) What is the relative rank of five different kinds of committees?

[p173 line 31-35, p174 line 1-4]

- A. Standing committee, special committee, committee of the whole, quasi committee of the whole, informal consideration.
- B. Committee of the whole, quasi committee of the whole, informal consideration, standing, special committee.
- C. Committee of the whole, quasi committee of the whole, standing committee, informal consideration, special committee.
- D. Committee types are not ranked.

322. (157) When methods are suggested for selecting members of a committee, the first method to be voted on is: [p174 line 13-15]

- A. appointment by the chair.
- B. election by ballot.
- C. nomination by the chair.
- D. nominations from the floor.

Part IV- Officers, Elections, Voting, Boards and Committees, and Related Procedures

323. (266) In a legislative or public body that has the power to penalize or compel the attendance of its members, the sergeant-at-arms may have the duty of:

[p350 line 1-8]

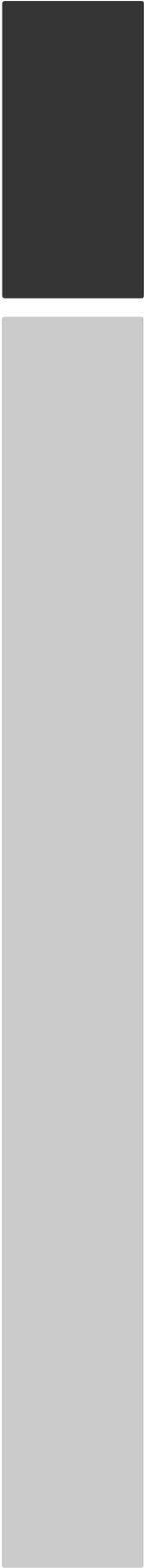
- A. serving warrants signed by the clerk.
- B. serving notices of fines.
- C. arresting absent members in the event of a call of the house.
- D. calling the roll to see what members are present.

324. (198) What parliamentary term applies to discussion on the merits of a pending question? [p385 line 20-23]

- A. Question.
- B. Discussion.
- C. Debate.
- D. All of the above are correct.

325. (38) A member who has exhausted the number of speeches permitted him on a pending main motion: [p389fn]

- A. may not ask to be recognized by the presiding officer.
- B. may still seek recognition to move its referral or amendment.
- C. may speak again if permitted by a majority vote.
- D. may appeal the decision of the chair if not given another opportunity to speak.



**PART V:
RULES
OF THE ASSEMBLY**

Part V – Rules of the Assembly and Related Procedures

1. **(1) The only limitations on rules that an organized society can adopt might arise from:**
[p10 line 25-30]
 - A. rules in the parliamentary authority.
 - B. rules of a subordinate body.
 - C. national, state, or local law.
 - D. existing rules.

2. **(80) The precedence of the various rules of a society is as follows:**
[p10 line 31–35, p11 line 1]
 - A. constitution, corporate charter, bylaws, rules of order, standing rules.
 - B. corporate charter, constitution, bylaws, standing rules, rules of order.
 - C. corporate charter, constitution, bylaws, rules of order, standing rules.
 - D. corporate charter, bylaws, standing rules, special rules of order, rules of order.

CORPORATE CHARTER Page 11-12 7 Questions

3. **(3) A corporate charter is not:** [p11 line 9-15]
 - A. drafted by an attorney.
 - B. a legal instrument setting forth the name and object of the society and other information required for incorporation.
 - C. referred to as the Certificate of Incorporation, Articles of Incorporation, or Articles of Association.
 - D. issued by a national or state organization granting the right to form a subordinate unit.

4. **(2) Incorporation by a society is advisable for all of the following reasons except for:**
[p11 line 15-21]
 - A. the right to inherit property.
 - B. obtaining and holding property.
 - C. exemption from tax and revenue laws.
 - D. the capability to sue or be sued.

5. **(82) Depending on state law, what is a principal advantage of incorporating a society?**
[p11 line 15-21]
 - A. the corporate charter allows suspension of the bylaws in certain instances.
 - B. officers and members are protected from personal liability under obligations that may be incurred by the organization.
 - C. to comply with the state statute in most states that incorporation is required.
 - D. the society becomes automatically exempt from state sales tax.

6. **(5) A corporate charter:** [p11 line 24-26]
 - A. is always required before bylaws are adopted.
 - B. is unnecessary in any organization.
 - C. should not be drafted before bylaws are adopted.
 - D. should be drafted by an attorney.

Part V – Rules of the Assembly and Related Procedures

7. **(4) Amendments of an existing corporate charter require:** [p11 line 27-29]
A. adherence to the requirements of the laws of the state of incorporation.
B. adherence to the procedures in the parent organization's rules.
C. the same vote required to amend the bylaws.
D. a court order.
8. **(57) How does the fact of incorporation affect the contents of a society's bylaws?**
[p11 line 30-32]
A. the bylaws of a subordinate unit need not conform to any provisions in the bylaws of a superior body, only to the corporate charter.
B. the name and object as set forth in the corporate charter must be included in the bylaws.
C. the corporate charter supersedes all other rules of the society.
D. incorporation does not affect the content of a society's bylaws.
9. **(53) Which of the following is not an example of a corporate charter?**
[p11 line 9-11, p12fn]
A. Certificate of Incorporation.
B. Articles of Association.
C. A legal instrument of incorporation.
D. A certificate or charter issued by an incorporated national organization granting the right to form a local or subordinate unit.

CONSTITUTION AND BYLAWS Page 12-15 7 Questions

10. **(83) It is now the recommended practice to combine all of the society's basic rules relating principally to itself as an organization in a single instrument called the:**
[p12 line 11-14]
A. bylaws.
B. corporate charter.
C. constitution.
D. rules of order.
11. **(17) The fundamental instrument establishing an unincorporated society is the:**
[p12 line 16-28]
A. special rules of order.
B. adopted parliamentary authority.
C. standing rules.
D. bylaws.
12. **(14) Rules contained in the bylaws cannot be suspended unless:** [p13 line 5-8]
A. previous notice has been given for the motion to suspend the rules.
B. the particular rule specifically provides for its own suspension, or unless the rule properly is in the nature of a rule of order.
C. the society has consistently ignored the rules.
D. a motion is adopted to waive the bylaw rule.

Part V – Rules of the Assembly and Related Procedures

13. **(56) The number of articles in the suggested model bylaws in *RONR* is:**
[p13 line 15-20]
A. 10.
B. 12.
C. 9.
D. 7.
14. **(73) It is not necessary to include articles on the name and object in the bylaws:**
[p13 line 21-24]
A. when the name and object are stated in the corporate charter.
B. when the bylaws are preceded by a preamble which states the name and object.
C. when the society is not incorporated.
D. if the bylaws are printed in the yearbook.
15. **(145) Dividing the basic rules of an organization into a constitution and bylaws is an appropriate practice only when:** [p14 line 3-6]
A. the constitution and the corporate charter are combined in a single document.
B. the constitution duplicates much of the corporate charter.
C. the bylaws contain the most essential provisions.
D. the constitution is made more difficult to amend.
16. **(7) The bylaws comprise the highest body of rules in societies as normally established today, except for:** [p14 line 17-22]
A. rules of order adopted by the organization.
B. special rules of order.
C. the corporate charter.
D. standing rules.
- | |
|---|
| <i>RULES OF ORDER</i> Page 15-18, 261 16 Questions |
|---|
17. **(54) For most societies, the adoption of a manual on parliamentary procedure has the effect of providing the society with:** [p15 line 7-32]
A. standing rules.
B. bylaws.
C. rules of order.
D. special rules of order.
18. **(90) The written rules of parliamentary procedure formally adopted by an assembly are referred to as:** [p15 line 7-9]
A. standing rules.
B. rules of order.
C. general orders.
D. special orders.

Part V – Rules of the Assembly and Related Procedures

19. **(9) Rules of order relate to:** [p15 line 9-11]
- A. details of the administration of a society.
 - B. details of conventions only.
 - C. the orderly transaction of business in meetings and to the duties of officers in that connection.
 - D. disciplinary procedures only.
20. **(98) Rules of order:** [p15 line 6-11]
- A. define the primary characteristics of an organization.
 - B. prescribe how the organization functions.
 - C. cannot be suspended.
 - D. provide a firm basis for resolving questions of procedure.
21. **(79) If a society has adopted bylaws that do not designate a parliamentary authority, one may be adopted by:** [p15 line 28-31]
- A. the same vote required to adopt the original bylaws.
 - B. the same vote required to adopt a special rule of order.
 - C. the same vote and notice required to amend the bylaws.
 - D. a majority vote without notice.
22. **(6) Special rules of order:** [p15 line 28-32, p16 line 1-2]
- A. modify the rules contained in the parliamentary authority.
 - B. cannot conflict with the rules in the parliamentary authority.
 - C. do not supersede any rules in the parliamentary authority.
 - D. must be adopted with and placed within the society's bylaws.
23. **(122) Special rules of order are superseded by:** [p16 line 21-27]
- A. the adopted parliamentary authority.
 - B. resolutions.
 - C. standing rules.
 - D. applicable local, state, or national laws.
24. **(10) Information contained in another parliamentary manual that is in conflict with the adopted parliamentary authority:** [p16 line 27-29]
- A. has no bearing on the case at hand.
 - B. has some bearing on the case at hand.
 - C. may be referred to the assembly for vote.
 - D. may be considered as persuasive.
25. **(65) When a particular work is adopted as the parliamentary authority, what any other book may say on any point:** [p16 line 29-31, p17 line 1-3]
- A. may be persuasive, but is not binding upon the society.
 - B. is of equal authority.
 - C. can replace the adopted parliamentary authority for one meeting only.
 - D. may not be considered under any circumstances.

Part V – Rules of the Assembly and Related Procedures

26. **(15) Suspension of rules of order requires:** [p17 line 19-21, p261 line 14, TP26-27 #80]
- A. a two-thirds vote.
 - B. a majority vote.
 - C. one member's demand.
 - D. the chair's decision.
27. **(21) Rules which can be suspended by a two-thirds vote are:**
[p17 line 19-21, p261 line 14, p260 line 19-26]
- A. a rule of order protecting a minority of one-third or less of those voting.
 - B. special rules of order.
 - C. procedural rules prescribed by federal, state or local laws.
 - D. bylaw provisions that are not in the nature of rules of order.
28. **(8) Bylaws:** [p17 line 22-25]
- A. in the nature of rules of order cannot be suspended.
 - B. may be suspended if they relate to the duties of officers in connection with meetings.
 - C. must authorize all powers assumed by the organization.
 - D. prescribe administrative functions of the organization.
29. **(20) When not pending, special rules of order that are separate from the bylaws may be amended by a:** [p17 line 28-31]
- A. majority vote with previous notice.
 - B. two-thirds vote with previous notice.
 - C. majority vote.
 - D. two-thirds vote.
30. **(88) Adopting or amending special rules of order placed within the bylaws requires:**
[p17 line 31-36]
- A. a two-thirds vote.
 - B. a vote of a majority of the entire membership of the organization.
 - C. following the procedure for amending the bylaws.
 - D. a majority vote.
31. **(11) Rules of order cannot be suspended with a two-thirds vote:**
[p261 line 15-17, p263 line 1-31, p265 line 12-23]
- A. if placed within the bylaws.
 - B. if adopted as special rules of order.
 - C. if protecting a minority of one-third or less of those voting.
 - D. if contained in the parliamentary authority.
32. **(18) Rules clearly identifiable as in the nature of rules of order that are placed within the bylaws and that do not protect a minority of less than one-third of those voting can be suspended by a:** [p261 line 12-14]
- A. majority vote without debate.
 - B. majority vote with debate.
 - C. two-thirds vote without debate.
 - D. two-thirds vote with debate.

Part V – Rules of the Assembly and Related Procedures

STANDING RULES AND CUSTOM Page 18-19, 261 7 Questions

33. **(19) Standing rules of an ordinary society:** [p18 line 3-6]
A. relate to details of administration.
B. relate to procedure.
C. apply only to conventions or annual meetings.
D. are amended according to the bylaws of the society.
34. **(105) Standing rules can be amended:** [p18 line 3-8]
A. only by unanimous vote.
B. only by procedures stated in the bylaws.
C. only by a two-thirds vote.
D. upon the same conditions as any ordinary act of the society.
35. **(12) Standing rules are usually adopted:** [p18 line 10-12]
A. before officers are elected.
B. at the first regular meeting.
C. if and when the need arises.
D. at the time the society is organized.
36. **(16) Standing rules are adopted or suspended by:** [p18 line 16-23]
A. a majority vote with previous notice.
B. a majority vote without previous notice.
C. a two-thirds vote with previous notice.
D. a two-thirds vote without previous notice.
37. **(89) To suspend an ordinary standing rule for the duration of the current session requires a:** [p18 line 16-23, p261 line 12, p621 line 9-4, p621fn line 1-12]
A. majority vote without debate.
B. majority vote with debate.
C. two-thirds vote without debate.
D. two-thirds vote with debate.
38. **(13) At a meeting of an organization with a membership of 250 with 210 attending, a motion is pending to suspend a standing rule. With 174 voting, what is the minimum number of votes required to adopt the motion?**
[p18 line 20-23, p620 line 33-34, p621 line 1-9, p621fn line 1-12]
A. 88.
B. 106.
C. 116.
D. 126.

Part V – Rules of the Assembly and Related Procedures

39. **(29) If an established custom is in conflict with the parliamentary authority or other written rules:** [p19 line 9-15]
- A. the custom falls to the ground if a *Point of Order* citing the conflict is raised.
 - B. all action taken under the custom before the *Point of Order* was raised becomes null and void.
 - C. the custom can be made a valid rule by a majority vote.
 - D. all action taken under the custom before the *Point of Order* was raised must be ratified by a two-thirds vote.

Chapter XVIII BYLAWS

Pages 565-599

71 questions

40. **(23) During a properly called meeting, except as its bylaws provide, the assembly:** [p566 line 9-12]
- A. can suspend the bylaws.
 - B. has full and sole power to act for the organization.
 - C. can only act on items listed on the agenda.
 - D. can only act on business presented by a committee.
41. **(100) Any limitation or standing delegation of the power of the assembly with respect to the society as a whole can be accomplished by:** [p566 line 13-15]
- A. adoption of a special rule of order.
 - B. provision in the bylaws.
 - C. adoption of a standing rule.
 - D. adoption of a parliamentary authority.
42. **(60) A committee to draw up proposed bylaws should generally be:** [p566 line 27-32]
- A. small, no more than two or three.
 - B. large, and should include those who have writing ability and who have a special interest in the rules of the assembly.
 - C. composed of past presidents.
 - D. members of the executive committee.
43. **(61) The bylaws of a subordinate unit need to conform to those of a superior body:** [p567 line 29-31]
- A. only on clearly requisite points.
 - B. in every respect.
 - C. only on the object or purpose of the superior body.
 - D. only on membership requirements.
44. **(24) Provisions of a temporary nature or relating to mechanics of transaction from old to revised bylaws should:** [p569 line 12-14]
- A. be included within the bylaws.
 - B. be read by the chair.
 - C. be read by the reporting member.
 - D. not be included within the bylaws.

Part V – Rules of the Assembly and Related Procedures

45. **(31) After composing a set of bylaws, a very critical review should be given by the full committee:** [p569 line 18-26]
- A. to make sure enough officers are listed.
 - B. to eliminate any remaining inconsistencies or ambiguities.
 - C. to be sure that dues are listed.
 - D. to number and letter the articles and sections.
46. **(25) A complete revision of bylaws is adopted by:** [p570 line 3-6]
- A. a two-thirds vote.
 - B. previous notice and a two-thirds vote.
 - C. the vote required to amend the existing bylaws.
 - D. a majority vote, as when adopting the original set.
47. **(26) The current bylaws require a three-fourth vote to amend. A revision would require:** [p570 line 3-6]
- A. a majority vote.
 - B. a two-thirds vote with previous notice.
 - C. a two-thirds vote.
 - D. a three-fourths vote.

CONTENT OF BYLAWS Page 439, 441, 496, 570-588

35 Questions

48. **(117) Bylaws should provide that officers elected during a convention assume their duties:** [p444 line 28-30]
- A. at the close of the convention.
 - B. immediately upon election.
 - C. at the opening of the next convention.
 - D. at the beginning of the next calendar year.
49. **(41) If the bylaws require election of the officers to be by ballot, and there is only one nominee for office:** [p441 line 25-28]
- A. voting for a 'write-in' candidate is not allowed unless permitted by the bylaws.
 - B. a ballot vote must be taken.
 - C. there must be at least two nominees for each office; another candidate must be nominated.
 - D. the vote may be taken by acclamation.
50. **(102) If the bylaws or other rules do not prescribe how the members of special committees are selected, the members can be selected by:** [p496 line 19-24, p174 line 10-35, p175 line 1-17]
- A. the chair's appointment of the committee members.
 - B. the committee chairman's appointment of the committee members.
 - C. a specification in the motion that established the committee.
 - D. the chair's appointment of the committee members with the approval of the board.

Part V – Rules of the Assembly and Related Procedures

51. **(84) If the president is ex officio a member of all committees except the nominating committee, he has all the rights of the other committee members, except:** [p579 line 24-29, p497 line 28-30]
- A. voting within the committee.
 - B. attending meetings of the committee, unless invited.
 - C. receiving notice of meetings.
 - D. being counted in the quorum of the committee.
52. **(107) Bylaws articles are commonly designated by:** [p570 line 23-24]
- A. Arabic numerals.
 - B. capital letters, A. B. C., etc.
 - C. Roman numerals.
 - D. no numbers, just headings.
53. **(27) If a discrepancy arises as to the full, properly punctuated and exact name of an incorporated society, the location of the official name is in:** [p570 line 28-30]
- A. a current copy of the bylaws.
 - B. the corporate charter.
 - C. the earliest available minutes.
 - D. the earliest known available copy of the bylaws.
54. **(55) The object of an unincorporated society is expressed in the bylaws:** [p571 line 1-3]
- A. concisely, in a single sentence.
 - B. together with the names of the charter members of the organization.
 - C. in numbered paragraphs, closed with periods.
 - D. with specific and restrictive boundaries.
55. **(76) If a motion is made that is clearly outside the object of the society as defined in the bylaws:** [p571 line 5-9]
- A. it cannot be considered.
 - B. the chair decides if it is in order.
 - C. it requires a two-thirds vote to admit it for the assembly's consideration.
 - D. the assembly may decide by majority vote whether to admit it for consideration.
56. **(28) The amount of dues, if stated in the bylaws, should generally be included in which article?** [p571 line 27-29]
- A. Finances.
 - B. Object.
 - C. Executive board.
 - D. Members.
57. **(126) A member who falls in arrears in the payment of his dues:** [p571 line 34-35, p572 line 1, p6fn line 1-5, p406 line 25-30, p571 line 34-35, p572 line 1-4]
- A. automatically loses the right to attend meetings.
 - B. automatically loses the right to make motions.
 - C. does not lose the right to vote unless the bylaws so provide.
 - D. is under a disciplinary suspension.

Part V – Rules of the Assembly and Related Procedures

58. **(137) Members cannot be assessed any additional payment aside from dues, except:** [p572 line 2-4]
- A. upon a motion adopted by a two-thirds vote.
 - B. upon a motion adopted by a majority vote with notice.
 - C. by unanimous consent.
 - D. as the assessment is provided for in the bylaws.
59. **(30) Attendance at meetings or participation in activities may be made a requirement or continued membership in an organization only by including this provision in:** [p572 line 8-11]
- A. the corporate charter.
 - B. the bylaws.
 - C. the standing rules of the organization.
 - D. a special rule of order.
60. **(139) If the members in a state or national body are specified in the bylaws as local units or constituent clubs:** [p572 line 14-16]
- A. individuals are not members.
 - B. the voting body is composed of the officers and delegates.
 - C. past presidents are voting members.
 - D. only delegates from local units or constituent clubs may vote.
61. **(119) In bylaws, the nominating committee usually is described in the article on:** [p573 line 8-9]
- A. members.
 - B. officers.
 - C. meetings.
 - D. committees.
62. **(96) Article IV of the bylaws should provide for:** [p573 line 19-28]
- A. required dues, and when payable.
 - B. the date on which meetings are to be held.
 - C. the method of electing officers.
 - D. provision for honorary membership.
63. **(92) The bylaws provide that “No officer shall be eligible to serve more than two consecutive terms in the same office.” For the purposes of determining eligibility to continue in office, an officer is considered to have served a full term if he has served:** [p575 line 2-5]
- A. at least six months of the term.
 - B. more than half of the term.
 - C. at least one-third of the term.
 - D. at least one-fourth of the term.

Part V – Rules of the Assembly and Related Procedures

64. **(86) The bylaws provide that regular meetings are held on the first Thursday of each month, and that the executive board may “fix the hour and place of meetings.” The board:** [p575 line 21-25]
- A. may change the meeting to a different day.
 - B. may cancel the meeting in case of an emergency.
 - C. may change the time or location or both, of a meeting.
 - D. may change the time or location of a meeting, but not both for the same meeting.
65. **(116) The group’s bylaws specify that it will meet on the first Friday of each month unless otherwise ordered by the executive board. This provision would give the executive board power to:** [p575 line 21-25]
- A. change the time of the meeting.
 - B. change the date of one specific meeting.
 - C. change the regular meeting day to another day of the week.
 - D. make any of the above changes necessary.
66. **(32) The bylaw article on meetings should not include:** [p575 line 27-29]
- A. when elections take place.
 - B. designation of regular, annual, and special meetings and quorum requirements.
 - C. the hour at which the meetings are to be held.
 - D. the day on which regular meetings are held.
67. **(62) The hour at which meetings are to be held should:** [p575 line 27-29]
- A. be specified in the bylaws.
 - B. be specified in special rules of order.
 - C. be specified in the standing rules.
 - D. not be specified in any document.
68. **(87) Special rules of order do not:** [p575 line 27-29]
- A. supplement or modify rules in an organization’s adopted parliamentary authority.
 - B. supersede any rules in the parliamentary authority with which they may conflict.
 - C. include setting the hour at which meetings begin.
 - D. include rules setting the society’s own order of business.
69. **(129) If an organization schedules its meetings by resolution:** [p575 line 32-36]
- A. no less than fifteen days’ notice is required.
 - B. adoption of the resolution is all the notice that is required.
 - C. the number of days’ notice should be prescribed in the standing rules.
 - D. the number of days’ notice should be prescribed in the bylaws.
70. **(141) A section of the bylaws authorizing the calling of special meetings:** [p576 line 7-10]
- A. must state that no business other than that which is stated in the call may be transacted, if that rule is to apply.
 - B. must establish the quorum for all special meetings which should be easier to obtain than the quorum for regular meetings.
 - C. is not required since the president is authorized to call special meetings.
 - D. should state the number of days’ notice required.

Part V – Rules of the Assembly and Related Procedures

71. **(63) Special meetings for non-disciplinary matters may be called only:** [p576 line 7-8, p92 line 9-13]
- A. by the president.
 - B. by the board of directors.
 - C. if specified in the bylaws.
 - D. by a certain number of members.
72. **(59) If the society is to have an executive committee, the full board is usually designated as the:** [p577 line 6-10]
- A. board of directors.
 - B. board of management.
 - C. executive board.
 - D. board of trustees.
73. **(33) An executive committee is established in the bylaws in:** [p577 line 10-12]
- A. the same article that establishes the board of directors.
 - B. a separate article that immediately precedes the article establishing the board of directors.
 - C. a separate article that immediately follows the article establishing the board of directors.
 - D. the article on committees.
74. **(101) If certain standing committees are enumerated in the bylaws of a society, it may have no others unless established by:** [p578 line 21-23]
- A. a special rules of order requiring notice and a two-thirds vote.
 - B. a standing rule adopted by majority vote without notice.
 - C. a bylaw amendment.
 - D. the executive board.
75. **(34) A president, empowered by the bylaws to appoint such special committees or additional standing committees as the society shall direct:** [p579 line 15-18]
- A. is not authorized to appoint other committees on his own initiative.
 - B. is authorized to appoint other committees on his own initiative.
 - C. must obtain the board's approval of the committee members he appoints.
 - D. must obtain the society's approval of the committee members he appoints.
76. **(38) When the bylaws provide that the president shall be ex officio a member of all committees, this should be provided in the section on:** [p578 line 17-36, p579 line 1-26]
- A. committees.
 - B. duties of the president.
 - C. officers.
 - D. executive committee.
77. **(128) The president:** [p579 line 31-33]
- A. is always an ex-officio member of all committees.
 - B. has the right to attend committee meetings and vote.
 - C. should be expressly excluded for service on the nominating committee.
 - D. may appoint nonmembers to committees without approval.

Part V – Rules of the Assembly and Related Procedures

78. **(95) If no article on committees is included in the bylaws, committees are established:** [p580 line 3-5]
A. by the president.
B. by the executive board.
C. by the executive committee.
D. as directed by the society.
79. **(97) Bylaws should require for their amendment:** [p580 line 25-26, p581 line 1-3]
A. notice of a proposed amendment to be given at the previous meeting.
B. after notice, approval by a two-thirds vote of the members present and voting.
C. notice to be given of a proposed change in the standing rules.
D. notice of any provisos to be considered with amendments.
80. **(112) At a business meeting, what procedure can be used to amend the bylaws of a society if they contain no provision for their amendment?** [p581 line 3-7]
A. No amendment is possible; they must be rewritten and adopted.
B. By a unanimous vote of those present and voting.
C. By a vote of a majority of the entire membership.
D. By a vote of two thirds of those present and voting.
81. **(143) The bylaws provision for previous notice of an amendment to bylaws:** [p581 line 7-15]
A. does not restrict amendment of the proposed bylaw amendment to changes within the scope of the notice.
B. should specify submission at “a” previous meeting.
C. should specify submission at “the” previous meeting.
D. always requires that exact wording of the amendment be given.
82. **(71) In prescribing the vote necessary for the adoption of an amendment to the bylaws, the expression should be:** [p588 line 13-16]
A. a vote of two thirds of the members.
B. a vote of a majority of the members.
C. a two-thirds vote.
D. a majority vote of the members present and voting.

PRINCIPLES OF INTERPRETATION Page 588-591 9 Questions
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83. **(64) When the meaning of a bylaw is clear, the society cannot change that meaning except:** [p588 line 26-28]
A. by a unanimous vote.
B. by a nine-tenths vote.
C. by amending the bylaws.
D. by a two-thirds vote.
84. **(147) If a bylaw is ambiguous, its meaning should be decided by the:** [p588 line 28-33]
A. presiding officer.
B. society’s parliamentarian.
C. society’s board of directors.
D. society’s membership.

Part V – Rules of the Assembly and Related Procedures

85. **(35) If an ambiguity exists in the bylaws:** [p588 line 34-35, p589 line 1]
A. intent plays no role as to the interpretation.
B. a unanimous vote is required to change the meaning.
C. a majority vote decides the question.
D. that area of the bylaws can be amended by unanimous consent.
86. **(66) When a provision of the bylaws is susceptible to two meanings, one of which conflicts with or renders absurd another bylaw provision, and the other does not:** [p589 line 4-7]
A. the first one must be taken as the true meaning.
B. the latter one must be taken as the true meaning.
C. both will be brought to the membership to decide the true meaning by a two-thirds vote.
D. the parliamentarian should be asked to determine the true meaning.
87. **(146) General statements in bylaws:** [p589 line 17-18]
A. are preferred in drafting bylaws.
B. should be quoted as of authority against specific statements.
C. have less authority than specific statements in interpretation.
D. have more authority than specific statements in interpretation.
88. **(67) If the bylaws authorize certain things specifically:** [p589 line 33-34]
A. other things of the same class are thereby prohibited.
B. other things of the same class are authorized.
C. by a two-thirds vote, other things may or may not be prohibited.
D. by a two-thirds vote, other things may or may not be authorized.
89. **(140) In interpreting bylaws, a prohibition or limitation prohibits everything:** [p590 line 17-18]
A. less than the limitation.
B. greater than what is limited.
C. of the same class.
D. less than what is prohibited.
90. **(68) If the bylaws state that a member shall be dropped from membership on a board if he misses three consecutive meetings, the board:** [p591 line 2-7]
A. can fine the member instead.
B. cannot vote to retain the member.
C. may impose more severe penalties.
D. may waive the rule.
91. **(75) When the bylaws provide that members may be active, associate or honorary, the term “member” is used to apply to:** [p591 line 14-18]
A. active, associate, and honorary members.
B. only to active members.
C. only to active and associate members.
D. active, affiliate, associate, and honorary members.

Part V – Rules of the Assembly and Related Procedures

AMENDMENT AND REVISION OF BYLAWS Page 592-599 19 Questions

92. (115) A motion to amend the bylaws is: [p592 line 3-5]
- A. a subsidiary motion.
 - B. a privileged motion.
 - C. an incidental motion.
 - D. a main motion.
93. (36) A proposal to amend a portion of a section of the bylaws opens: [p593 line 1-14]
- A. the entire section to amendment.
 - B. the entire section to debate.
 - C. only the portion of the section for which notice was given for amendment.
 - D. other affected sections to amendment.
94. (78) If a motion to adopt a revision of the bylaws is defeated: [p592 line 18-19, p593 line 26-31]
- A. the vote may be reconsidered.
 - B. the original bylaws may then be amended at the same meeting.
 - C. the committee on revision must draft another document.
 - D. the vote may not be reconsidered.
95. (69) Notice of revision of the bylaws is notice that a new document will be submitted that will be open to amendment as fully as if the society were adopting bylaws for the first time. This statement means: [p593 line 19-25]
- A. that there is no scope of notice.
 - B. the revision will be adopted as new bylaws with a majority vote.
 - C. the existing bylaws are also open to amendment.
 - D. that amendments are limited to the area between what is in the existing bylaws and what is proposed to be changed in the revision.
96. (113) A complete revision of the bylaws is pending. However, a member wants to correct the existing bylaws rather than adopt the revision. This member moves an amendment to correct the existing bylaws. The chair should: [p593 line 28-31]
- A. permit the amendment only if it deals with an area changed in the revision.
 - B. ask the member to wait until the revision has been discussed, then open the floor for amendments of the existing bylaws.
 - C. ask for a motion to suspend the rules to permit an amendment to the existing bylaws to be offered.
 - D. declare the proposed amendment out of order.
97. (37) If notice is given of several bylaw amendments which conflict so that all cannot be given effect the chair should present the: [p593 line 35, p594 line 1-5]
- A. amendments in the order in which they were received.
 - B. most inclusive amendment first.
 - C. least inclusive amendment first.
 - D. amendment most likely to be adopted first.

Part V – Rules of the Assembly and Related Procedures

98. **(22) If notice is given of several bylaw amendments which conflict so that all cannot be given effect, and the order of arrangement is adopted by a motion and a formal vote:** [p594 line 7-10]
- A. the motion is not subject to a motion to *Reconsider*.
 - B. a later, separate amendment may be offered as a substitute for a pending one.
 - C. the motion is not in order, only the chair can arrange the order of consideration.
 - D. a two-thirds vote is required to alter the arrangement.
99. **(81) If the bylaws do not require previous notice for their amendment, but notice has been given, the proposed amendment may be modified beyond the scope of the notice:** [p595 line 3-7, p307 line 5-12]
- A. by a majority vote.
 - B. by a two-thirds vote.
 - C. by a vote of a majority of the entire membership.
 - D. by a unanimous vote.
100. **(91) The bylaws of a society require previous notice and set the annual dues at \$10.00. A motion is pending to amend the bylaws to increase the dues to \$25.00. Which subsidiary motion to amend is in order?** [p595 line 3-35]
- A. An amendment to add an additional initiation fee to the \$25.00.
 - B. An amendment to strike \$25.00 and insert \$30.00.
 - C. An amendment to strike \$25.00 and insert \$15.00.
 - D. An amendment to strike \$10.00 and insert \$8.00..
101. **(104) Notice has been given of an amendment to the bylaws that will strike out a certain section. A member wishes to retain this section with changes that may be outside the scope of the notice. The member should:** [p595 line 34-35, p596 line 1-5]
- A. give advance notice of the changes he proposes.
 - B. get the group to vote down the original amendment and then offer the changes he proposes.
 - C. offer his changes as amendments to the amendment originally proposed.
 - D. promise to offer the changes he proposes if the group will vote down the amendment so strike out.
102. **(125) When a previous notice of a bylaw amendment is given at a meeting:** [p596 line 16-19]
- A. the exact wording of the proposed amendment must be given.
 - B. discussion of the proposed amendment is never allowed.
 - C. a second is necessary.
 - D. it is usually given under new business.

Part V – Rules of the Assembly and Related Procedures

- 103. (70) The bylaws, with previous notice, indicate that a member may propose a change to the bylaws. A member, wishing to propose an amendment, sends a letter only to the secretary and requests that notice of the amendment be sent with the call of the next meeting. What would be the appropriate action for the secretary?** [p596 line 21-25]
- A. obtain the approval of the president.
 - B. send the notice of the amendment with the call of the next meeting at the expense of the organization.
 - C. send the notice of the amendment with the call of the next meeting at the expense of the requesting member.
 - D. do not send the notice, but place that member's name on the agenda for the next meeting.
- 104. (124) When a notice of a bylaw amendment has been given, it is taken up under which class of business at the meeting at which it is to be considered?** [p596 line 25-27]
- A. reports of special committees.
 - B. unfinished business and general orders.
 - C. new business.
 - D. committee reports.
- 105. (77) Which of the following statements is correct?** [p597 line 3-4]
- A. the time when a bylaw amendment takes effect cannot be delayed by the assembly.
 - B. any adopted bylaw amendment becomes part of the bylaws immediately upon its adoption.
 - C. a society cannot amend its bylaws so as to affect the emoluments and duties of officers already elected.
 - D. the secretary can amend captions or headings under the rules applicable to bylaws if such changes would have any effect on the meaning.
- 106. (111) Ordinarily, an amendment to the bylaws would go into effect:** [p597 line 3-6]
- A. immediately upon its adoption.
 - B. at the end of the meeting in which it was adopted.
 - C. at the end of the fiscal year in which it was adopted.
 - D. at the end of the fiscal year for financial changes, others at the end of the calendar year.
- 107. (58) A proviso to a bylaw amendment:** [p597 line 6-14]
- A. should be included in the body of the bylaws.
 - B. can be proposed after an amendment to the bylaws has been adopted.
 - C. is not attached to the bylaws after its adoption.
 - D. is adopted by a majority vote.
- 108. (114) A committee is revising the bylaws and has a number of provisions relating to the mechanics of transition from old to new bylaws. How should they specify these provisions?** [p597 line 21-23]
- A. Include the provision in the new bylaws when printed.
 - B. Move the adoption of the revised bylaws with the provisos attached thereto.
 - C. After the revision is adopted, number the provisions and attach the list to the revision.
 - D. After the revision is adopted, move that the transition provisions be approved.

Part V – Rules of the Assembly and Related Procedures

109. (39) When the adoption of a bylaw amendment would eliminate a current office, which of the following is correct? [p597 line 26-33]
- A. The current offices are automatically excluded from the effect of the amendment.
 - B. There is no procedure to protect the officer currently in office.
 - C. The text of the amendment to be included in the bylaws should include language such as: ‘This amendment will take effect at the end of the current term of office.’
 - D. A motion specifying that ‘the amendment will not affect an officer already elected’ can be adopted prior to voting on the amendment.
110. (72) During consideration of bylaw amendments, those changes required in numbering articles, sections, or cross-references that cannot result in a change of meaning: [p598 line 35, p599 line 1-3]
- A. can be delegated to the secretary or a committee if necessary.
 - B. should be delegated to a committee.
 - C. should be made by amendment after the entire document has been considered.
 - D. should be made by the chair with unanimous consent.

Chapter XX DISCIPLINARY PROCEDURES Pages 643-669 39 Questions

111. (40) The extreme penalty that an organization or society can impose on a member is: [p643 line 14-15]
- A. a large fine, if authorized in the bylaws.
 - B. expulsion from membership in the society.
 - C. suspension of membership.
 - D. a reprimand from the society.
112. (106) A society has the right to exclude: [p644 line 29-32]
- A. members, whose dues are in arrears from attending all of its meetings.
 - B. members, whose dues are in arrears, from attending the annual meeting and special meetings.
 - C. nonmembers from attendance only during voting.
 - D. nonmembers from all of its meetings.
113. (130) Without direction from the assembly, the chair has the authority to: [p644 line 32-33]
- A. impose a penalty on an offending member.
 - B. order an offending member removed from the hall.
 - C. in cases of disorder, rule that a nonmember be excluded from the meeting.
 - D. None of the above are correct.
114. (127) A motion to exclude nonmembers from all or part of a meeting: [p644 line 32-35]
- A. is an incidental motion.
 - B. is a question of privilege of the assembly.
 - C. can be ruled out of order by the chair.
 - D. can be made only by the sergeant-at-arms.

Part V – Rules of the Assembly and Related Procedures

115. (43) In dealing with disorder in a meeting, the chair should: [p645 line 11-14]
- A. drown out the member(s) with his voice.
 - B. use the gavel to restore order.
 - C. always maintain a firm, calm and deliberate tone.
 - D. argue with the member(s).
116. (44) In the case of improper conduct by a member in a meeting, another member: [p646 line 6-8]
- A. without waiting for recognition, may call the member to order.
 - B. after recognition, may call the member to order.
 - C. request the chair to warn the offending member.
 - D. must call a *Point of Order*, for only the chair may call a member to order.
117. (46) The authority to impose a penalty for a breach of order by a member in a meeting belongs to: [p646 line 26-28]
- A. the sergeant-at-arms.
 - B. the chair.
 - C. the assembly.
 - D. the committee investigating the improper conduct.
118. (150) “Naming” an offender amounts to: [p646 line 16-20]
- A. reprimanding a member for disorderly conduct.
 - B. removing a visitor from the assembly.
 - C. calling a member to order.
 - D. preferring charges.
119. (94) A member who used disorderly words in an assembly can be removed by: [p646 line 26-28]
- A. an order of the chair.
 - B. vote of the assembly.
 - C. vote of the assembly after trial.
 - D. suspension of membership only.
120. (47) If a member is called to order and refuses to apologize or withdraw objectionable statements the chair: [p646 line 26-29]
- A. may not impose any penalty upon the member.
 - B. may require the member to leave the hall.
 - C. should require the member to make an apology.
 - D. could expel the member from the organization.
121. (50) In the case of a grave offense against the assembly by a member during a meeting, a formal trial with witnesses is not necessary because: [p646 line 28-33]
- A. the secretary records it all in the minutes.
 - B. the board appoints an investigative committee that will determine the penalty.
 - C. witnesses are present and make up the body that will determine the penalty.
 - D. officers present make up the body that will determine the penalty.

Part V – Rules of the Assembly and Related Procedures

122. (131) When the chair “names” an offender: [p646 line 34-35, p647 line 1]
- A. the chair’s declaration is entered in the minutes.
 - B. the chair’s penalty is imposed.
 - C. the offender is not addressed by name.
 - D. the matter cannot then be dropped.
123. (48) After repeated breaches of order, an offending member may be ordered to leave during the consideration of his penalty by: [p647 line 23-27]
- A. the presiding officer.
 - B. any two members.
 - C. a majority vote.
 - D. a two-thirds vote.
124. (134) A ballot vote can be taken on the imposition of a penalty for an offending member: [p647 line 31-34]
- A. by a unanimous vote.
 - B. by a majority vote of the members present.
 - C. on the demand of a single member.
 - D. upon the request of the offending member.
125. (135) What vote is required for expulsion from membership? [p648 line 1-2]
- A. A majority vote.
 - B. A majority vote, after notice to the offending member.
 - C. A unanimous vote of the members present.
 - D. A two-thirds vote.
126. (49) The chair, acting alone, has full authority to order that: [p648 line 17-19]
- A. disruptive nonmembers leave the hall.
 - B. an offending member be removed.
 - C. disruptive members or nonmembers alike be removed.
 - D. a more severe penalty than leaving be imposed on a disruptive member.
127. (132) If the presiding officers orders the removal of a nonmember from the hall because of disorderly conduct: [p648 line 20-21]
- A. the nonmember can refuse to leave the hall.
 - B. the police may not intervene if the nonmember refuses to depart.
 - C. the nonmember may appeal from such an order of the presiding officer.
 - D. the nonmember may not appeal from such an order of the presiding officer.
128. (118) The chair’s decision to remove a nonmember from the hall: [p648 line 21-22]
- A. can be appealed by the nonmember.
 - B. can be appealed by a member; the nonmember may second the appeal.
 - C. can be appealed by a member and this appeal is undebatable.
 - D. at a mass meeting can be appealed by any participant and this appeal is debatable.

Part V – Rules of the Assembly and Related Procedures

- 129. (133) In a mass meeting, if any person attempts to disrupt the proceedings in a manner hostile to the announced purpose of the meeting:** [p648 line 24-27]
- A. the chair must get permission from the assembly to have him removed from the hall.
 - B. he is treated as a nonmember, and the chair can act alone to order his removal from the hall.
 - C. he has rights with reference to the proceedings of the meeting.
 - D. he may appeal any order of removal from the hall.
- 130. (85) In cases where possibly serious annoyance by hostile persons is anticipated:** [p648 line 34-35, p649 line 1-2]
- A. The chair can appoint a committee to forcefully eject the offenders from the hall.
 - B. The sergeant-at-arms has the legal right to remove the offenders from the hall by any means necessary.
 - C. If the offender is maltreated, the person(s) who applied the excessive force, and not ordinarily the organization or the presiding officer, will be held liable for damages..
 - D. It may be advisable to arrange in advance for the presence of police or guards from a security service.
- 131. (51) A trial of a member must always be held in:** [p655 line 9-11]
- A. a regular meeting of the society.
 - B. a special meeting.
 - C. executive session.
 - D. a special committee.
- 132. (136) At a trial of a member:** [p655 line 9-11]
- A. nonmembers may be permitted to attend.
 - B. hearsay evidence is not admissible.
 - C. the proceedings must always be held in executive session.
 - D. nonmembers are not allowed to testify.
- 133. (144) If, after a trial, a member is expelled, the society may disclose:** [p655 line 12-15]
- A. nothing at all regarding either the trial or the expulsion.
 - B. the fact that the expelled person is no longer a member.
 - C. the charges of which the expelled person is found guilty.
 - D. any facts that were brought out during the trial.
- 134. (142) A trial by a society:** [p655 line 26]
- A. can legally establish the guilt of the accused.
 - B. can permit hearsay evidence.
 - C. cannot make members testify against the accused.
 - D. cannot permit an accused member to resign before the trial.
- 135. (45) An accused member has the right to due process, which includes the rule that:** [p656 line 3-6]
- A. he be informed of the charge.
 - B. a member cannot be forced to testify against him.
 - C. nonmembers are not allowed to testify against him.
 - D. all witnesses are sworn.

Part V – Rules of the Assembly and Related Procedures

136. (93) When charges are preferred against a member, and he has been notified of the date of the trial: [p662 line 25-31]
- A. there is no change in his membership status until he is proven guilty.
 - B. all his rights as a member are suspended, except as they relate to the trial.
 - C. he is not allowed to have a nonmember as legal counsel.
 - D. he is informed of the penalties that may be imposed if he is found guilty.
137. (138) When the accused has been notified of his trial: [p662 line 25-31]
- A. all his rights as a member of the society are suspended.
 - B. he retains the right to attend meetings.
 - C. he retains the right to vote.
 - D. he retains the right to speak in debate.
138. (42) The “managers” at a trial: [p662 line 32-35]
- A. need not be members of the society.
 - B. act as prosecutors.
 - C. present evidence against the accused.
 - D. make every effort to secure a conviction.
139. (123) During the proceedings of the trial: [p665 line 15-16]
- A. if the accused fails to appear, there is no trial.
 - B. if the accused pleads guilty, there need be no trial.
 - C. the accused may not be present during the closing arguments.
 - D. the accused may not testify in his own behalf.
140. (121) At the end of a trial, when the findings as to the guilt of the accused are under consideration: [p667 line 12-15]
- A. member witnesses cannot debate or vote.
 - B. if there is more than one specification, the votes can be taken on a single ballot.
 - C. amendments to the question are not in order.
 - D. they are not debatable.
141. (120) At a trial, when the accused has been found guilty, the motion for a penalty: [p667 line 33-35, p668 line 1]
- A. is debatable and amendable.
 - B. is not debatable.
 - C. is not amendable.
 - D. requires a ballot vote.
142. (109) If a trial committee finds the accused guilty and recommends a penalty, the assembly: [p669 line 3-6]
- A. cannot reduce the recommended penalty.
 - B. cannot decline to impose any penalty.
 - C. can increase the penalty.
 - D. cannot increase the penalty.

Part V – Rules of the Assembly and Related Procedures

143. (108) If a trial committee finds the accused not guilty, the assembly: [p669 line 6-8]
- A. can impose a penalty.
 - B. cannot impose a penalty.
 - C. can, by a two-thirds vote, overturn the findings of the trial committee.
 - D. can, by a unanimous vote, overturn the findings of the trial committee.

144. (149) In organizations where disciplinary matters may arise with some frequency, a committee on discipline: [p669 line 27-30]
- A. does not investigate the disciplinary problems.
 - B. can impose a penalty if the accused is found guilty.
 - C. reports recommended disciplinary measures to the society for action.
 - D. conducts a trial on all disciplinary problems.

MISCELLANEOUS

145. (103) If a temporary occupant of the chair fails to perform the duties of the chair properly during a meeting: [p651 line 24-27]
- A. a motion cannot be made to censure him.
 - B. a motion cannot be made to declare the chair vacant.
 - C. a member cannot raise a *Point of Order*.
 - D. a motion can be made to declare the chair vacant and to elect a new chairman.
146. (52) If the regular presiding officer of an organized society fails to perform the duties of the chair properly in a meeting, a motion can be made to: [p652 line 3-7]
- A. declare the chair vacant.
 - B. declare the vice-president as the presiding officer.
 - C. suspend the rules and take away from him the authority to preside during all or part of a given session.
 - D. elect another member to serve as a temporary presiding officer.
147. (99) Except as the bylaws may provide otherwise, the election of an officer can be rescinded if the bylaws provide that officers: [p653 line 23-30]
- A. “serve for a term of ___year(s) or until their successors are elected.”
 - B. “serve for a term of ___year(s) and until their successors are elected.”
 - C. “serve for a term of ___year(s).”
 - D. “cannot serve more than one term.”
148. (148) If the bylaws provide “that officers shall serve for two years or until their successors are elected,” any one of the officers’ elections can be rescinded and a successor can be elected for the remainder of the term: [p653 line 27-30]
- A. only by a unanimous vote.
 - B. at any regular meeting.
 - C. by adoption of a motion to do so.
 - D. not at all.

Part V – Rules of the Assembly and Related Procedures

149. (74) Except as the bylaws may provide otherwise an elected officer can be removed from office only through the procedure of holding a formal trial if the bylaws provide that officers: [p654 line 4-13]

- A. “serve for a term of ____ year(s) or until their successors are elected.”
- B. “serve for a term of ____ years(s) and until their successor are elected.”
- C. “cannot serve more than ____ consecutive terms in the same office.”
- D. “cannot serve more than one term in the same office.”

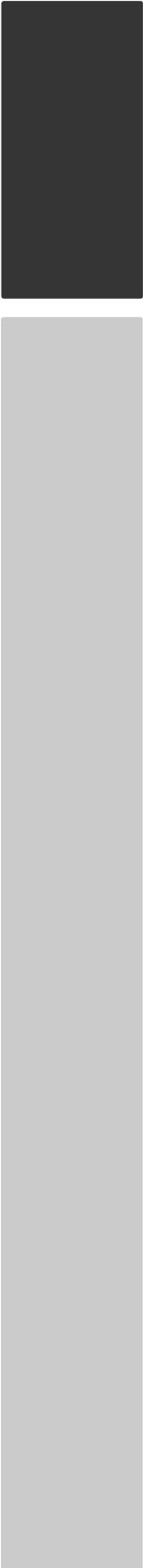
CHAPTER VIII INCIDENTAL MOTIONS

1 question

150. (110) Which of the following requires a majority vote for adoption?

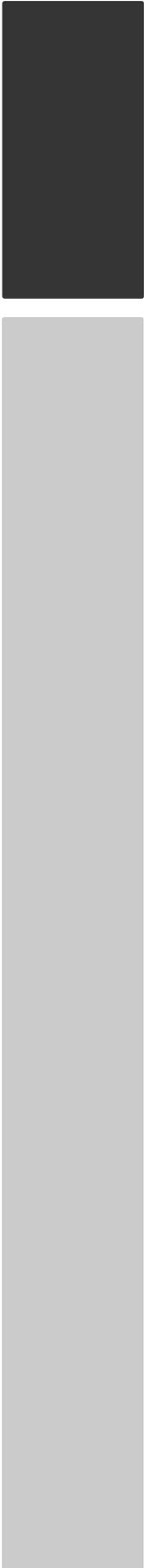
[p265 line 29-32, p266 line 1]

- A. suspend a standing rule.
- B. rescind without notice.
- C. take up a motion out of its proper order.
- D. suspend a rule of order.



APPENDIX 1: ANSWER KEY FOR PART I

- | | |
|------------|-------------|
| 1. 423 | 26. 596 |
| 2. 88 | 27. 559-560 |
| 3. 357 | 28. 441 |
| 4. 618 | 29. 406 |
| 5. 45 | 30. 406 |
| 6. 340 | 31. 563 |
| 7. 221-222 | 32. 423 |
| 8. 369 | 33. 446 |
| 9. 240 | 34. 469 |
| 10. 155 | 35. 259 |
| 11. 201 | 36. 401 |
| 12. 230 | 37. 106-107 |
| 13. 232 | 38. 98 |
| 14. 650 | 39. 487 |
| 15. 444 | 40. 2 |
| 16. 405 | |
| 17. 447 | |
| 18. 451 | |
| 19. 196 | |
| 20. 184 | |
| 21. 396 | |
| 22. 36 | |
| 23. 11 | |
| 24. 653 | |
| 25. 598 | |



**APPENDIX 2:
ANSWER KEY
FOR PARTS
II, III, AND IV**

ANSWERS TO PART II

1. B	53. C	105. B	157. C	209. A	261. A	313. D	365. A
2. C	54. A	106. B	158. D	210. C	262. C	314. D	366. C
3. A	55. A	107. C	159. C	211. A	263. D	315. B	367. D
4. B	56. C	108. D	160. C	212. D	264. B	316. D	368. B
5. B	57. A	109. B	161. B	213. A	265. B	317. A	369. B
6. A	58. C	110. D	162. C	214. C	266. A	318. B	370. B
7. C	59. B	111. B	163. C	215. A	267. B	319. D	371. D
8. A	60. D	112. C	164. B	216. C	268. D	320. C	372. C
9. B	61. B	113. D	165. D	217. A	269. D	321. D	373. D
10. B	62. D	114. C	166. D	218. A	270. C	322. D	374. B
11. D	63. C	115. C	167. A	219. A	271. D	323. B	375. D
12. B	64. C	116. B	168. A	220. B	272. C	324. D	376. C
13. B	65. C	117. B	169. C	221. B	273. D	325. D	377. A
14. C	66. C	118. C	170. C	222. B	274. D	326. D	378. B
15. D	67. B	119. C	171. A	223. D	275. D	327. C	379. B
16. C	68. A	120. D	172. C	224. D	276. C	328. C	380. B
17. B	69. D	121. A	173. B	225. D	277. A	329. B	381. C
18. B	70. B	122. D	174. B	226. D	278. D	330. C	382. D
19. B	71. B	123. D	175. A	227. A	279. C	331. A	383. B
20. A	72. A	124. C	176. C	228. B	280. A	332. C	384. A
21. C	73. D	125. A	177. B	229. B	281. C	333. D	385. C
22. D	74. C	126. D	178. C	230. B	282. C	334. B	386. C
23. A	75. A	127. A	179. D	231. C	283. B	335. A	387. C
24. C	76. D	128. B	180. A	232. D	284. C	336. C	388. A
25. B	77. C	129. C	181. C	233. A	285. C	337. C	389. A
26. D	78. B	130. C	182. D	234. B	286. A	338. D	390. B
27. B	79. B	131. D	183. B	235. C	287. D	339. A	391. B
28. A	80. B	132. D	184. D	236. D	288. B	340. C	392. D
29. C	81. A	133. B	185. A	237. A	289. C	341. C	393. C
30. C	82. C	134. C	186. D	238. A	290. B	342. D	394. D
31. B	83. C	135. D	187. D	239. B	291. B	343. B	395. B
32. C	84. C	136. D	188. B	240. D	292. B	344. D	396. C
33. A	85. C	137. A	189. B	241. D	293. B	345. A	397. D
34. A	86. B	138. C	190. A	242. B	294. B	346. A	398. A
35. D	87. A	139. C	191. A	243. A	295. C	347. B	399. D
36. D	88. C	140. C	192. A	244. C	296. B	348. B	400. B
37. B	89. B	141. C	193. B	245. C	297. D	349. A	
38. D	90. D	142. C	194. D	246. A	298. B	350. B	
39. C	91. D	143. D	195. C	247. D	299. A	351. B	
40. D	92. B	144. B	196. A	248. D	300. B	352. B	
41. C	93. B	145. D	197. B	249. B	301. C	353. D	
42. A	94. C	146. D	198. D	250. B	302. B	354. B	
43. C	95. D	147. A	199. C	251. A	303. C	355. D	
44. A	96. D	148. A	200. C	252. C	304. D	356. D	
45. C	97. D	149. B	201. B	253. B	305. D	357. D	
46. C	98. C	150. D	202. B	254. A	306. B	358. A	
47. C	99. B	151. C	203. D	255. D	307. C	359. D	
48. D	100. D	152. D	204. B	256. D	308. A	360. D	
49. B	101. A	153. B	205. D	257. D	309. D	361. D	
50. B	102. A	154. D	206. C	258. B	310. B	362. D	
51. D	103. A	155. A	207. C	259. D	311. C	363. D	
52. B	104. C	156. B	208. C	260. B	312. C	364. C	

ANSWERS TO PART III

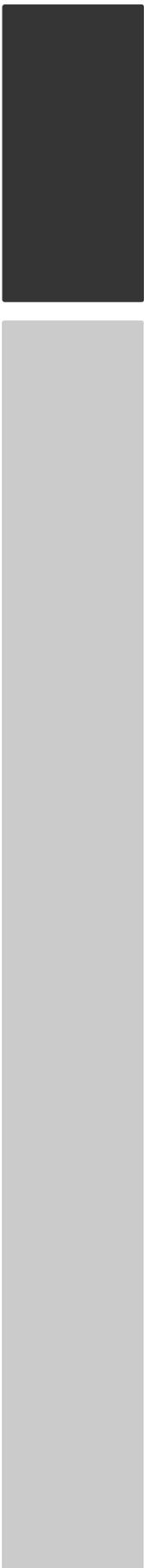
1. B	53. A	105. D	157. B	209. C	261. D	313. D
2. C	54. C	106. B	158. B	210. D	262. C	314. D
3. B	55. B	107. D	159. D	211. B	263. D	315. C
4. D	56. C	108. D	160. B	212. D	264. B	316. C
5. A	57. A	109. C	161. B	213. B	265. D	317. C
6. C	58. B	110. D	162. D	214. B	266. B	318. D
7. B	59. C	111. B	163. B	215. D	267. B	319. C
8. D	60. A	112. C	164. C	216. B	268. C	320. C
9. A	61. A	113. B	165. B	217. A	269. C	321. C
10. B	62. A	114. D	166. C	218. B	270. C	322. D
11. B	63. D	115. B	167. B	219. D	271. A	323. D
12. A	64. D	116. B	168. B	220. B	272. C	324. D
13. A	65. D	117. B	169. C	221. C	273. D	325. C
14. A	66. D	118. B	170. D	222. D	274. B	
15. C	67. B	119. C	171. B	223. B	275. D	
16. D	68. D	120. C	172. B	224. A	276. D	
17. C	69. A	121. C	173. C	225. D	277. D	
18. A	70. B	122. D	174. A	226. D	278. C	
19. C	71. B	123. B	175. C	227. A	279. B	
20. D	72. A	124. B	176. C	228. D	280. D	
21. C	73. C	125. C	177. A	229. B	281. A	
22. C	74. C	126. C	178. C	230. C	282. A	
23. D	75. B	127. B	179. D	231. B	283. B	
24. C	76. D	128. D	180. A	232. A	284. C	
25. D	77. C	129. C	181. C	233. B	285. C	
26. A	78. D	130. D	182. C	234. B	286. B	
27. D	79. D	131. C	183. D	235. A	287. D	
28. B	80. A	132. C	184. C	236. B	288. D	
29. D	81. D	133. C	185. A	237. C	289. C	
30. A	82. A	134. B	186. B	238. A	290. C	
31. C	83. D	135. A	187. D	239. C	291. C	
32. B	84. D	136. B	188. A	240. D	292. D	
33. A	85. B	137. A	189. C	241. C	293. C	
34. C	86. A	138. C	190. D	242. B	294. C	
35. C	87. A	139. D	191. C	243. B	295. A	
36. C	88. B	140. D	192. A	244. B	296. B	
37. C	89. A	141. B	193. D	245. C	297. D	
38. B	90. D	142. C	194. D	246. C	298. C	
39. A	91. C	143. A	195. D	247. D	299. B	
40. C	92. D	144. D	196. D	248. A	300. D	
41. C	93. B	145. C	197. C	249. D	301. C	
42. B	94. C	146. D	198. D	250. D	302. D	
43. C	95. A	147. B	199. D	251. C	303. B	
44. A	96. A	148. D	200. C	252. B	304. C	
45. B	97. A	149. A	201. A	253. D	305. B	
46. B	98. B	150. B	202. D	254. D	306. D	
47. B	99. B	151. D	203. C	255. A	307. A	
48. C	100. C	152. A	204. B	256. D	308. D	
49. D	101. D	153. A	205. C	257. D	309. D	
50. A	102. B	154. B	206. C	258. C	310. A	
51. B	103. D	155. D	207. D	259. D	311. B	
52. D	104. D	156. B	208. A	260. A	312. B	

ANSWERS TO PART IV

1. B	53. C	105. A	157. C	209. C	261. A	313. D
2. D	54. B	106. C	158. D	210. D	262. D	314. D
3. C	55. A	107. C	159. C	211. D	263. B	315. A
4. D	56. C	108. C	160. C	212. D	264. B	316. C
5. D	57. D	109. A	161. A	213. B	265. C	317. B
6. B	58. C	110. C	162. C	214. B	266. C	318. B
7. D	59. A	111. C	163. C	215. C	267. C	319. A
8. A	60. A	112. A	164. A	216. C	268. B	320. C
9. B	61. D	113. A	165. B	217. B	269. B	321. B
10. C	62. D	114. C	166. D	218. C	270. A	322. B
11. B	63. D	115. D	167. D	219. D	271. D	323. C
12. C	64. B	116. A	168. B	220. C	272. A	324. C
13. D	65. B	117. C	169. D	221. B	273. A	325. B
14. B	66. B	118. D	170. C	222. B	274. B	
15. D	67. C	119. D	171. C	223. C	275. B	
16. B	68. B	120. B	172. D	224. A	276. B	
17. A	69. C	121. B	173. B	225. A	277. B	
18. C	70. C	122. D	174. C	226. D	278. C	
19. B	71. C	123. C	175. D	227. D	279. C	
20. B	72. D	124. D	176. C	228. D	280. A	
21. A	73. A	125. B	177. B	229. D	281. D	
22. C	74. C	126. C	178. C	230. B	282. D	
23. B	75. B	127. C	179. B	231. B	283. C	
24. B	76. A	128. A	180. D	232. C	284. D	
25. C	77. D	129. C	181. B	233. C	285. B	
26. D	78. B	130. D	182. A	234. C	286. C	
27. B	79. B	131. B	183. A	235. C	287. B	
28. A	80. B	132. C	184. D	236. B	288. B	
29. D	81. B	133. C	185. B	237. D	289. A	
30. B	82. B	134. C	186. B	238. D	290. A	
31. B	83. A	135. A	187. C	239. C	291. D	
32. C	84. A	136. A	188. B	240. D	292. D	
33. A	85. C	137. B	189. D	241. C	293. C	
34. C	86. D	138. C	190. C	242. B	294. D	
35. C	87. C	139. C	191. C	243. D	295. C	
36. C	88. B	140. D	192. D	244. A	296. D	
37. B	89. A	141. B	193. C	245. B	297. B	
38. A	90. B	142. D	194. C	246. D	298. A	
39. C	91. D	143. D	195. B	247. A	299. A	
40. C	92. A	144. C	196. D	248. A	300. B	
41. D	93. A	145. C	197. D	249. B	301. C	
42. B	94. D	146. C	198. A	250. C	302. D	
43. A	95. D	147. B	199. A	251. C	303. A	
44. B	96. C	148. A	200. C	252. C	304. D	
45. D	97. A	149. C	201. D	253. A	305. D	
46. B	98. B	150. B	202. C	254. D	306. B	
47. A	99. C	151. B	203. C	255. B	307. B	
48. A	100. C	152. A	204. D	256. A	308. A	
49. C	101. A	153. D	205. D	257. D	309. B	
50. B	102. D	154. A	206. D	258. A	310. C	
51. A	103. C	155. D	207. B	259. B	311. D	
52. A	104. C	156. B	208. C	260. C	312. C	

ANSWERS TO PART V

1. C	53. B	105. B
2. C	54. A	106. A
3. D	55. C	107. D
4. C	56. D	108. B
5. B	57. C	109. D
6. D	58. D	110. A
7. A	59. B	111. B
8. C	60. A	112. D
9. D	61. B	113. C
10. A	62. C	114. B
11. D	63. B	115. C
12. B	64. C	116. A
13. C	65. B	117. C
14. A	66. C	118. D
15. D	67. C	119. B
16. C	68. C	120. A
17. C	69. D	121. C
18. B	70. D	122. A
19. C	71. C	123. C
20. D	72. A	124. C
21. B	73. C	125. D
22. A	74. C	126. A
23. D	75. A	127. D
24. A	76. A	128. C
25. A	77. C	129. B
26. A	78. D	130. D
27. B	79. B	131. C
28. B	80. C	132. C
29. B	81. C	133. B
30. C	82. C	134. B
31. C	83. C	135. A
32. C	84. D	136. B
33. A	85. C	137. B
34. D	86. B	138. C
35. C	87. C	139. B
36. B	88. A	140. B
37. A	89. B	141. A
38. A	90. B	142. D
39. A	91. A	143. B
40. B	92. D	144. C
41. B	93. C	145. D
42. B	94. A	146. C
43. A	95. A	147. A
44. D	96. D	148. C
45. B	97. C	149. B
46. C	98. A	150. A
47. D	99. C	
48. A	100. C	
49. B	101. A	
50. C	102. D	
51. D	103. B	
52. C	104. B	



APPENDIX 3: STUDYING FOR THE RP EXAM

Studying for the RP Exam

By W. Craig Henry, PRP

The Registered Parliamentarian[®] (RP) designation demonstrates an in-depth knowledge of parliamentary procedure. The NAP Registration Examination tests the member's knowledge in five key areas of parliamentary procedure: motions and related procedures; meetings; officers, boards, committees, voting, and elections; rules of the assembly; and familiarity with researching parliamentary questions quickly in *Robert's Rules of Order Newly Revised* as is often required in a meeting situation. Only NAP members may take the RP examination. Once Registered Parliamentarian[®] status is achieved; it is retained for a six-year period requiring successful completion of 20 continuing education units (CEUs) to retain the RP status.

Examinations. Each test is created independently of any previous test. There are 300 questions taken from the currently published 1,200 questions and five (5) open book research questions. The registration examination may be scheduled at any time, after the member submits the application form and pays the appropriate examination fee. The application is available by downloading the Registration Exam Application Form from the NAP Website (Documents) or by contacting NAP headquarters to request the form. Specific instructions are included with the application. The test may be taken on a traditional hard copy (paper) exam or may be taken on-line. A monitor is required in either case. The examination may be taken at any time; however, the application and examination fee must be received by NAP prior to scheduling the exam date.

Test Taking – 10 Study Tips for Exams

Here are some general tips for studying for and taking the multiple choice portion of the RP Exam.

1. **Chunk your Studying.** Although it is tempting (and sometimes inevitable), cramming really isn't the best way to study. According to the Dartmouth Academic Skills Center, you should study in 20-50 minute increments and give yourself a 5 to 10 minute break between each session. For best results, study throughout at least one full month.
2. **Listen to Mozart.** Certain types of music, like Mozart's compositions—which follow a 60 bpm pattern—have been shown to activate both the right and left sides of the brain in listeners. Stimulation of both sides is linked with increased recall; so listening while studying can help increase the likelihood that you will retain relevant information.
3. **Alternate Study Spots.** Recently, the *New York Times* explained that rather than sticking to one study spot, you should switch things up when reviewing for exams.
4. **Drink/Eat Cocoa.** According to the “Journal of Psychopharmacology,” one study discovered that the flavonoids in the unadulterated cacao bean increases cognitive functioning, probably by stimulating the flow of blood to the brain. This means that consuming raw cocoa beans might help to boost alertness levels and make you think more clearly. But once it is processed into chocolate bars, cacao's healthy benefits are overpowered by sugar—which will provide a spurt of energy followed by a longer crash. To take full advantage of the nutritious bean, dissolve a spoonful of organic cocoa into a hot milk of your choice and add cinnamon, espresso and cayenne pepper for optimal energy.
5. **Form a Study Group.** Study groups can motivate you to get started when it's hard to motivate yourself-- plus, explaining difficult concepts out loud will help you figure out

- what you understand and what you still need to go over, and getting a group together will allow you to divide and conquer definition of terms and explanations of concepts. And if you can get each member to bring a snack, that's incentive to actually meet.
6. **Avoid Test Anxiety.** If mere mention of the word “exam” makes your heart beat a little faster, mastering exam material may not be all you need to worry about. To calm yourself down—and prevent from blanking during the test—spend some time before the exam imagining yourself acing it. You also might want to induce stress while studying, and then practice quelling fear by taking deep breaths, focusing on what you know and keeping things (including the importance of the test) in perspective.
 7. **Exercise.** According to researchers in Japan, just 20 minutes of cardio a day can help improve your brain function and memory. And for those of you who can, cardio outside is even better. Taking a break in nature is more relaxing than taking a walk down a city street, which calls upon you to engage actively with your environment. But even if it's freezing out and the gym is closed, you can always take a quick dance break.
 8. **Exam Time Management.** By the time the exam rolls around, your time is precious. Every minute counts. That is why scheduling is essential during the weeks (or days) prior to your exam. So as not to go totally bonkers during this stressful time, make a realistic study schedule for yourself. Leave yourself time for breaks. You'll be taking them anyway.) Be sure to prioritize according to which section you'll need to study for the most.
 9. **Build on what you know.** If you start by studying what you know and add more difficult or recent material as you proceed, you can associate new information with familiar material. Rather than taking on intimidating amounts of new information, this will ease you into a comprehensive review and ensure you don't forget basics.
 10. **Keep it interesting.** Just as it's harder to recall a list of 20 words than a 20-word sentence, it's harder to recall a list of boring facts than a story. To help retain information, try to connect with what you're learning. Using memory aids (like mnemonic devices) or making facts personal, bringing test material to life will make it much easier to remember.

Multiple Choice Exam-Taking Tips¹

Tips on answering multiple choice questions:

1. Read the question before you look at the answer.
2. Come up with the answer in your head before looking at the possible answers, this way the choices given on the test won't throw you off or trick you.
3. Eliminate answers you know aren't right.
4. Read all the choices before choosing your answer.
5. If there is no guessing penalty, always take an educated guess and select an answer.
6. Don't keep on changing your answer, usually your first choice is the right one, unless you misread the question.
7. In “All of the above” and “None of the above” choices, if you are certain one of the statements is true DO NOT choose “None of the above” or one of the statements are false, DO NOT choose “All of the above.”

¹ http://www.wiu.edu/advising/docs/multiple_choice_tips.pdf (Confirmed on website July 28, 2015.)

8. In a question with an “All of the above” choice, if you see that at least two correct statements, then “All of the above” is probably the answer.
9. A positive choice is more likely to be true than a negative one.
10. Usually the correct answer is the choice with the most information.
11. Treat each alternative as a true/false statement, and search for the one true statement amid the alternatives.

Preparing for the RP Exam

1. **Read the Manual!** There is no way that you can pass the RP Exam without reading RONS. Read it several times: cover-to-cover; topically; by the index listing. Become familiar how it is laid out and where similar sections are located. Don't be afraid to write in your RONS. (You can always get a new, clean copy) Notes or highlighting can help not only in the research section of the exam, but allows you to cross reference information during your study preparation. Even hearing sections of RONS read aloud can strengthen the understanding of certain concepts.
2. **Keep a Notebook/Journal.** Some individuals find it very effective to jot down notes as they are reading/studying and then going back afterwards and formally rewrite them into topical or chronological entries into a study guide or journal. Then your journal can also be used as a study guide in addition to RONS and the 1,200 questions.
3. **Find a Mentor.** Find an RP or PRP who can guide you through your study process. They will be happy to answer your questions, give you tips, and keep you on the right path. If they are teaching a concept/section of RONS to you, be prepared; scan the sections prior to the teaching session, so you can formulate questions before and during the session. Mentors love questions! Remember, they've been down this road before and want to share their experiences with you!
4. **Study Individually.** Figure out a study methodology, commit it to paper and stick to it. There are several tools that can be used by a member to help work through the study and preparation for the RP Exam. Give yourself plenty of time for study and then also for exam preparation. Do not apply for your exam date before you are ready. Cramming for the exam rarely works. A personal method of visiting Starbucks daily and 30-minutes of dedicated time does work.
5. **Study with a Group.** Interacting with others is a great way to reinforce your knowledge and understand information from different points of view. If your mentor has several students, you all can get together to discuss/teach /prepare together. While group study is appropriate, some can get caught up in the “group think” and tend to allow others to answer ahead of them.
6. **Do things differently.** Studying is not always “top to bottom, left to right.” Mix up the order of the questions asked; change the order of the answers; take less time than required to look up the research questions. Be prepared for diversity and any problems that may arise while taking the exam and your experience will be only “Deja vu.”

7. **Be an active learner.** The more you use and manipulate your information, the better you will understand it. Using and manipulating information in as many ways as possible also maximizes your ability to access your memory. Besides the note-taking/journaling referred to above try making lists (vocabulary, motions, characteristics) charts, diagrams, and graphs.
8. **Make a Chart at the Beginning of your Session.** I found it helpful to create a chart listing the Subsidiary Motions, Incidental Motions, and Privileged Motions, and Bring Back Motions. Create headings of Interrupt, Second, Amendable, Debatable, Vote needed to pass, Reconsider.
9. **The first time through, use RONR to create this sheet, filling in all the blanks in a manner you can remember.** Then every time you begin your practice session, sit with a blank sheet of paper and write everything you remember from this chart. Grade yourself, noting which ones you did not get correct by WRITING IT IN on your practice sheet. Reinforce the information. Use this at the beginning of your Part II study. You may take out a blank sheet of paper and write whatever you wish for your own use for your study for Parts III, IV, and V.

RP Exam Study Tools

1. Available from NAP

The RP Exam Study Guide. This book is available as a digital download. It contains the question bank of the 1,200 questions from which the 300 questions on the Registration Exam will be pulled. The questions are in random order within each of the exam parts.²

Nola's Daily Doses. Written by Past President, Nola Pursiful, as a guide to studying in 179 days of 30 minute study periods. Covers the 1,200 questions in NAP's Study Guide as well as providing twenty-eight sections of five citations from RONR to provide practice for the research portion of the exam.

RP Practice Exams Online. This online program provides exam parts II through V in a compiled exam to review your knowledge prior to taking the examination. Each time you open the program, a new exam is compiled. Within the practice exam, the user gets feedback on right and wrong answers with reference page numbers for wrong answers. The program uses Adobe Flash player (sorry, not Apple iOS compatible). Internet browser pop-up blockers and specialty toolbars (Yahoo toolbar, Google toolbar, etc.) must be disabled to take the course. Users may enroll in any part of the exam and in any order. There is separate registration and a separate enrollment for each part with a 30-day time limit on finishing each part.

ParlQuest®. This system was developed by Steve Glanstein, a Professional Registered Parliamentarian, and Mark Takiguchi of Management Information Consultants, to provide a structured approach to the challenging task of becoming a Registered Parliamentarian. It is designed for those students of parliamentary procedure who wish

² This book may be obsolete with the printing of the current manual. Check with headquarters for details.

to enhance their test-taking skills. It also provides an excellent refresher for parliamentarians who wish to retain their skills. *ParlQuest* has the largest test bank of multiple choice questions available today with over 2,500 questions including the 1,200 questions in the NAP Study Guide. Quizzes may be taken on-screen or printed as the exam “warm-up.” Additionally, a research feature with over 2,300 citations is an available add-on to study for Part I of the exam.

2. Other Suggestions

Flash Cards. Whether prepared by hand or by computer, flash cards (question on front/answer on back) are still one of the best ways to study the 1,200 questions. Effective both individually and in pairs, this method easily allows for sorting of questions into two or more categories (e.g. definitely know answer, do not know answer, somewhat know answer, unsure of answer) for reinforcement and further study.

Parliamentarian’s Calendar. The NAP Educational Foundation sells a page-a-day calendar as a fundraiser. Each day has a parliamentary question and answer (including page references in RONR 11th edition) and the weekends present a parliamentary research question.

PowerPoint™ Presentations. The flash cards can be created in PowerPoint™. Presentations of the 1,200 questions/answers can be used by study groups as well as individuals and mentors not only to learn the correct answer, but to reinforce test taking techniques (elimination of wrong answer(s), logical deduction/inference, best answer, and more) and can be done in fun and interesting ways (timed display of answer, one at a time elimination of alternative answers, Jeopardy-style answer question format).

3. Do-It-Yourself

Research citations. Even beginners in parliamentary procedure can help prepare selected citations from RONR and create a storage bank for practice. Some of the best citations are those that cover the beginning chapters of RONR as well as in the detailed sections that follow. For research practice, use an egg timer, stop watch, baking clock, something with noise to end your 30 minutes. Practice as if you were taking the exam to get into the habit of finding the quotes within the allotted time.

Scan the questions. Take the 1,200 questions and scan clean copies of the questions (without answers marked). One of these should then be marked with the correct answers from the answer sheets of the 1,200 questions. Take one correct answer sheet at a time and practice reading and studying as to why the answers are correct.

Clean sheet practice. Every session (suggest you do this daily for at least 30-minutes per day) take a clean sheet of questions and answer the questions (actually write on these question sheets.) Grade yourself. Before going to another page, make sure you get at least 90% correct. Note which ones you answered wrong because they will still be on the exam. REINFORCE CORRECT ANSWERS.

Mini-exams. After you have successfully completed at least a 90% on each single exam, start the next session (after writing on a blank sheet of paper your chart of motions) by taking a 3-4 page exam. Grade yourself, note your incorrect or “guessed” answers on all of the sheets. Then proceed learning a new page. Remember: when you guess you aren't sure, and you might guess wrong on the exam. Make sure you understand the correct answers for the questions.

Examination Strategies

An effective approach to examination technique enables students to enter the examination room with a clear idea of the skills they wish to demonstrate, with a realistic expectation of using the questions to demonstrate as much knowledge as possible. This active approach to examination technique enables students to be in control of the situation. However, some students approach examinations with a fatalistic attitude, rather like helpless victims facing torment. They respond passively to the questions and then hope for the best. The first approach is more likely to succeed.

Below are the steps that contribute greatly to the strategy for preparing for examinations:

1. Final Preparation for the Exam

Each student is different. You may find some study techniques effective which other people find unhelpful. An important part of learning to study is to try out different techniques, adapt them and so find out what works best for you. The key guidelines can be summarized as follows:

- Build up a set of clear condensed notes, right from the start.
- Use memory aids.
- Self-test regularly.
- Look through your “Unsure” and “Don't Know” flash cards to improve your retention
- Know what to expect on exam day: reread test instructions.
- Don't “cram” the night before; relax and get a good night's sleep

2. Analysis of Questions Helps

Analysis of the examination questions—the structure, rather than the content—provides a valuable insight into how the examiners feel about the subject. While it is obviously useful to predict questions, students should always remember that no question can ever be guaranteed to come up, nor in what order the answers may be arranged.

3. Make A Mental Plan; Use Mnemonics and Spider Diagrams

Students could plan to jot down some of your mnemonics or spider diagrams before you start answering any question. In that way, you can refer back to your plan when writing your answer, without fear of forgetting what you were going to write next. But do not spend too much time up front “preparing”; you already should know the questions and this is not needed as much for the RP exam.

4. Learn To Cope With Exam Stress

In examinations, people tend to be fairly stressed, and this often has positive effects. They think more clearly and quickly, and write more fluently. If you feel a little anxious before an examination, do not worry about it. Remember, it may improve your performance. However, a few people become so anxious about examinations that their high arousal level leads to a worsening of performance. It is quite important for such people to find ways of coping with their anxiety.

One way is to try to control the way you think about the exams. If you find yourself thinking or saying things, which reflect negative thoughts, you should try to stop yourself as it is no good saying to yourself (or to others) “I am no good at exams.” That can easily become a self-fulfilling prophecy.

Someone who is overanxious about exams should try to think positive thoughts, such as “I have done enough preparation for my exam.” Of course, it is essential that you really have done enough preparation. A useful plan is to think through or visualize what will happen during the examination so as to gain control over the situation.

5. On Exam Day

Students must read the questions carefully and ensure they fully understand what each question is asking. It is good idea to underline keywords and to break the question down into separate component parts. Again, having the multiple choice questions ahead of time makes this much easier. If you are taking the exam online, careful reading is even more important.

6. Time Management Is Crucial While Taking Exam with Part I.

- Part I is a 30-minute timed exam, while Parts II, III, IV, and V have no time restriction. When you begin the exam do not place undue pressure to research the five quotes in order. Skip one if you cannot find it fairly rapidly and if you do not seem to have an idea as to what the “subject” to which the quotation is alluding.
- The five quotes range between easy to very difficult. Work your way up the ladder. After all, if you get four correct exact quotes, you have your 80% which is passing. Then take the time to work longer on the last quote going for that 100% score.

7. Time Usage for Parts II, III, IV, and V

Take a moment between each part before beginning the next to clear your head, get a drink, grab protein to eat, stand to let the blood flow to other body parts. There are NO time restrictions on these four parts, except once you start a part, you must complete it before moving to another part.