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## INTRODUCTION TO PARLIAMENTARY PROCEDURE

### Overview

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

This is an individual objective test and is only for grades 9 and 10.

### Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/INTRODUCTIONTOPARLIAMENTARYPROCEDURE.pdf>

### Web Site Resources

- Go to <http://www.parliamentarians.org/membership.htm> to download 300 test questions used to review for the national parliamentary test. Also go to <http://www.parliamentarians.org/> to look at study materials.

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## INTRODUCTION TO PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. There are \_\_\_\_\_ elected FBLA National officers?
  - a. 5
  - b. 9
  - c. 7
  - d. 8
2. Three voting delegates represent a chapter membership of:
  - a. over 100 members
  - b. 50-99 members
  - c. 51-100 members
  - d. 50-100 members
3. A member who falls in arrears in the payment of his dues:
  - a. automatically loses the right to make motions
  - b. does not lose the right to vote unless the bylaws so provide
  - c. automatically loses the right to attend meetings
  - d. is under a disciplinary suspension
4. If the society is to have an executive committee, the full board is usually designated as the:
  - a. board of directors
  - b. board of trustees
  - c. board of management
  - d. executive board
5. The hour at which meetings are to be held should:
  - a. be specified in the standing rules
  - b. be specified in the special rules of order
  - c. be specified in the bylaws
  - d. not be specified in any document
6. A motion is recorded in the minutes as:
  - a. it was stated by the maker
  - b. the wording was improved by the chairman
  - c. it was put by the chair finally before being voted on by the assembly
  - d. approved by the seconder

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7. Proposed action on an emergency issue may be approved by members of a board by:
    - a. only a vote in a meeting, a quorum being present
    - b. absentee vote
    - c. individual contact by telephone
    - d. individual interview of every member of the board
  
  8. The teller's report:
    - a. should not count illegal votes in the number of votes cast
    - b. is entered in the minutes with only the names of the elected candidates listed
    - c. should include the number of members eligible to vote
    - d. is entered in full in the minutes
  
  9. If a society has an executive board, the board:
    - a. can set its own powers and responsibilities
    - b. cannot have staggered terms for its members
    - c. must be provided for in the bylaws
    - d. is composed of only the elected officers
  
  10. If several general orders are made for the same time, they are considered:
    - a. in alphabetical order
    - b. by voting for the order in which they are to be considered (filling blanks)
    - c. in an order determined by the chair
    - d. in the order in which they were made
  
  11. By a single vote, a series of special orders or general orders—or a mixture of both—can be made; and such a series is called:
    - a. a regular order of business
    - b. a series of primary amendments
    - c. an agenda
    - d. secondary amendments
  
  12. If the chair assigns the floor to the wrong person when preference in recognition was timely claimed by another member:
    - a. a point of order should be raised
    - b. an appeal should be made
    - c. the member to whom the floor was assigned must be allowed to speak
    - d. an objection to the consideration of the question should be made
  
  13. Which one of the following motions may be reconsidered?
    - a. Take a recess
    - b. Fix the time to which to adjourn
    - c. Division of a question
    - d. Close nominations
  
  14. The chair may make the motion to:
    - a. object to the consideration of the question
    - b. reconsider
    - c. postpone indefinitely
    - d. amend
  
  15. An adjournment of a mass meeting is:
    - a. used only to terminate the session
    - b. never open to debate or amendment
    - c. in order at any time during the session
    - d. used to dissolve the assembly, unless a time has been set for another meeting

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16. The FBLA fiscal year shall be:
- June 30 to July 1
  - April 1 to March 31
  - January 1 to December 31
  - July 1 to June 30
17. FBLA state chapter charters shall be issued upon the approval of the:
- board of directors
  - Advisory Council
  - National Executive Council
  - National Officers
18. A prospective officer candidate must file an official application with the association president by:
- April 15
  - June 1
  - May 15
  - May 1
19. The National Leadership Conference site is recommended by:
- FBLA-PBL national officers
  - the National Executive Council
  - National staff
  - Advisory Council
20. The official emblem and insignia item designs are protected by the U.S. Patent Office under the Trademark Act of:
- 1945
  - 1947
  - 1948
  - 1946
21. Article X of the FBLA Bylaws describes:
- National Executive Council
  - parliamentary authority
  - committees
  - emblems and colors
22. In the standard order of business, new business comes:
- immediately after reports of officers
  - after unfinished business and general orders
  - immediately following the reading of the minutes
  - at the discretion of the president
23. A motion is open to debate when:
- the motion has been stated by the chair
  - a member has made the motion
  - the majority of the assembly indicates it wishes the motion to be debated
  - the motion is seconded
24. The maker of a motion:
- has the right to speak first in debate on the motion
  - must speak first in debate
  - may speak three times on the motion
  - may assign his right to speak first to another member

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25. Unless there is a rule to the contrary, a member may speak:
- as many times necessary to explain their debate
  - once during the same day
  - twice on the same question on the same day
  - twice during the same day
26. Subsidiary motions:
- are all debatable
  - are of higher rank than incidental motions
  - assist the assembly in disposing of a main motion
  - do not require a second
27. With a main motion pending and a motion to Amend being debated, which one of the following motions would be out of order?
- Lay on the Table
  - Limit or Extend Limits of Debate
  - Postpone Indefinitely
  - Main Motion
28. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades \_\_\_\_ ) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.
- 7-12
  - 6-12
  - 9-12
  - 5-12
29. The fiscal year of the Future Business Leaders of America shall be:
- July 1 through June 30
  - June 1 through May 31
  - August 1 through July 30
  - January 1 through December 31
30. To delay consideration of the main motion until the next regular meeting a member would move to:
- Postpone Indefinitely
  - Lay on the Table
  - Postpone to a Certain Time
  - Limit or Extend Limits of Debate