**2014 FCCLA STAR Events**

**Parliamentary Procedure Knowledge Test – Senior/Occupational**

Please complete the following test. Scores from all members of your team will be averaged and the average team score will count as 25 points of your total team score for the event. All questions are from the National Association of Parliamentarians Membership Exam Study Questions.

**True/False Questions**: Please write “T” for true or “F” for false on the blank to the left of the question’s number to indicate your answer.

1. \_\_T\_\_ Even in a small meeting, the presiding officer should not be addressed or referred to by name.
2. \_\_F\_ Minutes should be signed using the phrase, “Respectfully submitted.”
3. \_\_F\_ If a motion is out of order the chair should say, “You are out of order.”
4. \_\_F\_\_ The first item of business at a regular meeting is the report of officers.
5. \_\_T \_If the assembly decides to do what a motion proposes, it adopts the motion, or the motion is carried .
6. \_\_T\_\_ The chair may ask the secretary to read a resolution rather than doing so himself.
7. \_\_F\_\_ Minutes must not be taken in executive session.
8. \_\_T\_\_ The person appointed first by the president is chairman of the committee.
9. \_\_T\_\_ In a mass meeting the quorum consists of those who attend the meeting.
10. \_\_T\_\_ The *subsidiary* motion *Previous Question* is adopted by a two-thirds vote.

**Multiple Choice Questions**: Please write the letters of your answers in capital letters on the blanks to the left of the question’s number.

1. \_\_C\_\_ Two forms of a deliberative assembly are
	1. standing and special committees.
	2. committee of the whole and mass meeting.
	3. convention and board.
2. \_\_A\_\_ Subsidiary motions
	1. assist the assembly in disposing of a *main motion*.
	2. are of higher rank than *incidental* motions.
	3. are all debatable.
3. \_\_B\_\_ A motion to go into executive session requires
	1. a majority vote and previous notice.
	2. a majority vote.
	3. previous notice.
4. \_\_A\_\_ Reports of officers are commonly presented
	1. in the order in which the officers are listed in the bylaws.
	2. by the president, vice-president, secretary, and treasurer.
	3. by the treasurer, secretary, and president.
5. \_\_B\_\_ The motion *Amend*
	1. may be applied to any *subsidiary* motion.
	2. modifies or clarifies the meaning of a pending motion before the pending motion itself is acted upon.
	3. is out of order if the motion to *Postpone Indefinitely* is pending.
6. \_\_C\_\_ Debate on a question must
	1. be confined to the merits of the pending question and any amendments.
	2. last no longer than ten minutes.
	3. be confined to the merits of the pending question.
7. \_\_C\_\_ A “friendly amendment”
	1. only needs to be accepted by the maker of the motion.
	2. needs to be accepted by the maker of the motion and the chair.
	3. must be adopted by the body, either by vote or unanimous consent.
8. \_\_A\_\_ The chair asks for approval of the minutes in the following manner;
	1. “Are there are any corrections to the minutes?”
	2. “Are there any additions or corrections?”
	3. “Are there any additions or deletions?”
9. \_\_C\_\_ A proper way to present a simple main motion is to say
	1. “I make a motion….”
	2. “I motion to....”
	3. “I move that….”
10. \_\_C\_\_ To reduce the time for debate, a member would move to
	1. *Postpone Indefinitely.*
	2. *Object to the Consideration of a Question.*
	3. *Limit or Extend Limits of Debate.*
11. \_\_C\_\_ A person who is not the first to rise and address the chair may be given preference in being recognized if
	1. the chair knows and approves of his position on a question*.*
	2. he asks for preferential treatment because of another engagement*.*
	3. he is the maker of the motion and has not spoken to the question.
12. \_\_C\_\_ In putting a question to vote, the chair should usually call for.
	1. the affirmative and negative votes and then for any abstentions.
	2. abstentions first.
	3. the affirmative and negative votes.
13. \_\_B\_\_ The classes of motions that together are called *secondary* motions are the
	1. *main* motion, the *subsidiary* motions,and the *privileged* motions.
	2. *subsidiary* motions, the *privileged* motions and the *incidental* motions.
	3. *privileged* motions, the *incidental* motions, and the *motions that bring a question again before the assembly.*
14. \_\_A\_\_ When the bylaws provide that the president shall appoint all special committees
	1. this power does not transfer to the chair if someone else is presiding.
	2. a vote is taken on the appointees of special committees.
	3. appointment may not be delayed until after adjournment.
15. \_\_A\_\_ If there is a tie vote on a *main motion*, the result is
	1. the motion is lost.
	2. the vote is taken again.
	3. The chair must vote to break the tie.