

## INTRODUCTION TO PARLIAMENTARY PROCEDURE

- 1) In addition to the president, secretary, treasurer, and parliamentarian, there are this number of vice presidents at the national level of FBLA.
  - A) three
  - B) four
  - C) one
  - D) five
  
- 2) The vote on a main motion is 30 for the affirmative and 29 for the negative. The chair then votes in the negative. The motion is \_\_\_\_\_.
  - A) a tie and is adopted
  - B) tabled
  - C) lost
  - D) adopted
  
- 3) A short intermission which does not close the meeting and after which business will be resumed is called \_\_\_\_\_.
  - A) a break
  - B) a recess
  - C) adjournment
  - D) a meeting interruption
  
- 4) \_\_\_\_ tap(s) of the gavel tells meeting attendees to be seated.
  - A) One
  - B) Three
  - C) Four
  - D) Two
  
- 5) The record of each business meeting is called \_\_\_\_\_.
  - A) the summary
  - B) the agenda
  - C) the itinerary
  - D) the minutes

- 6) FBLA members who want to run for a national office must file their application with the association president and executive officer by \_\_\_\_\_.  
A) May 15  
B) July 31  
C) June 1  
D) January 1
- 7) The national FBLA officer screening committee does **not** include \_\_\_\_\_.  
A) the FBLA-PBL Director of Educational Programs  
B) the national FBLA president  
C) board members  
D) the regional FBLA vice presidents
- 8) The administration of FBLA shall be vested in the \_\_\_\_\_.  
A) state FBLA presidents  
B) executive committee  
C) chief executive officer of FBLA-PBL  
D) association president and chief executive officer of FBLA-PBL
- 9) \_\_\_\_\_ delays action by enabling more careful consideration.  
A) To raise a point of order  
B) To commit or refer  
C) To appeal from decision of the chair  
D) To postpone indefinitely
- 10) If you are the presiding officer, what would be the next step you would take after an amendment to a main motion was adopted?  
A) debate on the amended main motion  
B) debate on the adopted amendment  
C) a motion to adjourn  
D) more new business

- 11) Which of the following motions would be used to dispense with the regular order of business and proceed to a subject that is scheduled later in the meeting?
- A) Suspend the Rules
  - B) Previous Question
  - C) Reconsider the Order of Business
  - D) Amend the order of Business
- 12) An officer who has served more than \_\_\_\_.
- A) half of a term is considered to have served a full term
  - B) 10% of a term is considered to have served a full term
  - C) one fourth of a term is considered to have served a full term
  - D) 75% of a term is considered to have served a full term
- 13) Which vote on a motion is always taken first by the presiding officer?
- A) negative
  - B) neutral
  - C) affirmative
  - D) abstentions
- 14) When the privileged motion to adjourn is pending, the motion to \_\_\_\_.
- A) limit or extend limits of debate is in order
  - B) fix the time to which to adjourn is in order
  - C) amend is in order
  - D) lay on the table is in order
- 15) \_\_\_\_\_ motions have no connection with the main motion before the assembly, but they are so important that they are entitled to immediate consideration.
- A) Active
  - B) Incidental
  - C) Subsidiary
  - D) Privileged

- 1) D
- 2) C
- 3) B
- 4) A
- 5) D
- 6) A
- 7) A
- 8) D
- 9) B
- 10) A
- 11) A
- 12) A
- 13) C
- 14) B
- 15) D