**Intro to Parliamentary Procedure - 2016 SLC**

1)  National dues are determined by a \_\_\_\_\_\_ vote of the state voting delegates at NLC.

A) three-fourths

B) majority

C) two-thirds

D) plurality

2)  Which states are parts of the Mountain-Plains Region?

A) Oklahoma, Nebraska, Idaho

B) Texas, Kansas, Arizona

C) Colorado, New Mexico, Wyoming

D) South Dakota, North Dakota, Missouri

3)  A state chapter shall have at least \_\_\_\_\_\_\_\_ local chapters.

A) six

B) four

C) three

D) five

4)  The official date to file an officer application for an FBLA National office with the CEO is:

A) April 15

B) May 15

C) June 1

D) May 1

5)  Membership in FBLA consist of four classes:

A) active, alumni, honorary life, national honorary life

B) professional, honorary life, current, national honorary life

C) active, professional, honorary life, national honorary life

D) active, alumni, professional, honorary life

6)  The policymaking body of FBLA-PBL shall be the:

A) National Advisory Council

B) Professional Development Committee

C) board of directors

D) National Executive Council

7)  To be considered for an office in FBLA, a candidate shall

A) hold or have held an elective or appointed office in his/her local or state chapter.

B) have at least one semester remaining in his/her business program.

C) have held only the same level elective office in his/her own local or state chapter.

D) hold or have held an elective office in his/her local or state chapter.

8)  No two national officers shall be elected from the same

A) local chapter.

B) state chapter.

C) region.

D) city.

9)  A vacancy in any National office other than that of President shall be filled by appointment by the

A) FBLA President, with approval of the National Executive Council.

B) association president.

C) FBLA president, with the approval of the board of directors.

D) association president, with approval of the board of directors.

10)  Which officer shall serve as chairman of the National Executive Council?

A) Parliamentarian

B) Vice President

C) CEO

D) President

11)  Which FBLA national officer is ex-officio a member of the National Executive Council?

A) President

B) Treasurer

C) Secretary

D) Parliamentarian

12)  The Officer Screening Committee membership is appointed by the

A) board of directors.

B) CEO.

C) National Executive Council.

D) FBLA president.

13)  There are \_\_\_\_\_ specific goals of FBLA.

A) six

B) four

C) seven

D) nine

14)  The FBLA National Bylaws were last amended

A) June 21, 1975.

B) July 3, 1995.

C) July 7, 1994.

D) July 4, 1992.

15)  The affairs and property of FBLA shall be managed by

A) the executive council.

B) the president and CEO.

C) the national officer team.

D) the board of directors.

16)  A date and location for the National Leadership Conference will be recommended by the

A) national president and approved by the board of directors.

B) national executive council.

C) national vice president.

D) national center staff and approved by the board of directors.

17)  The national vice presidents representing the regions shall be nominated by a

A) state chapter at their respective regional meetings at NLC.

B) state chapter at the first general session of the NLC.

C) local chapter at their respective regional meetings at NLC.

D) local voting delegates at their respective regional meetings at NLC.

18)  The annual dues amount for members has been set at \_\_\_\_\_\_ since 1994.

A) $6

B) $8

C) $4

D) $10

19)  The policymaking body derives its authority from the Articles of Incorporation of FBLA-PBL and this authority.

A) laws of the state of Virginia

B) laws of the United States

C) corporate charter

D) laws of the District of Columbia

20)  In addition to the president, secretary, treasurer, and parliamentarian, there are this number of vice presidents.

A) four  
 B) three

C) five

D) one

21)  With a main motion pending and a motion to Amend being debated, which of the following motions would be out of order?

A) Limit Debate

B) Reconsider

C) Postpone Indefinitely

D) Lay on the Table

22)  What is the recommended language for the chair to use when the minutes are approved without corrections?

A) "Since there are no corrections or additions, the minutes are approved as read."

B) "Since there are no corrections, the minutes stand approved as read."

C) "There being no corrections, the minutes stand approved as read."

D) "If there are no corrections, the minutes are approved."

23)  A quorum is defined as the number of members

A) required to be appointed to a committee

B) required to transact business

C) required to create an organization

D) who must approve a motion

24)  Which of the following does **not** apply to the Main Motion?

A) can be made only while no other motion is pending

B) yields to all applicable secondary motions

C) takes precedence over incidental motions

D) ranks lowest in the order of precedence

25)  Motions to limit or close debate are not allowed in committee meetings.

A) True B) False

26)  No main motion is in order that is in conflict with a motion previously adopted and still in force, unless it is processed as a motion to Rescind or Amend Something Previously Adopted.

A) True B) False

27)  The quorum in a committee is a majority of its membership unless the assembly has prescribed a different quorum.

A) True B) False

28)  To be in order an amendment must be

A) long. B) short. C) germane.

29)  The bylaws of a local organized society should establish a procedure for calling special meetings.

A) True B) False

30)  The quorum should be fixed at the number of members who can reasonably be depended on to attend the meeting.

A) True B) False

31)  Members must never attack or make any allusion to the motives of members.

A) True B) False

32)  A properly framed motion should:

A) propose that the assembly refrain from taking an action.

B) refrain from allowing delegate instructions to be given.

C) reaffirm positive action taken previously.

D) be concise, unambiguous and complete in form.

33)  After an agenda or program has been adopted it may be changed by:

A) a vote to reconsider.

B) a vote of a majority of the entire membership.

C) none of the answers are correct

D) a majority vote.

34)  Incidental motions:

A) have an assigned position in the order of precedence.

B) are debatable.

C) are incidental to immediately pending motions only.

D) are classified as secondary motions.

35)  Which of the following motions can be reconsidered?

A) Create a blank.

B) Division of a question.

C) Proposal for filling blanks.

D) Consider seriatim.

36)  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:

A) request permission to withdraw the motion.

B) lay the motion on the table.

C) postpone the motion indefinitely.

D) refer the motion to a committee.

37)  After words have been inserted or added, they can be changed or struck out:

A) by a motion to strike out the entire paragraph into which the words were inserted.

B) they cannot be changed or struck out.

C) by defeating the motion, then reintroducing it without the words.

D) by a motion to strike out the words.

38)  The motion to amend something previously adopted:

A) is in order when another has the floor.

B) is not amendable.

C) is not debatable.

D) can have the negative vote only reconsidered.

39)  Delegates to a convention are normally chosen for:

A) two sessions.

B) a two-year period.

C) one session.

D) one meeting.

40)  The order of business:

A) may not be interrupted by any member.

B) begins with the call to order.

C) is separate and distinct from the procedure of calling a meeting to order.

D) is mandatory in order to proceed with a meeting.

41)  In agendas for sessions consisting of several meetings, most items are:

A) general orders.

B) scheduled the same as the order of business for regular meetings.

C) are postponed until the last meeting of the session.

D) scheduled for one meeting only.

42)  How much discussion of an undebatable motion should be allowed?

A) Discussion may be allowed to continue until a member objects.

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) None

43)  A question of privilege has interrupted business and is pending. Which of the following is correct?

A) The motion is undebatable.

B) The presiding officer is permitted to participate in debate.

C) The motion is debatable.

D) A motion to commit is out of order.

44)  The vote of a majority of the entire membership:

A) is required to rescind and expunge from the minutes.

B) is inappropriate in conventions.

C) requires previous notice.

D) is understood to mean the members present at any regular meeting.

45)  If a board has subcommittees for each branch of work, the subcommittees will report to:

A) the president.

B) the assembly.

C) the board.

D) the secretary.

46)  In sessions lasting longer than one day, the minutes of each meeting:

A) do not have to be approved.

B) may be saved and read at the next convention.

C) may be declared approved by the chair.

D) are read and approved at the beginning of each day’s business.

47)  Even years after being approved, the minutes of a meeting:

A) may be corrected by the board of directors.

B) may not be corrected after 6 months.

C) may be corrected by the motion to amend something previously adopted.

D) may be corrected if the minutes are mailed to each member in advance.

48)  After a division is called for, the vote must be taken by:

A) ballot vote.

B) voice vote.

C) counted vote.

D) rising vote.

49)  A question arising out of a committee report on a matter referred to it is:

A) an original main motion.

B) a motion that brings a questions again before the assembly.

C) an incidental main motion.

D) a privileged motion.

50)  When the parliamentarian is a member of the society:

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 votes only when his vote will affect the result.

D) he debates and makes motions as any other member.

51)  A right of the president is to:

A) debate all motions.

B) stop debate when it continues too long.

C) serve on the nominating committee.

D) vote either to break or to cause a tie.

52)  The secretary may be instructed to cast the ballot of the assembly if:

A) notice has been given.

B) instructed by the chair.

C) ordered by the assembly.

D) the bylaws do not require a ballot vote.

53)  A corporate charter is not:

A) referred to as the Certificate of Incorporation, Articles of Incorporation, or Articles of Association.

B) drafted by an attorney.

C) a legal instrument setting forth the name and object of the society and other information required for incorporation.

D) issued by a national or state organization granting the right to form a local or subordinate unit.

54)  A complete revision of bylaws is adopted by:

A) a majority vote, as when adopting the original set.

B) previous notice and a two-thirds vote.

C) a two-thirds vote.

D) the vote required to amend the existing bylaws.

55)  In the FBLA Bylaws, in what article are dues mentioned?

A) Article IV B) Article V C) Article VIII D) Article III

56)  An FBLA state chapter shall have at least \_\_\_\_ local chapters with all members holding national membership in FBLA and hold one annual meeting to elect state officers and conduct business in order to have a charter.

A) 4

B) 5

C) 8

D) 12

57)  The official emblem and insignia designs for FBLA are protected from infringement by the U.S. Patent Office under the Trademark Act of

A) 1956.

B) 1976.

C) 1936.

D) 1946.

58)  Meetings of the FBLA National Executive Council shall be called by the President or upon the written request of \_\_\_\_ voting members of the Council.

A) 5

B) 4

C) 3

D) 2

59)  General statements in bylaws

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.

60)  A proviso to a bylaw amendment

A) is not attached to the bylaws after its adoption.

B) is adopted by a majority vote.

C) should be included in the body of the bylaws.

D) can be proposed after an amendment to the bylaws have been adopted.

61)  Information contained in another parliamentary manual that is in conflict with the adopted parliamentary authority

A) may be considered as persuasive.

B) has some bearing on the case at hand.

C) may be referred to the assembly for vote.

D) has no bearing on the case at hand.

62)  The amount of power delegated to an executive board is determined by

A) whether the board is an elected or appointed body.

B) how close the members of the board live to each other.

C) how often the society as a whole meets.

D) the size of the board.

63)  When the vice president presides and the president is also on the platform, how is the vice president addressed?

A) Mister/Madam President

B) Mister/Madam Chairman

C) Mister/Madam Speaker

D) Mister/Madam Vice-President

64)  The provision of the call of a mass meeting specifying the purpose and those invited to attend have a force equivalent to

A) standing rules of an organized society.

B) standing rules of a convention.

C) bylaws of an organized society.

D) special rules of order of an organized society.

65)  The maximum number of times that a vote on an original main motion can be reconsidered is

A) unlimited.

B) twice.

C) once.

D) once during the same session that the original vote was taken and once at the following session.

66)  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:

A) fully implemented

B) exhausted

C) interrupted

D) redundant

67)  When a convention rule which is in the nature of a rule of order has been suspended by a majority vote:

A) applicable rules in the parliamentary authority immediately go into effect

B) its suspension is equivalent to rescinding the rule

C) it becomes subject to amendment without debate

D) it is suspended until the close of the convention

68)  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:

A) he must accept the first office to which he was elected

B) he must accept all offices

C) he can choose which of the offices he will accept

D) the assembly will decide by vote the office to be assigned to him

69)  Any vacancy occurring on a committee is filled by

A) the appointing power.

B) the committee itself.

C) the president.

D) the board of directors.

70)  State the question is:

A) to place the motion before the assembly

B) resuming consideration

C) giving way to

D) recording the question

71)  In a typical set of bylaws, the first article is:

A) object

B) members

C) officers

D) name

72)  If a member wishes to propose a change in a pending question, which motion is used?

A) amend

B) commit

C) recess

D) postpone to a certain time

73)  When the privileged motion to adjourn is pending, the motion to

A) fix the time to which to adjourn is in order.

B) lay on the table is in order.

C) amend is in order.

D) limit or extend limits of debate is in order.

74)  When a motion to *Recess* is made while another motion is pending, it is

A) an *incidental main* motion

B) an *incidental* motion

C) an *amended* motion

D) a *privileged* motion

75)  Roll call votes

A) are not recorded in the minutes

B) place on record how each person voted

C) are recorded with only the names of the voters present.

D) are recorded by listing only the number for and against

76)  The members of an organization are usually covered in which Article of the Bylaws?

A) Article IV B) Article III C) Article II D) Article I

77)  If an assembly decides to do what a motion proposes, the motion is

A) adopted or carried B) read aloud to the assembly C) sent to a committee for recommendations

D) made and seconded

78)  A secondary motion must be acted upon or disposed of before

A) direct consideration of the *main motion* can be continued B) a main motion is in order

C) any reports are presented D) an incidental motion is in order

79)  When a committee is appointed by a president,

A) the committee decides who is the chairman B) the person who has been a member longest is the chairman

C) the person appointed first is the chairman D) the highest-ranking member is the chairman

80)  A call for *Division* immediately after a voice vote is

A) a demand for a roll call vote B) a demand for a rising vote C) a demand for a show of hands

D) a demand for a secret ballot

81)  If a mistake is made in parliamentary procedures during a meeting, a member may:

A) *raise a Question of Privilege* B) call for the *Question* C) raise a *Point of Order* D) ask for immediate *Ratification*

82)  Once a committee to which a resolution or main motion has been referred commences its deliberation:

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 assembly may only consider amendments proposed by the committee

D) the committee is limited to considering and recommending for adoption any amendments that were adopted by the assembly

83)  In societies having regular business sessions less often than quarterly, reconsider and enter on the minutes:

A) cannot be taken up at an adjourned or special meeting set for another day

B) can be moved at the last business meeting of the current session

C) can be called up at a later meeting of the session held on the same day

D) 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

84)  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?

A) postpone the main motion indefinitely B) postpone the main motion to a later meeting

C) amend in a way that will make the main motion unpopular D) refer the main motion to a critical subcommittee

85)  A motion to commit:

A) cannot be amended B) is in order when another has the floor C) yields to postpone indefinitely

D) can be applied to questions of privilege while they are pending as main motions

86)  At a special meeting called to consider purchase of a new building, the following business may always be conducted:

A) a motion to place a special limit on the length of speeches throughout the meeting

B) a motion to ratify an emergency action taken at an earlier meeting

C) a motion to add landscaping to the new building

D) a motion to purchase furnishings for the new building

87)  A member of the assembly who acts as its parliamentarian:

A) does not lose his right to vote, but always votes last

B) is never permitted to vote, not even in a ballot vote

C) may, like the presiding officer, cast a deciding vote

D) has the same duty as the presiding officer to maintain a position of impartiality

88)  A president, empowered by the bylaws to appoint such special committees or additional standing committees as the society shall direct:

A) must obtain the board's approval of the committee members he appoints

B) must obtain the society's approval of the committee members he appoints

C) is not authorized to appoint other committees on his own initiative

D) is authorized to appoint other committees on his own initiative

89)  A negative vote on the motion to lay on the table may:

A) be reconsidered with a two-thirds vote B) be reconsidered C) be reconsidered with previous notice

D) not be reconsidered

90)  In most organizations which one of the following is customarily held in executive session:

A) membership meeting B) meeting of a deliberative assembly only C) subcommittee meeting

D) board or committee meeting

91)  Discussion without a motion:

A) is allowable without permission of the assembly

B) is not subject to a point of order

C) violates one of parliamentary procedure's most powerful tools for expediting business

D) is allowable in particularly orderly assemblies

92)  One difference between the committee of the whole and informal consideration is:

A) informal consideration permits imposition of regular limitations of debate

B) informal consideration does not require recognition

C) informal consideration does not require a second

D) informal consideration requires a majority vote

93)  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**:

A) receiving notice of the meetings

B) being counted in the quorum of the committee

C) voting within the committee

D) attending meetings of the committee, unless invited

94)  At the FBLA National Leadership Conference a local chapter with a membership of 100 may have:

A) three voting delegates

B) two voting delegates

C) four voting delegates

D) five voting delegates

95)  The motion to lay on the table should be used to:

A) delay consideration of a question until a later specified time

B) dispose of a main motion without bringing it to a vote

C) interrupt consideration of a main motion temporarily until a majority wishes to consider it again

D) delay consideration of a question until a committee can report findings on the subject to the assembly

96)  The proper procedure for claiming the floor in an assembly is to:

A) raise your hand

B) address the chair

C) rise and address the chair

D) rise

97)  Bylaws:

A) must authorize all powers assumed by the organization

B) prescribe administrative functions of the organization

C) may be suspended if they relate to the duties of officers in connection with meetings

D) in the nature of rules of order cannot be suspended

98)  The Program Committee of a convention:

A) begins its work at least two weeks in advance of the convention.

B) arranges activities designed for members’ education, motivation, and entertainment.

C) prints a convention program as prepared by the President.

D) does the same tasks as a local society’s program committee.

99)  Pro tem means:

A) adjacent to

B) required to transact business

C) for the motion

D) temporary

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| 1) | B |
| 2) | C |
| 3) | D |
| 4) | B |
| 5) | C |
| 6) | C |
| 7) | D |
| 8) | B |
| 9) | A |
| 10) | D |
| 11) | D |
| 12) | D |
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| 14) | B |
| 15) | D |
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| 20) | C |
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| 22) | D |
| 23) | B |
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| 25) | A |
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| 28) | C |
| 29) | A |
| 30) | A |
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| 91) | C |
| 92) | A |
| 93) | B |
| 94) | A |
| 95) | C |
| 96) | C |
| 97) | C |
| 98) | B |
| 99) | D |