**Parliamentary Procedure - 2016 SLC**

1)  Each state chapter must have a state committee composed of:

A) professional educators and administrators

B) professional educators in the areas of business and office occupations

C) professional educators and counselors

D) professional educators in the areas of management and marketing

2)  Business of the National Executive Council may be conducted by mail at the discretion of the

A) Board of directors.

B) Association President.

C) FBLA president.

D) Executive Council.

3)  The official emblem and insignia items are described and protected under the Trademark Act of:

A) 1946

B) 2000

C) 1949

D) 1960

4)  The provisions in the call to a mass meeting have a force equivalent to bylaws of an organized society because they

A) define the subject matter within which motions or resolutions are in order.

B) define the rights of the sponsors to limit the participants to specific rules.

C) determine whether the meeting will lead to permanent organization of a society.

D) allow the participants to operate with the greatest degree of freedom.

5)  Meetings of the National FBLA Executive Council may be called by the president or upon the written request of:

A) five voting members

B) four voting members

C) three voting members

D) a majority of the council

6)  The maximum number of FBLA national officers who may be elected from the same state chapter is:

A) one

B) two

C) three

D) four

7)  FBLA has how many regions?

A) five

B) seven

C) four

D) six

8)  The number of elected national officers is:

A) eight

B) ten

C) seven

D) nine

9)  A vacancy in any office other than the President is filled by the:

A) Board of Directors

B) President and CEO

C) FBLA President

D) National FBLA Advisory Committee

10)  The quorum for all business meetings at the NLC is a majority of the:

A) delegates who attend the business meeting

B) local and state voting delegates

C) state voting delegates

D) registered voting delegates

11)  Professional members shall have the responsibility to:

A) be a voting delegate

B) vote on FBLA matters

C) attend meetings

D) pay dues

12)  The President and Chief Executive Officer shall:

A) serve as the policymaker

B) provide the FBLA Board of Directors and members with an annual audit

C) manage the affairs of the association

D) submit an annual budget to the FBLA National Executive Council for approval

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

A) three

B) four

C) six

D) five

14)  Applicants for national office who become candidates for office as of the second deadline shall have to:

A) pass the officer screening committee interview without having the responsibility to campaign

B) be approved by the FBLA National Executive Council

C) attend local chapter caucuses

D) prepare a campaign for office like the other candidates

15)  A local chapter with a membership of ninety-nine is entitled to \_\_\_\_\_\_ voting delegates.

A) three

B) two

C) four

D) five

16)  A local chapter with a membership of 101 is entitled to \_\_\_\_\_ voting delegates.

A) three

B) two

C) five

D) four

17)  A state chapter with a membership of 4,000 is entitled to \_\_\_\_\_ voting delegates.

A) four

B) five

C) three

D) two

18)  Which one of the following is **correct** concerning the voting at the National Leadership Conference?

A) Preferential voting is allowed.

B) Proxy voting is not allowed.

C) Proxy voting is allowed.

D) Plurality voting is allowed.

19)  A specific FBLA goal is to create:

A) school loyalty

B) more efficient money management

C) occupational goals

D) more interest in and understanding of American business enterprise

20)  Wisconsin is a member of the:

A) Mountain Plains Region

B) Southern Region

C) North Central Region

D) Eastern Region

21)  The motion to amend something previously adopted

A) can have the negative vote only reconsidered.

B) is not debatable.

C) is not amendable.

D) is in order when another has the floor.

22)  The vice-president was presiding in the absence of the president. A motion was adopted that the president appoint a committee of three. How is the committee named?

A) The vice-president should appoint the committee with approval of the assembly.

B) The president appoints the committee.

C) The motion should be postponed to a meeting at which the president is in attendance.

D) The vice-president, acting as president, appoints the committee.

23)  What kind of motion introduces a substantive question as a new subject?

A) Subsidiary motion

B) Original main motion

C) Incidental main motion

D) Incidental motion

24)  The motion to discharge a committee

A) if adopted, can be reconsidered.

B) is necessary when the committee's final report has been received.

C) is debatable, and debate can go into the merits of the question in the hands of the committee.

D) is not amendable.

25)  Standing rules of a convention may be

A) suspended by a majority vote as long as it does not contain a restriction such as a time limit on debate.

B) suspended by a two-thirds vote for the remainder of the convention.

C) amended or rescinded by a two-thirds vote or a majority vote with notice given on the preceding day.

D) suspended, including the rule prescribing the parliamentary authority, by a two-thirds vote.

26)  Strictly speaking, nominations are **not** necessary

A) when all the current officers have agreed to continue serving.

B) when an election is by ballot or roll call.

C) since it is practical to proceed to an election without first making nominations.

D) when an organization does not have a nominating committee.

27)  Unless the rules state otherwise, what are the rules for speaking in debate?

A) During an appeal the presiding officer may speak twice and other members may speak only one time.

B) No member can speak more than twice to the same question on the same day.

C) All are correct

D) A member can speak no longer than ten minutes each time.

28)  Which motion can be renewed after progress in business?

A) Adjourn

B) Question of privilege

C) Rescind

D) Postpone indefinitely

29)  The fundamental instrument establishing an unincorporated society is the

A) standing rules.

B) bylaws.

C) special rules of order.

D) adopted parliamentary authority.

30)  When an assembly votes to adopt a committee report, which of the following is true?

A) Only resolutions contained in the committee's report have been adopted.

B) It endorses every word of the report, including the committee's reasoning, as the organization's own statement.

C) The report has only been read, and subsequent action must be taken to enact any suggestions in the report.

D) The motion to agree to the report is normally made by the reporting member and requires no second.

31)  The affirmative vote can be reconsidered on

A) acceptance of a resignation if the member is present, or has been notified.

B) postpone indefinitely.

C) election to membership, if the person is present.

D) bylaw amendments.

32)  Which of the following motions can be amended?

A) Appeal from the decision of the chair

B) Make nominations

C) Fill blanks

D) Discharge a committee

33)  When a question is pending and the meeting adjourns for loss of a quorum, the question

A) is automatically brought up under new business at the next meeting.

B) at the next meeting, to be considered, must be brought up as new business if it is proven introduction was made after the quorum was no longer present.

C) falls to the ground.

D) is automatically brought up under unfinished business at the next meeting.

34)  Most conventions operate on a controlled schedule and transact business quickly under the general direction of the

A) credentials committee.

B) officers and the board of the association.

C) standing rules committee.

D) program committee.

35)  The affairs and property of FBLA shall be managed by the

A) advisory committee.

B) board of directors.

C) executive council.

D) CEO.

36)  May standing committees be established in addition to those enumerated in the bylaws without a provision authorizing their appointment in the bylaws?

A) Yes, by a special rule of order

B) Yes, in the standing rules

C) No

D) Yes, by a vote of a majority of the entire membership

37)  The main motion is to “buy a mahogany desk.” A primary amendment to strike out “mahogany” is the immediately pending question. Which of the following is a proper secondary amendment?

A) To strike out “mahogany.”

B) There is no proper secondary amendment.

C) To add “and insert maple.”

D) To add “and chair.”

38)  The official application for national office must be received by

A) June 1.

B) May 1.

C) April 1.

D) May 15.

39)  Which of the following is **not** an ex officio member of the National Executive Council?

A) Chairman of the Board

B) FBLA Parliamentarian

C) FBLA President

D) CEO

40)  Rules interfering with the consideration of a special order are suspended **except** those relating to

A) unanimous consent to proceed to another item or to continue with the present item.

B) an urgent item of new business that will require some time to debate.

C) an important committee report requiring full and unhurried consideration.

D) a question that has been assigned priority over all other business.

41)  The treasurer can disburse funds

A) only by authority of the society or as the bylaws prescribe.

B) when they are listed in the budget.

C) upon direction of the president.

D) if a financial report is made at every meeting.

42)  The action required to refuse to proceed to the orders of the day is a

A) majority vote.

B) two-thirds vote.

C) two-thirds vote in the negative.

D) demand by a single member.

43)  The motion to discharge a committee requires

A) a two-thirds vote.

B) All answers are correct.

C) a majority vote with previous notice.

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

44)  Which of the following statements is true?

A) There are four classes of secondary motions.

B) More than one secondary motion may be pending at a time.

C) Incidental motions have an assigned position in the order of precedence of motion.

D) There are twelve ranking motions.

45)  A substitute amendment has been offered. What **cannot** be done?

A) Assume an affirmative vote on the main motion if the substitute is adopted.

B) Amend both the main motion and the substitute amendment.

C) Refer the main motion to a committee.

D) Move the previous question on the substitute amendment.

46)  A board report should be signed by

A) the secretary.

B) all of the members of the board.

C) the president and the vice president.

D) the president or chairman of the board and its secretary.

47)  The officers who must be present for the conduct of business in any deliberative assembly are

A) the president, secretary and treasurer

B) a presiding officer and a secretary or clerk.

C) the president, vice president and secretary.

D) a presiding officer and the treasurer.

48)  After it has been voted to insert words, those words may be changed by

A) amending by striking out the words just inserted.

B) objecting to the consideration of the question.

C) calling for the previous question

D) reconsideration of the vote to insert the words.

49)  Debate for a member has been exhausted, but he can still seek recognition for

A) moving the amendment or referral of a motion.

B) reading short excerpts from pertinent materials.

C) explaining details to clarify an issue.

D) speaking in the negative when other members want to speak in the affirmative.

50)  A convention standing rule individually adopted by a majority vote can be amended or rescinded by

A) a majority of the delegates who are present.

B) a majority vote after notice on at least the preceding day.

C) a majority of the delegates and alternates.

D) a two-thirds vote after notice on at least the preceding day.

51)  A motion is pending to postpone the main question until after the coffee break. Which motion is **not** in order at this time?

A) Lay on the table

B) Refer the matter to a committee

C) Recess for coffee

D) An amendment to strike out "after the coffee break" and insert "the next meeting"

52)  When the assembly goes into informal consideration, the presiding officer

A) reports to the assembly the actions taken

B) remains in the chair.

C) appoints a chairman.

D) allows each member to debate one time only.

53)  The motions to rescind and to amend something previously adopted

A) can be applied to a policy that has continuing force.

B) may not be applied to an appeal that has been taken from a ruling of the chair.

C) only require a majority vote in committee.

D) can have the affirmative vote reconsidered.

54)  The motion to postpone indefinitely

A) takes precedence over a motion to postpone to a certain time.

B) if not adopted, may be renewed.

C) tests the strength of the opposition.

D) can be applied to main motions and amendments.

55)  When the president of a constituent unit is unable to be present at a convention, his place is taken by

A) a delegate.

B) the first alternate.

C) no one.

D) the first vice president.

56)  The only motions in order prior to the adoption of the report of the credentials committee of a convention are motions

A) that are in order in the absence of a quorum.

B) relating to the voting rights of delegates.

C) relating to the validity of the holding of the convention.

D) that are clearly related to registration procedures.

57)  When a question that is not pending is made an order of the day, it is usually made

A) a general order.

B) a main motion.

C) a special order.

D) an incidental main motion.

58)  If a motion is made that is clearly outside the object of the society as defined in the bylaws

A) it requires a two-thirds vote to admit it for the assembly's consideration.

B) the chair decides if it is in order.

C) the assembly may decide by majority vote whether to admit it for consideration.

D) it cannot be considered.

59)  After the previous question has been ordered

A) amendments to the motion are still in order.

B) an appeal from the decision of the chair is undebatable before the order on the previous question is exhausted.

C) a special order set for a certain hour is delayed.

D) a question of privilege cannot be considered.

60)  A member has the right to change his vote

A) up to the time the next business in order has been announced

B) up to the time the result is announced.

C) up to the time the chairman has been given the opportunity to vote.

D) by general consent, as long as he explains his reason for wanting to change his vote.

61)  The chair, acting alone, has full authority to order that

A) disruptive nonmembers leave the hall.

B) an offending member be removed.

C) a more severe penalty than leaving be imposed on a disruptive member.

D) disruptive members or nonmembers alike be removed.

62)  A society has the right to exclude

A) members, whose dues are in arrears, from attending all of its meetings

B) nonmembers from all of its meetings.

C) members, whose dues are in arrears, from attending the annual meeting and special meetings.

D) nonmembers from attendance only during voting

63)  When a draft of the minutes of the preceding meeting is sent to all members:

A) They are read unless there is an objection.

B) The president does not ask for corrections to the minutes at the next meeting.

C) They are not read unless requested to be read.

D) The members must make corrections to that draft and send it in to the secretary.

64)  Which subsidiary motions may also be made as incidental main motions when no other motion is pending?

A) Amend, commit, limit or extend limits of debate, and previous question

B) Commit and lay on the table

C) Postpone indefinitely, amend, commit, postpone to a certain time, and limit or extend limits of debate

D) Amend, commit, postpone to a certain time, limit or extend limits of debate, and lay on the table

65)  When the hour fixed for a general order has arrived, the order can be taken up:

A) if other business is pending

B) if no special order interferes

C) if a general order made before this one, for a particular hour that has arrived or passed, remains undisposed of

D) if general orders not set for particular hours have not been reached or passed in the order of business

66)  The effect of striking out words from a primary amendment to strike out words is to

A) leave the words in the main motion.

B) allow another amendment.

C) reject the main motion.

D) reject the primary amendment.

67)  When a special committee is appointed to implement an order of the assembly, it should be:

A) large and composed of members on both sides of the issue

B) small and composed of members on both sides of the issue

C) small and composed of members in favor of the action taken

D) large and composed of members who live or work in close proximity to each other

68)  A member who has exhausted his right to debate a question may however, debate the merits of the main question during debate on the following motion:

A) amend

B) postpone indefinitely

C) commit or refer

D) postpone to a certain time

69)  In large conventions, members waiting in line to speak

A) should move up according to the priority of their motions.

B) may call a point of order on a motion made to limit debate.

C) cannot validly protest a motion to call the previous question.

D) should be recognized by the chair in random order.

70)  During informal consideration

A) limitations on the number of times a member can speak are removed.

B) decisions of the assembly are not final.

C) the chair can limit the number and length of speeches.

D) the presiding officer does not remain in the chair.

71)  Qualifications for alternates at a convention

A) are not needed because all those attending are listed as alternates rather than delegates.

B) may be less since they have no vote.

C) need not be stated in the bylaws at the convention level.

D) are the same as for delegates.

72)  A properly framed motion should:

A) propose that the assembly refrain from taking an action

B) be concise, unambiguous and complete in form

C) refrain from allowing delegate instructions to be given

D) reaffirm positive action taken previously

73)  Which of the following motions can be applied to the motion postpone definitely?

A) commit

B) consider seriatim

C) previous question

D) postpone indefinitely

74)  If the assembly wishes to adjourn before an election is complete:

A) regardless of the time interval, the election can be completed at the next regular business meeting

B) there is no election, the current officers must continue in office

C) a special meeting should be called to complete the election

D) an adjourned meeting should be provided for to complete the election

75)  In committees and boards, the quorum is a majority of the members unless a different quorum is fixed by

A) only the bylaws.

B) the bylaws, a rule of the parent organization, or a motion establishing the committee.

C) only the bylaws or a rule of the parent organization.

D) only a motion establishing the committee.

76)  It is **not** necessary to include articles on the name and object in the bylaws:

A) when the bylaws are preceded by a preamble which states the name and object.

B) if the bylaws are printed in the yearbook.

C) when the name and object are stated in the corporate charter.

D) when the society is not incorporated.

77)  A request for permission to read a paper during debate

A) may be reconsidered.

B) is debatable.

C) never requires a second.

D) may be postponed.

78)  The motion which must be voted on first is:

A) to take a recess

B) an amendment to the motion to recess

C) the previous question

D) to postpone to a certain time

79)  In the absence of a quorum, which one of the following actions **cannot** be taken?

A) recess

B) waive the prohibition against transacting business with a unanimous vote

C) fix the time to which to adjourn

D) take measures to obtain a quorum

80)  An adjourned meeting is:

A) a meeting in continuation of the session of the immediately preceding regular or special meeting

B) one that has been adjourned by a formal motion of a member

C) a special meeting

D) one that has been declared adjourned by the presiding officer

81)  If the assembly instructs the chair to appoint a committee, how is the committee chairman selected?

A) The first person appointed is the chairman.

B) The committee selects its own chairman.

C) The assembly selects the chairman.

D) The last person appointed is the chairman.

82)  To verify a voice vote, the chair:

A) cannot order a counted vote

B) should retake it as a rising vote

C) can be compelled to take a counted vote on the demand of one member

D) can order the vote be retaken by ballot

83)  The motion to discharge a committee:

A) is not amendable

B) is necessary when the committee's final report has been received

C) is debatable, and debate can go into the merits of the question in the hands of the committee

D) if adopted, can be reconsidered

84)  When is the motion to amend undebatable?

A) when applied to an undebatable motion

B) never

C) when made after the previous question is moved

D) always

85)  In ascertaining the presence of a quorum, it is the duty of the presiding officer to:

A) determine and announce the quorum number or percent as present

B) determine, although he need not announce, that a quorum is present

C) determine and announce that a quorum is present

D) proceed with the business regardless of a quorum

86)  The phrase "to dispense with the reading of the minutes" means that:

A) minutes need not be approved at all

B) the reading and approval of the minutes are postponed indefinitely

C) the minutes may be approved without being read by a committee

D) the reading of the minutes for approval is not carried out at the regular time

87)  A trial of a member must always be held in:

A) executive session

B) a regular meeting of the society

C) a special meeting

D) a special committee

88)  Notice of revision of the bylaws is notice that a new document will be submitted that will be open to amendment as fully as if the society were adopting bylaws for the first time. This statement means:

A) the existing bylaws are also open to amendment

B) the revision will be adopted as new bylaws with a majority vote

C) that amendments are limited to the area between what is in the existing bylaws and what is proposed to be changed in the revision

D) that there is no scope of notice

89)  If the assembly wishes to consider again a motion referred to a committee earlier in the same meeting, it is appropriate to:

A) raise a question of privilege

B) discharge the committee

C) reconsider the vote on referral of the motion

D) rescind the action taken earlier

90)  The minutes of a special meeting should be approved:

A) at an adjourned meeting

B) by the executive board

C) at the next regular meeting

D) at the next special meeting

91)  To accept the report of the committee:

A) is the same as receiving it

B) is a matter of courtesy

C) has no meaning

D) is the same as adopting it

92)  If a motion to adopt a revision of the bylaws is defeated:

A) the committee on revision must draft another document

B) the original bylaws may then be amended at the same meeting

C) the vote may not be reconsidered

D) the vote may be reconsidered

93)  The bylaws provide that no officer shall be eligible to serve more than two consecutive terms in the same office. For the purposes of determining eligibility to continue in office, an officer is considered to have served a full term if he has served:

A) more than half of the term

B) at least one-third of the term

C) at least one-fourth of the term

D) at least six months of the term

94)  Unfinished business and general orders should include:

A) questions pending when the previous meeting was adjourned

B) matters required by the bylaws to be taken up at the meeting

C) items concerning the general welfare of the organization

D) questions members wish to ask regarding any matter

95)  When methods are suggested for selecting members of a committee, the first method to be voted on is:

A) appointment by the chair

B) nomination by the chair

C) election by ballot

D) nominations from the floor

96)  In the absence of a rule establishing the method of voting,

A) a ballot vote must be called for.

B) the custom that the organization has used in the past would be followed.

C) a motion to create a blank that would take 2/3 vote would decide.

D) the custom may not be changed at that time by the assembly.

97)  The motion to recess when no question is pending

A) requires a two-thirds vote.

B) is not amendable.

C) sets the time for the recess.

D) is not debatable.

98)  Correspondence of an official nature is normally read by the:

A) corresponding secretary

B) president

C) recording secretary

D) committee chairman assigned responsibility relating to the subject correspondence

99)  When no question is pending, a member making a main motion must yield to another member who wishes to

A) take a motion from the table (if it is in order to do so).

B) move to rescind a previously adopted motion.

C) refer a matter not pending to a committee.

D) discharge a committee from consideration of a motion previously referred.

100)  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) postpone the motion indefinitely.

C) lay the motion on the table.

D) refer the motion to a committee.

Parliamentary Procedure – 2016 SLC Key

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| 4) | A |
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| 6) | A |
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| 90) | C |
| 91) | D |
| 92) | D |
| 93) | A |
| 94) | A |
| 95) | C |
| 96) | B |
| 97) | C |
| 98) | C |
| 99) | A |
| 100) | B |