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## 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 event is only for grades 9 and 10.***

### Competencies

The topics listed below are prioritized, listing the most important content areas of the tests.

- Parliamentary procedure principles (Through a partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles portion of the exam will be drawn from National Association of Parliamentarian's official test bank.)
- FBLA Bylaws

### Procedures/Tips

- Review the Competitive Events Tips in the front of the book.

### 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.

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## Introduction to Parliamentary Procedure Sample Questions

1. A special committee
  - a. is on-going from administration to administration.
  - b. is always created by the chair.
  - c. ceases to exist when it makes its final report.
2. Corrections to the minutes
  - a. may never be made after being accepted by the assembly.
  - b. may be made at any time a mistake is discovered.
  - c. may be made only immediately after they are read to the assembly.
3. An adjourned meeting is
  - a. a meeting in continuation of the session of the immediately preceding meeting.
  - b. the one after lunch.
  - c. one that has been dissolved.
4. When a motion to Recess is made while another motion is pending, it
  - a. is an incidental main motion.
  - b. is a privileged motion.
  - c. is an incidental motion.
5. To put a motion aside temporarily, with no definite time for resuming its consideration, a member should
  - a. move to Lay on the Table.
  - b. move to Postpone Indefinitely.
  - c. rise to a Point of Order.
6. The lowest ranking motion is
  - a. Fix the Time to Which to Adjourn.
  - b. Postpone Indefinitely.
  - c. Main Motion.
7. If there is a tie vote on a main motion, the result is
  - a. the motion is lost.
  - b. the vote is taken again.
  - c. the chair must vote to break the tie.
8. A motion is open to debate when
  - a. the motion is seconded.
  - b. the motion has been stated by the chair.
  - c. a member has made the motion.
9. In absence of a provision in the bylaws, the quorum of an organized society is
  - a. a majority of those answering roll call.
  - b. the number most likely to attend a meeting except in bad weather.
  - c. a majority of the entire membership.
10. Which article of the bylaws explains the qualifications for holding a national FBLA office?
  - a. Article V
  - b. Article VIII
  - c. Article VI
11. National FBLA honorary life members may be recommended by the
  - a. chapter adviser.
  - b. membership.
  - c. board of directors.

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12. The administration of FBLA shall be vested in the
    - a. chairman of the board of directors.
    - b. FBLA president.
    - c. association president.
  13. To be in order an amendment must be
    - a. long.
    - b. short.
    - c. germane.
  14. A second implies that the seconder
    - a. wishes to speak second in debate.
    - b. agrees with the content of the motion.
    - c. agrees that the motion should come before the meeting.
  15. If the chair makes a mistake in assigning the floor,
    - a. he immediately asks the assembly to ratify the action taken.
    - b. a member may raise a point of order.
    - c. a member may raise a question of privilege.
  16. Before a member in a large assembly can speak in debate, he must
    - a. get the attention of the chair by raising his hand.
    - b. have paid the dues required by the organization.
    - c. obtain the floor.
  17. Except for the corporate charter, the highest body of rules in a society is the
    - a. parliamentary authority of the society.
    - b. bylaws.
    - c. standing rules.
  18. Unless there is a rule to the contrary, a member may speak
    - a. twice on the same question on the same day.
    - b. twice during the same day.
    - c. once during the same day.
  19. A secondary motion must be acted upon or disposed of before
    - a. a main motion is in order.
    - b. direct consideration of the main motion can be continued.
    - c. an incidental motion is in order.
  20. Which of the following states is **not** in the FBLA Western Region?
    - a. Wyoming
    - b. Nebraska
    - c. Hawaii
  21. A state committee chairman shall be recommended by the
    - a. association president.
    - b. membership.
    - c. state committee.
  22. The FBLA \_\_\_\_\_ shall assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel.
    - a. secretary
    - b. treasurer
    - c. president

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23. The quorum for all business meetings of the FBLA National Leadership Conference shall be
    - a.  $\frac{3}{4}$  of the registered voting delegates.
    - b. a majority of the registered voting delegates.
    - c.  $\frac{2}{3}$  of the registered voting delegates.
  24. Which group approves the committee appointments and the creation of new committees by the FBLA president?
    - a. the board of directors.
    - b. the National Executive Council
    - c. the CEO
  25. The National Executive Council may conduct business by mail with action requiring what vote?
    - a.  $\frac{2}{3}$  of the members eligible to vote
    - b.  $\frac{3}{4}$  of the members eligible to vote
    - c. a majority of the members
  26. A main motion is referred to a special committee. Which of the following motions would be in order with respect to this main motion?
    - a. a motion to discharge the committee could be made
    - b. the main motion is lost and must be reconsidered if the committee fails to report when it should.
    - c. the main motion can be reintroduced if the committee fails to report when it should.
  27. 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?
    - a. only a person who voted in the negative
    - b. only a person who voted in the affirmative
    - c. a person who either abstained or voted in the negative
  28. When the chair rules on a question about which there cannot possibly be two reasonable opinions,
    - a. the appeal should be postponed indefinitely.
    - b. an appeal would be dilatory and is not allowed.
    - c. a point of order should be raised.
  29. Fix the time to which to adjourn
    - a. does not affect when the present meeting will adjourn.
    - b. is always a privileged motion.
    - c. is out of order when there is no meeting scheduled later in the same session.
  30. Secondary motions
    - a. must be acted upon or disposed of before direct consideration of the main question can be continued.
    - b. cannot be debated or amended.
    - c. require a majority vote.

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**Introduction to Business Communication Answer Key**

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

**Introduction to Parliamentary Procedure Answer Key**

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

**Introduction to Technology Concepts Answer Key**

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

**Management Decision Making Answer Key**

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

**Management Information Systems Answer Key**

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