
PARLIAMENTARY PROCEDURE

Overview

This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The top ten (10) teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

Competencies

<http://www.fbla-pbl.org/docs/ct/FBLA/PARLIAMENTARYPROCEDURE.pdf>

Web Site Resources

- Go to <http://www.parliamentarians.org/membership.htm> to download 300 test questions used to review for the national parliamentary test. Also go to <http://www.parliamentarians.org/> to look at study materials.

PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. Which one of the following motions is **not** a motion to bring a question again before the assembly?
 - a. ratify
 - b. amend something previously adopted
 - c. rescind
 - d. reconsider
2. A motion that has been postponed to a certain time:
 - a. is in the same condition at a later session as it was before postponement except that any limitation on debate is exhausted
 - b. cannot be reconsidered
 - c. can be called up by the motion to take from the table
 - d. cannot again be postponed
3. Incorporation by a society is advisable for all of the following reasons **except** for:
 - a. exemption from tax and revenue laws
 - b. the right to inherit property
 - c. obtaining and holding property
 - d. the capability to sue or be sued
4. Fix the time to which to adjourn:
 - a. is always a privileged motion
 - b. does not affect when the present meeting will adjourn
 - c. is out of order when there is no meeting scheduled later in the same session
 - d. is out of order at an adjourned meeting
5. 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:
 - a. instruct the secretary to enter the motion to reconsider in the minutes
 - b. request a motion to lay the motion to reconsider on the table
 - c. take a vote on whether to enter the motion to reconsider on the minutes
 - d. state the motion to reconsider as pending

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6. When the assigned time for taking up a topic in an agenda arrives, the chair announces that fact. Then he puts to a vote any pending questions without allowing further debate unless:
 - 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
 7. A vacancy in a committee is filled by:
 - a. the president only
 - b. the appointing power
 - c. the person who is vacating the position
 - d. the committee members
 8. A member who wishes to avoid a direct vote on a question might move any of the following, **except**:
 - a. division of a question
 - b. objection to the consideration of the question
 - c. leave to withdraw a motion
 - d. postpone indefinitely
 9. Which one 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?
 - a. postpone indefinitely
 - b. postpone to a certain time, if taken from the table before the time of the proposed postponement
 - c. previous question
 - d. commit or refer
 10. Special committees of the assembly:
 - a. are always appointed "with power"
 - b. are dissolved at the close of the annual meeting
 - c. may make a partial report
 - d. may be discharged by the board
 11. During the proceedings of a committee:
 - a. the committee may adopt its own rules
 - b. the motion to reconsider is not in order
 - c. the chairman has the right to debate, but not make motions
 - d. motions to close or limit debate are generally not allowed
 12. On a question of direct personal interest, a member:
 - a. must send out notice prior to the meeting that he will abstain
 - b. should abstain from voting on the motion
 - c. always votes if the vote is by ballot
 - d. can be compelled to refrain from voting by the other members
 13. A motion within the control of the assembly, because it has **not** been finally disposed of, may be renewed if:
 - a. more than a quarterly time interval will elapse before the next regular session
 - b. voted on and a motion to reconsider made but not called up
 - c. postponed to the next session
 - d. laid on the table
 14. The motion to reconsider does **not** apply to:
 - a. the vote on a motion that can be renewed at a reasonable time
 - b. all the answers are correct
 - c. any vote that has caused something to be done that it is impossible to undo
 - d. an affirmative vote whose provisions have been partly carried out

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15. Active FBLA members must be all of the following **except**:
 - a. be enrolled in business and/or business-related fields
 - b. accept the purpose of FBLA
 - c. be secondary students
 - d. currently contributing to good school-community relations
 16. The affairs and property of FBLA are managed by the:
 - a. advisory council
 - b. executive council
 - c. board of directors
 - d. CEO
 17. Which one of the following states is **not** a part of the Mountain Plains Region?
 - a. South Dakota
 - b. Missouri
 - c. New Mexico
 - d. Nebraska
 18. A main motion yields to:
 - a. a motion to bring a question again before the assembly
 - b. the motion to ratify
 - c. all applicable secondary motions
 - d. all answers are correct
 19. Which statement is **true**?
 - a. Incidental motions have an assigned position in the order of precedence of motions.
 - b. There are twelve ranking motions.
 - c. More than one secondary motion may be pending at a time.
 - d. There are four classes of secondary motions.
 20. The fiscal year of the Future Business Leaders of America shall be:
 - a. June 1 through May 31
 - b. August 1 through July 30
 - c. January 1 through December 31
 - d. July 1 through June 30
 21. In addition to active members, the bylaws provide for:
 - a. Professional, Honorary Life, and National Honorary Life
 - b. Professional, State Honorary Life, and National Honorary Life
 - c. Alumni, Honorary Life, and State Honorary Life
 - d. Alumni, State Honorary Life, and National Honorary Life
 22. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of which year?
 - a. 1946
 - b. 1948
 - c. 1962
 - d. 1966
 23. The officer candidates must be certified by the:
 - a. CEO
 - b. National Executive Council
 - c. board of directors
 - d. Officer Screening Committee

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24. Which one of these subsidiary motions has no corresponding incidental main motion?
- limit or extend limits of debate
 - commit or refer
 - postpone indefinitely
 - previous question
25. A motion to censure the action of an officer:
- is not amendable
 - opens the entire question to debate
 - is not debatable
 - may not be reconsidered
26. The adoption of the motion to postpone indefinitely:
- allows the main motion to be brought up again at the business meeting the next day during a convention
 - suppresses the main motion for all future meetings
 - kills the main motion for the duration of the session
 - allows the action to be renewed after intervening business has transpired
27. To amend something previously adopted is:
- an incidental motion
 - an incidental main motion
 - an original main motion
 - a subsidiary motion
28. Which one of the following motions can be made without a time limit?
- take from the table
 - reconsider
 - discharge a committee
 - rescind
29. When dissolving a society, which of the following is **not** required?
- holding a public hearing
 - disposal of assets in accordance with state and federal tax laws
 - adoption of a resolution of dissolution
 - the same notice and vote as are required to amend the bylaws
30. Which of the following statements, concerning a member's right to speak and vote, is correct?
- A member may vote and speak as he chooses so long as his debate is germane.
 - A member may not speak against his own motion unless through amendment it becomes a different question.
 - A speaker is required to speak for his motion.
 - A member may vote for or against his motion.

PARLIAMENTARY PROCEDURE PERFORMANCE

Case Scenario

This is a regular meeting of your FBLA chapter.

Below is a list of parliamentary procedure motions, concepts, or principles that you are to incorporate into your performance. Use situations typical of a regular chapter meeting to illustrate all of the items below.

The items are listed randomly. You may present them in any sequence you wish as long as their use conforms to correct procedures.

Part of the evaluation by the judges will be the quality of discussion. Motions should be clearly stated and complete. Debate should be logical, natural, concise, germane, and enthusiastic.

1. Demonstrate a situation that leads to an appeal from the decision of the chair.
2. While a suitable main motion is pending, demonstrate the proper division of a question.
3. Demonstrate the use of "stand at ease."

Parliamentary Procedure Answer Key

1) A	11) D	21) A
2) A	12) B	22) A
3) A	13) A	23) D
4) B	14) B	24) D
5) A	15) D	25) B
6) D	16) C	26) C
7) B	17) B	27) B
8) A	18) C	28) D
9) C	19) C	29) A
10) C	20) D	30) D

Personal Finance Answer Key

1) C	11) D	21) A
2) D	12) B	22) C
3) C	13) D	23) C
4) D	14) A	24) C
5) A	15) C	25) B
6) A	16) C	26) B
7) B	17) C	27) A
8) D	18) C	28) A
9) D	19) C	29) A
10) A	20) D	30) C

Sports Management Answer Key

1) C	11) D	21) B
2) D	12) B	22) D
3) C	13) D	23) D
4) C	14) C	24) D
5) B	15) C	25) D
6) D	16) C	26) A
7) B	17) D	27) A
8) B	18) A	28) D
9) D	19) C	29) A
10) D	20) B	30) A

Spreadsheet Applications Answer Key

1) C	11) C	21) A
2) B	12) A	22) B
3) A	13) C	23) A
4) D	14) A	24) C
5) D	15) D	25) B
6) B	16) C	26) B
7) D	17) B	27) C
8) B	18) A	28) C
9) D	19) D	29) C
10) A	20) A	30) A

Technology Concepts Answer Key

1) B	11) A	21) C
2) C	12) A	22) D
3) C	13) D	23) C
4) C	14) A	24) A
5) B	15) D	25) D
6) C	16) C	26) C
7) B	17) C	27) A
8) A	18) A	28) A
9) B	19) A	29) D
10) A	20) C	30) C