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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/competitive-event/introduction-to-parliamentary-procedure/>

### Website Resources

- FBLA-PBL  
<http://www.fbla-pbl.org/>
- National Association of Parliamentarians  
<http://parliamentarians.org/index.php>

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## INTRODUCTION TO PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

- 1) The proposed amendments to the National FBLA Bylaws shall be submitted for review to the bylaws committee of the board of directors and division president by:
- A) April 15
  - B) April 1
  - C) May 15
  - D) May 1

**Competency:** FBLA Bylaws

- 2) The term of office for FBLA national officers shall begin:
- A) at close of National Leadership Conference
  - B) at beginning of National Leadership Conference
  - C) one week after close of National Leadership Conference
  - D) on August 1

**Competency:** FBLA Bylaws

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- 3) All voting delegates at NLC must be certified by their advisers and their names submitted to the national office postmarked no later than this number of days prior to the NLC.
- A) 10
  - B) 15
  - C) 30
  - D) 20

**Competency:** FBLA Bylaws

- 4) Members of the FBLA-PBL board of directors are elected to a term of this number of years.
- A) two
  - B) one
  - C) five
  - D) three

**Competency:** FBLA Bylaws

- 5) The policymaking body derives its authority from the Articles of Incorporation of FBLA-PBL and this authority.
- A) corporate charter
  - B) laws of the state of Virginia
  - C) laws of the United States
  - D) laws of the District of Columbia

**Competency:** FBLA Bylaws

- 6) Local chapters are allowed to send delegates to the National Leadership Conference based on membership. If a chapter has 100 members, it may send \_\_\_\_\_ voting delegates.
- A) two
  - B) three
  - C) four
  - D) five

**Competency:** FBLA Bylaws

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- 7) To delay consideration until the next regular meeting, a member would move to:
- A) Send it to Committee
  - B) Postpone to a Certain Time
  - C) Propose to Lay on the Table
  - D) Postpone to an Indefinite Time

**Competency:** Parliamentary Procedure Principles

- 8) In a body having an enrolled membership composed only of persons who maintain their status as members in a prescribed manner, the quorum specified by common parliamentary law is:
- A) the number of members attending a properly announced meeting
  - B) half of the membership
  - C) two-thirds of the membership
  - D) a majority of the membership

**Competency:** Parliamentary Procedure Principles

- 9) A recommendation from a committee to postpone indefinitely a motion with a pending amendment is handled by the chair in the following manner:
- A) the chair states the question on the amendment
  - B) the chair puts the question on the amendment
  - C) the chair states the question on the motion to postpone indefinitely
  - D) the chair puts the question on the motion to postpone indefinitely

**Competency:** Parliamentary Procedure Principles

- 10) 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

**Competency:** Parliamentary Procedure Principles

- 11) An adjournment of an assembly:
- A) is used only to terminate a session
  - B) terminates a meeting and may end a session
  - C) dissolves the assembly
  - D) is in order at any time during a meeting

**Competency:** Parliamentary Procedure Principles

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- 12) If there are minutes of other meetings in addition to the last meeting that have **not** been read previously:
- A) the minutes are taken in the order of date; the latest minutes are read first
  - B) the minutes are taken in the order of date; the earlier minutes are read first
  - C) the minutes of the last meeting are read first
  - D) the minutes of the other meetings are filed without being read

**Competency:** Parliamentary Procedure Principles

- 13) General statements in bylaws:
- A) have less authority than specific statements in interpretation
  - B) have more authority than specific statements in interpretation
  - C) are preferred in drafting bylaws
  - D) should be quoted as of authority against specific statements

**Competency:** Parliamentary Procedure Principles

- 14) The following is an ex-officio, nonvoting member of the National FBLA Executive Council:
- A) PBL National President
  - B) Professional Division President
  - C) Chairman of the board of directors
  - D) FBLA National Officer Liaison

**Competency:** Parliamentary Procedure Principles

- 15) A member of an assembly, in the parliamentary sense, is a person having the right to:
- A) call meetings of the assembly
  - B) represent the assembly at conventions
  - C) represent the assembly in public meetings
  - D) make motions, speak in debate on them, and vote

**Competency:** Parliamentary Procedure Principles

- 16) Which statement is **true**?
- A) More than one secondary motion may be pending at a time.
  - B) Incidental motions have an assigned position in the order of precedence of motions.
  - C) There are twelve ranking motions.
  - D) There are four classes of secondary motions.

**Competency:** Parliamentary Procedure Principles

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- 17) The motion to ratify:
- A) is an incidental main motion
  - B) is a privileged motion
  - C) is usually undebatable
  - D) requires a two-thirds vote for adoption

**Competency:** Parliamentary Procedure Principles

- 18) The motion to ratify:
- A) opens the entire question to debate
  - B) needs no second
  - C) is not debatable
  - D) requires a two-thirds vote

**Competency:** Parliamentary Procedure Principles

- 19) The unqualified term "majority vote" means:
- A) one more than half of the legally qualified membership
  - B) at least one more than half of the votes cast
  - C) more than half the number of persons present, legally entitled to vote
  - D) more than half the votes cast by persons entitled to vote, excluding blanks and abstentions

**Competency:** Parliamentary Procedure Principles

- 20) If the bylaws require the election to be by ballot:
- A) the vote must be taken by ballot, but if a candidate receives all but one or two of the votes cast, the vote on a motion to make the vote unanimous may be taken viva voce
  - B) the vote can be taken by another method if no member objects
  - C) viva voce voting is permitted if there is only one candidate for an office
  - D) no vote is in order that would force disclosure of a member's vote

**Competency:** Parliamentary Procedure Principles

- 21) Standing rules are usually adopted:
- A) at the time the society is organized
  - B) at the first regular meeting
  - C) if and when the need arises
  - D) before officers are elected

**Competency:** Parliamentary Procedure Principles

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- 22) Rules contained in the bylaws **cannot** be suspended unless:
- A) previous notice has been given for the motion to suspend the rules
  - B) the particular rule specifically provides for its own suspension, or unless the rule properly is in the nature of a rule of order
  - C) a motion is adopted to waive the bylaw rule
  - D) the society has consistently ignored the rules

**Competency:** Parliamentary Procedure Principles

- 23) At a business meeting, what procedure can be used to amend the bylaws of a society if they contain **no** provision for their amendment?
- A) by a vote of a majority of the entire membership
  - B) no amendment is possible; they must be rewritten and adopted
  - C) by a vote of two thirds of those present and voting
  - D) by a unanimous vote of those present and voting

**Competency:** Parliamentary Procedure Principles

- 24) When a proper motion has been made and seconded, the chair places it before the assembly by
- A) putting the question.
  - B) calling the question.
  - C) stating the question.
  - D) having the motion repeated by the maker of the motion.

**Competency:** Parliamentary Procedure Principles

- 25) The motion Amend
- A) is out of order if the motion to Postpone Indefinitely is pending.
  - B) modifies or clarifies the meaning of the main motion.
  - C) replace the original motion.
  - D) may be applied to any subsidiary motion.

**Competency:** Parliamentary Procedure Principles

- 26) The FBLA \_\_\_\_\_ shall assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel.
- A) secretary
  - B) treasurer
  - C) vice president
  - D) president

**Competency:** Parliamentary Procedure Principles

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- 27) Secondary motions
- A) require a majority vote.
  - B) cannot replace main motions.
  - C) cannot be debated or amended.
  - D) must be acted upon or disposed of before direct consideration of the main question can be continued.

**Competency:** Parliamentary Procedure Principles

- 28) The local assembly of an organized society is limited to persons who
- A) have attended all meetings during the year for the organization.
  - B) are recorded on the rolls as voting members in good standing.
  - C) have paid their dues by the deadline date.
  - D) are charter members.

**Competency:** Parliamentary Procedure Principles

- 29) The chair, acting alone, has full authority to order that:
- A) a more severe penalty than leaving be imposed on a disruptive member.
  - B) disruptive nonmembers leave the hall.
  - C) disruptive members or nonmembers alike be removed.
  - D) an offending member be removed.

**Competency:** Parliamentary Procedure Principles

- 30) If a motion to adopt a revision of the bylaws is defeated:
- A) the original bylaws may then be amended at the same meeting.
  - B) the committee on revision must draft another document.
  - C) the vote may be reconsidered.
  - D) the vote may not be reconsidered.

**Competency:** Parliamentary Procedure Principles