
INTRODUCTION TO PARLIAMENTARY PROCEDURE

Overview

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

This is an individual objective test and is only for grades 9 and 10.

Website Resources

- FBLA-PBL
<http://www.fbla-pbl.org/>
 - National Association of Parliamentarians
<http://parliamentarians.org/index.php>
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INTRODUCTION TO PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. Who can serve on the National Board of Directors?
 - a. National FBLA President
 - b. all national FBLA officers
 - c. National FBLA Parliamentarian
 - d. National FBLA President and Parliamentarian

Competency: FBLA Bylaws

2. When can a national officer candidate apply at the National Leadership Conference?
 - a. any candidate may apply at the NLC prior to Officer Candidate Screening
 - b. no candidates may apply at the NLC
 - c. when no candidate applies by the second deadline
 - d. when no candidate applies by the stated deadline

Competency: FBLA Bylaws

3. How much are FBLA dues until changed by a bylaw amendment?
 - a. a bylaw amendment is not required as the National CED sets the amount
 - b. from 1994 forward, national FBLA dues are \$5
 - c. from 1994 forward, national FBLA dues are \$6
 - d. a bylaw amendment is not required as the Board of Directors sets the amount

Competency: FBLA Bylaws

4. Which one of the following is **true** about National Honorary Life Members?
 - a. they are elected at the NLC for one-year recognition
 - b. they can vote, can hold office, and do pay dues
 - c. they cannot vote, cannot hold office, but they do pay dues
 - d. they cannot vote, cannot hold office, and do not pay dues

Competency: FBLA Bylaws

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5. The terms *rules of order* refers to:
- a. the order a business meeting agenda must follow
 - b. the written rules of parliamentary procedure adopted by an assembly or organization
 - c. the order in which members may speak for or against an agenda item
 - d. the order in which items must be listed in an organization's bylaws

Competency: FBLA Bylaws

6. When a count has been ordered on a motion, the secretary records in the minutes:
- a. only whether the motion was adopted or not
 - b. the votes and the abstentions
 - c. the number of votes on each side
 - d. the names of those voting for and against the motion

Competency: Parliamentary Procedure Principles

7. Corrections to minutes may:
- a. be made at any time a mistake is discovered
 - b. never be made after being accepted by the assembly
 - c. be made only immediately after they are read to the assembly
 - d. be made when a motion is pending

Competency: Parliamentary Procedure Principles

8. Viva voce is:
- a. a voice vote
 - b. being allowed a say via the voting process
 - c. laughter caused during a meeting
 - d. a loud, angry member

Competency: Parliamentary Procedure Principles

9. An organized society requires certain rules to:
- a. publish or not publish its deliberations
 - b. determine total members
 - c. establish its basic structure and manner of operation
 - d. eliminate distractions from outsiders

Competency: Parliamentary Procedure Principles

10. Pro tem means:
- a. a professional member of a board of directors
 - b. serving in a temporary position
 - c. the temporary suspension of the rules so an informal discussion can be held
 - d. to temporarily suspend the action to handle another issue

Competency: Parliamentary Procedure Principles

11. Persons admitted to a mass meeting:

- a. may be limited
- b. may be required to obtain a ticket for admission
- c. may not be limited
- d. may be confined to a specific area of the meeting space

Competency: Parliamentary Procedure Principles

12. A main motion is one that:

- a. can be made only by an officer of the organization
- b. brings business before the assembly
- c. has to be presented to the assembly in writing
- d. is the primary reason the business meeting was called

Competency: Parliamentary Procedure Principles

13. A second to a motion indicates that the seconder:

- a. agrees with the content of the motion
- b. will speak to the motion during debate
- c. agrees that the motion should come before the meeting
- d. commits to vote in favor of the motion

Competency: Parliamentary Procedure Principles

14. When the chair rules a motion out of order, the:

- a. decision stands and the appeal is overruled
- b. decision has no appeal
- c. decision may be appealed
- d. decision must be subject to a vote with $\frac{3}{4}$ approval

Competency: Parliamentary Procedure Principles

15. Which one of the following requires a majority vote?

- a. Previous question
- b. Raise a Question of Privilege
- c. Commit or Refer
- d. Limit or extend Limits of Debate

Competency: Parliamentary Procedure Principles

16. To encourage rejection of a pending motion, a member may:

- a. threaten to drop her membership in the assembly
- b. say that if it is defeated she will offer a different motion
- c. say that if it is adopted she will leave the assembly
- d. threaten to sue those who vote in favor of the motion

Competency: Parliamentary Procedure Principles

17. If the chair, without objection, simply permits a brief pause, without a declaration of recess, a meeting is said:

- a. to be on a break
- b. to be in postponement
- c. to stand at ease
- d. to be temporarily adjourned

Competency: Parliamentary Procedure Principles

18. An affirmative vote by a member is expressed as:

- a. "Aye"
- b. "Nay"
- c. "Approved"
- d. "Agreed"

Competency: Parliamentary Procedure Principles

19. A quorum is defined as the number of members:

- a. required to transact business
- b. who must approve a motion
- c. required to create an organization
- d. required to be appointed to a committee

Competency: Parliamentary Procedure Principles

20. The rules of an assembly or organization are ranked, highest to lowest as:

- a. Bylaws, Constitution, Corporate Charter
- b. Bylaws, Corporate Charter, Constitution
- c. Corporate Charter, Constitution, Bylaws
- d. Constitution, Bylaws, Corporate Charter

Competency: Parliamentary Procedure Principles

21. ARTICLE IX of bylaws gives:

- a. the officers of the organization
- b. the process to amend the bylaws
- c. the committees of the organization
- d. the organization of the executive board of the organization

Competency: Parliamentary Procedure Principles

22. The local assembly of an organized society is limited to persons who:

- a. are charter members of the organization
- b. are officers of the organization
- c. are life-time members
- d. are recorded on the rolls as voting members in good standing

Competency: Parliamentary Procedure Principles

23. Before a member can speak in debate, he must:

- a. obtain the floor
- b. be first in line
- c. call out, "Mr. Chairman"
- d. raise his hand

Competency: Parliamentary Procedure Principles

24. A person who is **not** the first to rise and address the chair may be given preference in being recognized if:

- a. he is in favor of the motion as those in favor are allowed to speak first
- b. he is against the motion as those against it are allowed to speak first
- c. he is the maker of the motion and has not spoken to the question
- d. he seconded the motion and has not spoken to the question

Competency: Parliamentary Procedure Principles

25. If there is a tie vote on a main motion, the result is:

- a. the motion is lost
- b. a vote must be taken as many times as needed to reach a majority
- c. the chair must vote to break the tie
- d. the motion must be restated and the vote taken again

Competency: Parliamentary Procedure Principles

26. The maker of a motion:

- a. can offer changes to the motion if done so immediately after it is stated by the chair
- b. can call for the question as part of the motion
- c. can withdraw it before it is stated by the chair
- d. can designate who will second the motion

Competency: Parliamentary Procedure Principles

27. All questions of parliamentary procedure affecting the assembly's proceedings are ruled on by:

- a. the parliamentarian
- b. the secretary after reading the appropriate section from the bylaws
- c. the chair
- d. the parliamentarian after consultation with the chair

Competency: Parliamentary Procedure Principles

28. When a motion is made:

- a. the maker may not make any changes but must amend her motion
- b. the maker may make a change after it has been stated by the chair and after debate begins
- c. the maker can accept an informal change in it before the questions has been stated by the chair
- d. no changes of any kind may be made

Competency: Parliamentary Procedure Principles

29. A Point of Information is:

- a. a list of definitions regarding the issue under consideration
- b. an inquiry as to facts
- c. is not appropriate during a debate
- d. is a list of rules applicable to the motion

Competency: Parliamentary Procedure Principles

30. The motion to Commit or Refer:

- a. sends the main motion to a committee for study
- b. obligates the assembly to an immediate vote
- c. may be done at any time during the meeting
- d. must be approved by the individuals making and seconding the original motion

Competency: Parliamentary Procedure Principles

Introduction to Business Communication Answer Key

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

Introduction to Parliamentary Procedure Answer Key

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

Introduction to Information Technology

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

Management Decision Making Answer Key

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