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## 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 fifteen teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 11<sup>th</sup> edition*.

### Website Resources

- FBLA-PBL  
<http://www.fbla-pbl.org/>
- National Association of Parliamentarians  
<http://parliamentarians.org/index.php>

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## PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. The vote required to amend the National FBLA Bylaws is:
  - a. two-thirds
  - b. two-thirds of those present
  - c. majority
  - d. three-fourths

**Competency:** FBLA-PBL Bylaws

2. The proposed amendments to the National FBLA Bylaws are voted on at the National Leadership Conference by the:
  - a. local chapter voting delegates
  - b. local chapter and state voting delegates
  - c. state voting delegates
  - d. local chapter and state voting delegates and state committee

**Competency:** FBLA-PBL Bylaws

3. At the FBLA National Leadership Conference a local chapter with a membership of 100 may have:
  - a. two voting delegates
  - b. five voting delegates
  - c. three voting delegates
  - d. four voting delegates

**Competency:** FBLA-PBL Bylaws

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4. The maximum number of FBLA national officers who may be elected from the same state chapter is:
- a. four
  - b. two
  - c. three
  - d. one

**Competency:** FBLA-PBL Bylaws

5. A vote taken by rising at the demand of a member is called a:
- a. viva voce vote
  - b. division of the assembly
  - c. division of the question
  - d. standing vote

**Competency:** Parliamentary Procedure Principles

6. Which one of the following is classified as a secondary motion?
- a. original main motions
  - b. incidental motions
  - c. motions that bring a question again before the assembly
  - d. incidental main motions

**Competency:** Parliamentary Procedure Principles

7. Which statement is **true**?
- a. Incidental motions have an assigned position in the order of precedence of motions.
  - b. There are four classes of secondary motions.
  - c. More than one secondary motion may be pending at a time.
  - d. There are twelve ranking motions.

**Competency:** Parliamentary Procedure Principles

8. Before any other business can be brought up, a motion must be disposed of with the exception of:
- a. the motion to rescind or amend something previously adopted
  - b. motions that bring a question again before the assembly
  - c. certain privileged questions
  - d. incidental main motions

**Competency:** Parliamentary Procedure Principles

9. The motion to lay on the table should be used to:
- a. interrupt consideration of a main motion temporarily until a majority wishes to consider it again
  - b. dispose of a main motion without bringing it to a vote
  - c. delay consideration of a question until a later specified time
  - d. delay consideration of a question until a committee can report findings on the subject to the assembly

**Competency:** Parliamentary Procedure Principles

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10. The motion to ratify:
- is a privileged motion
  - requires a two-thirds vote for adoption
  - is an incidental main motion
  - is usually undebatable

**Competency:** Parliamentary Procedure Principles

11. Unless it is one within a series, a mass meeting usually needs **no** established order of business since:
- all action is necessarily suspended until a new society is formed
  - no action, other than preparing recommendations, is in order
  - only one item of business is permitted to be taken up
  - there is nothing but new business to be brought up

**Competency:** Parliamentary Procedure Principles

12. Conducting the deliberative process by mail, e-mail, fax, or other electronic media must:
- be authorized by appropriate special rules of order
  - be authorized by appropriate standing rules
  - not be permitted since many procedures common to parliamentary law are not applicable
  - be authorized by the bylaws and should be supported by special rules of order

**Competency:** Parliamentary Procedure Principles

13. In agendas for sessions consisting of several meetings, most items are:
- scheduled for one meeting only
  - scheduled the same as the order of business for regular meetings
  - are postponed until the last meeting of the session
  - general orders

**Competency:** Parliamentary Procedure Principles

14. The wording of a motion in the minutes should:
- be the exact wording the maker of the motion used in stating the motion
  - be the exact wording the chair uses in putting the question
  - be the exact wording the chair uses in stating the question
  - be the exact wording as the members understand the question

**Competency:** Parliamentary Procedure Principles

15. A vacancy in a committee is filled by:
- the person who is vacating the position
  - the president only
  - the appointing power
  - the committee members

**Competency:** Parliamentary Procedure Principles

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16. 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:
- two-thirds vote with previous notice
  - two-thirds vote
  - majority vote with previous notice
  - majority vote

**Competency:** Parliamentary Procedure Principles

17. A partial report of a committee is:
- handled the same way as the final report
  - finished by the assembly by amendment
  - laid on the table
  - postponed until the complete report is ready

**Competency:** Parliamentary Procedure Principles

18. The presentation of a minority report in an assembly:
- is a privilege that may be granted by the assembly
  - requires a two-thirds vote of the assembly
  - may be adopted by the assembly as the report of the committee
  - precedes the report of the committee

**Competency:** Parliamentary Procedure Principles

19. 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:
- he/she can choose which of the offices he will accept
  - he/she must accept all offices
  - he/she must accept the first office to which he was elected
  - the assembly will decide by vote the office to be assigned to him

**Competency:** Parliamentary Procedure Principles

20. In an election of members of a board or committee, if less than the prescribed number receive a majority, the places are filled by:
- the nominees receiving the lower number of votes removed
  - those with a majority, with repeated balloting for the remaining candidates
  - the proper number receiving the largest number of votes
  - repeated balloting with all remaining on the ballot

**Competency:** Parliamentary Procedure Principles

21. Unanimous consent:
- may mean that the opposition acquiesces
  - implies that every member is in favor of the proposed action
  - is not the same as general consent
  - should not be used, even in routine business

**Competency:** Parliamentary Procedure Principles

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22. Bylaws:

- a. may be suspended if they relate to the duties of officers in connection with meetings
- b. must authorize all powers assumed by the organization
- c. prescribe administrative functions of the organization
- d. in the nature of rules of order cannot be suspended

**Competency:** Parliamentary Procedure Principles

23. Suspension of rules of order requires:

- a. the chair's decision
- b. a majority vote
- c. one member's demand
- d. a two-thirds vote

**Competency:** Parliamentary Procedure Principles

24. 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?

- a. move the adoption of the revised bylaws with the provisos attached thereto
- b. include the provisions in the new bylaws when printed
- 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

**Competency:** Parliamentary Procedure Principles

25. In bylaws, the nominating committee usually is described in the article on:

- a. meetings
- b. committees
- c. officers
- d. members

**Competency:** Parliamentary Procedure Principles

26. A member who falls in arrears in the payment of his dues:

- a. is under a disciplinary suspension
- b. does not lose the right to vote unless the bylaws so provide
- c. automatically loses the right to attend meetings
- d. automatically loses the right to make motions

**Competency:** Parliamentary Procedure Principles

27. The president:

- a. has the right to attend committee meetings and vote
- b. is always an ex-officio member of all committees
- c. should be expressly excluded for service on the nominating committee
- d. may appoint nonmembers to committees without approval

**Competency:** Parliamentary Procedure Principles

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28. The hour at which meetings are to be held should:

- 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

**Competency:** Parliamentary Procedure Principles

29. Proposed amendments to the FBLA National Bylaws shall be submitted in writing by:

- a. local chapters or state chapters
- b. local chapters or a state committee member
- c. state chapters or a national officer
- d. local chapters, state chapters, or a national officer

**Competency:** Parliamentary Procedure Principles

30. A tie vote:

- a. can be considered a majority vote
- b. adopts the motion
- c. requires the chair to break the tie
- d. the chair may vote in favor of the motion

**Competency:** Parliamentary Procedure Principles

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## PARLIAMENTARY PROCEDURE PERFORMANCE

### Case Scenario

Your chapter members know the importance of your local officers receiving training for their specific roles to better lead your chapter. During your meeting, demonstrate the following:

1. Discuss the pros and cons for your chapter officers attending the 2012 Institute for Leaders.
2. Set aside the orders of the day.
3. A rising vote is inconclusive.
4. A motion contains several parts. Take the necessary action to consider and vote on each part.

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**Parliamentary Procedure Answer Key**

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

**Personal Finance Answer Key**

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

**Sports and Entertainment Management Answer Key**

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

**Spreadsheet Applications Answer Key**

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