

Indicate whether the sentence or statement is True or False. Mark "A" if the statement is True or "B" if it is False.				
1. The member who seconds a motion does not have to agree with the motion and may, in fact, vote against it.	a. True	b. False		
2. A subsidiary motion may be made at any time the main motion is pending.	a. True	b. False		
3. After the president calls the meeting to order, the secretary determines if a quorum is present by calling roll.	a. True	b. False		
4. If a quorum is not present, the chair may call the meeting to order and a member may move to fix the time to which to adjourn.	a. True	b. False		
5. A <i>motion</i> refers to a formal proposal by a member, in a meeting, that the assembly take certain actions.	a. True	b. False		
6. The chair must restate a resolution read by a member.	a. True	b. False		
7. When a committee is appointed <i>with</i> power, this means with power to take all action necessary to carry out its instructions.	a. True	b. False		
8. The presiding officer may enter into debate on all motions.	a. True	b. False		
9. In debate, members should refer to officers only by title and should avoid the mention of other members' names as much as possible.	a. True	b. False		
10. To consider a main motion later in the same meeting or at another meeting, a motion should be made to postpone indefinitely.	a. True	b. False		
11. Article XI. of the National Bylaws states that the colors of the FBLA are navy and yellow.	a. True	b. False		
12. Votes of the National Executive Council conducted via mail require a $\frac{3}{4}$ vote.	a. True	b. False		
13. Meetings of the National Executive Council may be called by the written request of two voting members, with approval of the Association President and Chief Executive Officer.	a. True	b. False		
14. If a vacancy occurs in the office of the National President, the National Secretary assumes the office.	a. True	b. False		
15. The initial deadline to file an application for an FBLA national office is May 15.	a. True	b. False		
16. The Puerto Rico state chapter is in the Southern Region.	a. True	b. False		
17. The members of the FBLA-PBL Board of Directors serve one-year terms.	a. True	b. False		
18. Members of the FBLA-PBL Board of Directors are nominated by their state chairman.	a. True	b. False		
19. The National Bylaws charge the National Treasurer with the task of administering all FBLA finances.	a. True	b. False		

20. "Encourage and practice efficient money management" is a goal of the FBLA.	a. True	b. False		
21. The Chair of the FBLA National Board of Directors serves a one-year term as chair.	a. True	b. False		
22. In order to constitute a state chapter, a state must have a state committee composed of professional educators in the areas of business and office occupations.	a. True	b. False		
23. A vacancy in any national office, other than president, is filled by the National Board of Directors.	a. True	b. False		
24. If there are no candidates for a particular office by the first or second deadline, then the vacancy will be filled from those candidates who were defeated at the National Leadership Conference.	a. True	b. False		
25. The National FBLA Executive Council submits an annual budget to the Board of Directors for approval.	a. True	b. False		
Mark the correct answer on your Scantron sheet for each of the following questions.				
26. The motion which must be voted on first is	a. an amendment to the motion to recess.	b. the previous question.	c. to postpone to a certain time.	d. to take a recess.
27. Members of an assembly	a. may make motions, debate, and vote.	b. may vote only if their dues are paid.	c. are required to vote.	d. are required to make motions.
28. In cases where the next session will not be held until after more than a quarterly time interval has elapsed, the only means by which a question can go over to another session is by being	a. referred to a committee.	b. postponed to a certain time.	c. laid on the table.	d. postponed indefinitely.
29. When a decision is to be based on more than a majority vote, a common requirement is a	a. two-thirds vote and/or previous notice.	b. show of hands.	c. ballot vote.	d. rising vote.
30. Motions are brought before the assembly by these three steps: a member	a. rises, addresses the chair, and makes a motion.	b. addresses the chair, makes a motion; and then the chair states the question.	c. makes a motion, another member seconds it, and the chair states the question.	d. addresses the chair and makes a motion, and then a vote is taken.
31. A mass meeting is a meeting	a. held as a demonstration for or against a cause.	b. of an unorganized group.	c. held in an open area or in a large building.	d. of an organized group.
32. A tie vote on an appeal	a. overturns the chair's decision.	b. must be decided by the chair.	c. sustains the decision of the chair.	d. is subject to being amended.
33. The lack of a second has become immaterial	a. after the chair has stated the question.	b. after the debate has begun.	c. when the maker of the motion asks for permission to withdraw it.	d. when the chair has stated a new question.
34. The term <i>rules of order</i> refers to	a. the constitution.	b. the bylaws.	c. the written rules for an unorganized society.	d. the written rules of parliamentary procedure adopted by an assembly or organization.
35. When a motion has been made and seconded, the chair places it before the assembly by	a. putting the question.	b. stating the question.	c. having the motion repeated by the maker of the motion.	d. requesting permission from the maker.

36. The quorum of an assembly	a. is the largest number that can be depended on to attend any meeting.	b. is two-thirds of the members present at the meeting.	c. is the number of members who must be present for business to be legally transacted.	d. is the percent of members who must be present.
37. With a very limited number of exceptions, a member never speaks	a. until a motion has been seconded.	b. if he has already spoken once.	c. while seated.	d. while standing.
38. The maker of a motion	a. has the right to speak first in debate on the motion.	b. must speak first in the debate.	c. may assign his/her right to speak first to another member.	d. may withdraw the motion after the vote has been taken.
39. A term used by the presiding officer in opening a meeting is	a. are you ready to begin?	b. the meeting has started.	c. the meeting will be in order.	d. are you ready for the question?
40. Unless there is a rule to the contrary, a member may speak	a. twice during the same day.	b. twice on the same question on the same day.	c. once during the same day.	d. on withdrawn motion.
41. Calling a meeting to order is	a. not a part of the order of business.	b. the first item of business.	c. done by the secretary.	d. done by the vice president.
42. In the standard order of business, new business comes	a. at the discretion of the president.	b. immediately after reports of officers.	c. after unfinished business and general orders.	d. immediately after the president's report.
43. When the bylaws provide that the president shall appoint all special committees,	a. this power does not transfer to the <i>chair</i> if someone else is presiding.	b. a vote is taken on the appointees of special committees.	c. appointment may be delayed until after adjournment .	d. the president must do it before the meeting adjourns.
44. A main motion is one that	a. brings business before the assembly.	b. can be made while another motion is pending.	c. has the highest rank.	d. is not a ranking motion.
45. If the chair makes a mistake in assigning the floor,	a. a member may raise a question of privilege.	b. a member may raise a point of order.	c. the chair immediately asks the assembly to ratify the action taken.	d. the chair asks the assembly to vote.
46. The basic form of motion by which business is introduced is	a. a subsidiary motion.	b. an incidental motion.	c. a main motion.	d. a privileged motion.
47. A secondary motion must be acted upon or disposed of before	a. a main motion is in order.	b. a member can object to the consideration of the motion.	c. direct consideration of the main motion can be continued.	d. an incidental motion is in order.
48. Subsidiary motions	a. assist the assembly in disposing of a main motion.	b. are of higher rank than incidental motions.	c. are all debatable.	d. are all amendable.
49. The motion to commit or refer	a. sends the main motion to a committee for study.	b. is not debatable.	c. is not amendable.	d. does not require a vote.
50. The quorum in a committee is	a. those committee members who attend the meeting.	b. a majority of the membership.	c. a majority of those who vote.	d. those committee members who attend and send in the proxy vote.
51. With a main motion pending and a motion to amend being debated, which of the following motions would be out of order?	a. Lay on the table	b. Limit or extend limits of debate	c. Postpone indefinitely	d. Discharge a committee

52. When a member wishes to have the pending matter given special study, what does the member do?	a. Move to lay the matter on the table	b. Move to postpone indefinitely	c. Move to refer to a committee	d. Move to postpone definitely
53. The secretary records in the minutes	a. what was said in the meeting.	b. the opinion of the secretary.	c. what was done in the meeting.	d. all votes taken.
54. To put a motion aside temporarily because something urgent has arisen, with no definite time for resuming its consideration, a member should	a. rise to a point of order.	b. move to lay on the table.	c. move to postpone indefinitely.	d. move to postpone definitely.
55. The order of business in a convention is known as	a. a program.	b. rules of order.	c. standing rules.	d. special rules.
56. Incidental motions	a. usually deal with questions of procedure arising out of another pending motion.	b. have rank	c. are not in order when another has the floor.	d. require a second.
57. 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.	d. a member appeals the vote.
58. To change what the assembly has adopted requires	a. something more than was necessary to adopt it in the first place.	b. that the action take place before the end of the next regular meeting.	c. previous notice and two-thirds vote.	d. a two-thirds vote.
59. A main motion is still within the control of the assembly after	a. a rejection by a negative vote.	b. it has been laid on the table.	c. adoption.	d. the motion has been postponed indefinitely.
60. When a main motion and two amendments are pending, the first vote is taken on	a. the secondary amendment.	b. the primary amendment.	c. The assembly will decide which to vote on first.	d. the one preferred by the chair.
61. The basic principle of decision in a deliberative assembly is that	a. a proposition must be adopted by a two-thirds vote.	b. propositions must be adopted by a majority vote.	c. a counted vote may be demanded by two members.	d. the presiding officer must always vote to break a tie.
62. A local assembly of an organized society is limited to persons who	a. have paid their dues by the deadline date.	b. are charter members.	c. are recorded on the rolls as voting members in good standing.	d. attend most meetings.
63. A person who is not the first to rise and address the chair may be given preference in being recognized if	a. the chair knows and approves of his position on a question.	b. the person asks for preferential treatment because of another engagement.	c. the person is the maker of the motion and has not spoken to the question.	d. the person wishes to change a vote.
64. In putting a question to a vote, the chair should usually call for	a. the affirmative and negative votes and then for any abstentions.	b. abstentions first.	c. the affirmative and negative votes.	d. a vote by general consent.
65. If the chair rules a motion is out of order, the chair's decision is subject to a/an	a. appeal.	b. amendment.	c. special rule.	d. suspension.
66. The motion to lay on the table is currently used to	a. kill a motion.	b. set a motion aside for discussion at any later meeting.	c. temporarily set aside a motion.	d. reconsider a motion.
67. Minutes should record	a. all main motions whether they are adopted or lost.	b. all motions.	c. all names of the makers and seconders of each motion.	d. all decisions that are made.

68. In the consideration of a resolution having a preamble, the preamble is	a. never amended.	b. always amended last.	c. always amended first.	d. not debatable or amendable.
69. If a quorum is not present, which of the following may be done?	a. No meeting can be held.	b. After the meeting is called to order, a member may move to postpone the meeting.	c. After the meeting is called to order, a member may move to fix the time at which to adjourn.	d. After the meeting is called to order, a member may move to recess.
70. Which of the following is not an incidental motion?	a. Take from the table	b. Appeal	c. Parliamentary inquiry	d. Create a blank
71. Committees whose duties are outlined in the bylaws are known as	a. Standing Committees.	b. Special Committees.	c. Constitutional Committees.	d. Procedural Committees.
72. Which of the following would be first if all were included as bylaws articles?	a. Officers	b. Members	c. Object	d. Amendment
73. A corporate charter should be drafted by	a. a parliamentarian.	b. a bylaws committee.	c. the executive board of the organization.	d. an attorney.
74. The term quorum refers to	a. the number present.	b. the number voting.	c. the number present and voting.	d. the number present, but not voting.
75. Which motion does not require a second?	a. Appeal	b. Division of the Assembly	c. Reconsider a vote	d. Suspend the Rules
76. What right does “privileges of the floor” convey?	a. Admittance to the assembly	b. The right to debate	c. The right to read a paper	d. The right to a parliamentary inquiry
77. Which of the following motions has the highest rank of precedence?	a. Refer to a Committee	b. Postpone Indefinitely	c. Modify Debate	d. Postpone to a certain time

Select the answer from the right hand column that correctly defines the word in the question.

78. Majority	a. Closely related to			
79. Germane	b. Send to a committee			
80. Sine Die	c. Make Pending Again			
81. Commit	d. Without Day			
82. Take from the Table	e. More than Half			
83. Orders of the Day	a. Single official gathering			
84. Previous Question	b. Order for vote to be taken			
85. Meeting	c. General and Special Orders			
86. Amend	d. Modify			
87. Quorum	e. Required to transact business			
88. An organization has a membership of 156. At a meeting with 118 present, 97 voted on the motion to suspend a standing rule. Which one of the following is the minimum number of affirmative votes needed to adopt the motion?	a. 79	b. 60	c. 49	d. 46
89. What is the proper order for reports at a convention?	a. Credentials, Program, Special	b. Program, Registration, Credentials	c. Credentials, Rules, Program	d. Rules, Program, Credentials
90. Which of the following is an unclassified motion?	a. Call up the motion to Reconsider	b. Appeal	c. Postpone Indefinitely	d. Parliamentary Inquiry
91. Subjects for which an hour is assigned in the agenda are known as	a. General Orders.	b. Special Orders.	c. Assigned Orders.	d. Old Business.

92. Election by plurality vote requires that the minimum number of candidates or positions be	a. one.	b. two.	c. three.	d. four.
93. When minutes are dispensed with, they are	a. approved without being read.	b. approved by a committee.	c. not carried out at the regular time.	d. discarded.
94. Which of the following requires a 2/3 vote for adoption?	a. Previous Question	b. Discharge a Committee while the assembly is considering a partial report	c. Lay on the Table	d. Appeal
95. A tie vote	a. always loses.	b. adopts a main motion.	c. defeats a main motion.	d. must be retaken.

Select the answer from the right hand column that correctly defines the word in the question.

96. Seriatim	a. Order of Business
97. Naming an offender	b. Preferring Charges
98. Session	c. Basic Rules of the Society
99. Bylaws	d. In a series
100. Agenda	e. Meeting or series of meetings

2003 FBLA INTRO TO PARLIAMENTARY PROCEDURE ANSWER KEY

	ANSWER		ANSWER		ANSWER		ANSWER
1.	A	26.	B	51.	C	76.	A
2.	A	27.	A	52.	C	77.	C
3.	B	28.	A	53.	C	78.	E
4.	A	29.	A	54.	B	79.	A
5.	A	30.	C	55.	A	80.	D
6.	B	31.	B	56.	A	81.	B
7.	A	32.	C	57.	A	82.	C
8.	B	33.	B	58.	A	83.	C
9.	A	34.	D	59.	B	84.	B
10.	B	35.	B	60.	A	85.	A
11.	B	36.	C	61.	B	86.	D
12.	A	37.	C	62.	C	87.	E
13.	B	38.	A	63.	C	88.	C
14.	B	39.	C	64.	C	89.	C
15.	A	40.	B	65.	A	90.	A
16.	B	41.	A	66.	C	91.	B
17.	B	42.	C	67.	A	92.	C
18.	A	43.	A	68.	B	93.	C
19.	B	44.	A	69.	D	94.	A
20.	A	45.	B	70.	A	95.	C
21.	A	46.	C	71.	A	96.	D
22.	A	47.	C	72.	C	97.	B
23.	B	48.	A	73.	D	98.	E
24.	B	49.	A	74.	A	99.	C
25.	A	50.	B	75.	B	100.	A