
PARLIAMENTARY PROCEDURE

Dorothy L. Travis Award

Overview

The Dorothy L. Travis Award recognizes FBLA members who demonstrate knowledge of parliamentary procedure principles along with an understanding of FBLA's organization and procedures. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 11th edition*.

This event consists of two parts: an objective test and a performance. The top fifteen teams averaging the highest score on the objective test will advance to the final round and participate in the performance component.

This is a team event. Teams must be composed of four or five members.

Website Resources

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

PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

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

Competency: FBLA Bylaws

- 2) If no candidate for a FBLA national office receives a majority vote, the candidate receiving the lowest number of votes shall be dropped on the:
- A) third vote
 - B) second vote
 - C) first vote
 - D) fourth vote

Competency: FBLA Bylaws

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- 3) How many specific goals of FBLA are in the Purpose section of the bylaws?
A) eight
B) nine
C) ten
D) eleven

Competency: FBLA Bylaws

- 4) The official application for national office must be received by:
A) June 1
B) May 1
C) June 15.
D) May 15

Competency: FBLA Bylaws

- 5) A specific FBLA goal is to assist students in the:
A) development of career competencies
B) establishment of occupational goals
C) improvement of civic responsibilities
D) development of community service projects

Competency: FBLA Bylaws

- 6) Indiana is a member of the:
A) Eastern Region
B) Southern Region
C) Mountain Plains Region
D) North Central Region

Competency: FBLA Bylaws

- 7) Which one of the following motions is **never** an incidental main motion?
A) commit or refer
B) postpone to a certain time
C) amend something previously adopted
D) lay on the table

Competency: Parliamentary Procedure Principles

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- 8) If a member is called to order and refuses to apologize or withdraw objectionable statements, the chair:
- A) may not impose any penalty upon the member
 - B) may require the member to leave the hall
 - C) could expel the member from the organization
 - D) should require the member to make an apology

Competency: Parliamentary Procedure Principles

- 9) A general order of the day set for a specified hour:
- A) can supersede a special order for a particular hour that comes into conflict
 - B) is taken up before any other orders of the day for the same time that were made before this general order was made
 - C) cannot come up before that time except by a two-thirds vote to suspend rules or reconsideration
 - D) can interrupt pending questions

Competency: Parliamentary Procedure Principles

- 10) If a member wishes to take up a motion out of its proper order, and there are two items ahead of it, he may:
- A) lay the intervening items on the table individually as they arise
 - B) lay all the intervening items on the table together
 - C) postpone all intervening items together
 - D) ask the chair to announce the desired item next

Competency: Parliamentary Procedure Principles

- 11) As an ex-officio member of a committee, the president:
- A) may not vote or make motions
 - B) must attend all committee meetings
 - C) is not counted in determining that a quorum is present
 - D) need not be informed of meetings

Competency: Parliamentary Procedure Principles

- 12) The previous question is **not** allowed in:
- A) conventions
 - B) local assemblies of organized societies
 - C) committees
 - D) mass meetings

Competency: Parliamentary Procedure Principles

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- 13) It is improper:
- A) to call out "Division" from the member's seat
 - B) to postpone anything beyond the next meeting
 - C) to amend something adopted at an earlier session
 - D) to schedule more than one meeting within a session

Competency: Parliamentary Procedure Principles

- 14) The maximum number of times that a vote on an original main motion can be reconsidered is:
- A) once
 - B) unlimited
 - C) twice
 - D) once during the same session that the original vote was taken and once at the following session

Competency: Parliamentary Procedure Principles

- 15) Delegates to a convention are usually chosen for:
- A) each session
 - B) each annual meeting
 - C) a specific area of representation
 - D) a fixed time period

Competency: Parliamentary Procedure Principles

- 16) At an adjourned meeting, all of the following apply **except**:
- A) the usual order of business is followed
 - B) a motion can be taken from the table
 - C) work is taken up at the point where it was interrupted
 - D) the minutes of the preceding meeting are first read and approved

Competency: Parliamentary Procedure Principles

- 17) The proper order for the opening ceremonies of a convention is:
- A) pledge of allegiance, national anthem, invocation, welcome from a local official, response by the presiding officer
 - B) welcome from a local official, response by the presiding officer, national anthem, pledge of allegiance, invocation
 - C) invocation, national anthem, pledge of allegiance, welcome from a local official, response by the presiding officer or his designee
 - D) national anthem, pledge of allegiance, invocation, welcome from a local official, response by the presiding officer

Competency: Parliamentary Procedure Principles

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- 18) If a quorum fails to appear at a regular meeting after the meeting is called to order:
- A) the bylaw provision that required the meeting to be held was complied with even though the meeting adjourned immediately
 - B) a motion to contact absent members during a recess would not be in order
 - C) the prohibition against transacting business in the absence of a quorum can be waived by unanimous consent
 - D) motions to obtain a quorum are incidental motions

Competency: Parliamentary Procedure Principles

- 19) In a mass meeting, if there is disagreement about the chair's decision in assigning the floor:
- A) the decision can be appealed from by one member
 - B) the decision must be made by the assembly
 - C) the decision can be appealed from by two members
 - D) the decision is not subject to appeal

Competency: Parliamentary Procedure Principles

- 20) When the assembly goes into the committee of the whole, the presiding officer:
- A) leaves the meeting
 - B) takes nominations from the floor for a chairman
 - C) calls another member to the chair
 - D) remains in the chair

Competency: Parliamentary Procedure Principles

- 21) When the bylaws provide that members may be active, associate, or honorary, the term member is used to apply to:
- A) active, associate, and honorary members
 - B) active, affiliate, associate, and honorary members
 - C) only to active and associate members
 - D) only to active members

Competency: Parliamentary Procedure Principles

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- 22) Notice has been given of an amendment to the bylaws which will strike out a certain section. A member wishes to retain this section with changes that may be outside the scope of the notice. The member should:
- A) get the group to vote down the original amendment and then offer the changes he proposes
 - B) give advance notice of the changes he proposes
 - C) promise to offer the changes he proposes if the group will vote down the amendment to strike out
 - D) offer his changes as amendments to the amendment originally proposed

Competency: Parliamentary Procedure Principles

- 23) When filling a blank prescribing the method of voting to be used, the following method is voted on first:
- A) in reverse of the order they were offered
 - B) that which takes the least time
 - C) the order in which they were named
 - D) that which takes the most time

Competency: Parliamentary Procedure Principles

- 24) After a member has been assigned the floor, but before he has begun to speak, it is in order to take any of the actions below, **except**:
- A) make a motion to reconsider
 - B) call for orders of the day
 - C) make a motion to adjourn
 - D) raise a question of privilege

Competency: Parliamentary Procedure Principles

- 25) When is a ballot signed?
- A) in a committee of the whole
 - B) when a motion is adopted "that a signed ballot be taken by tellers"
 - C) when the vote is by machine
 - D) when ordered by one fifth of those present

Competency: Parliamentary Procedure Principles

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- 26) The members of a nominating committee should be:
- A) composed of all the members of the executive committee, except the president
 - B) appointed by the chair
 - C) appointed by the chair and approved by vote of the organization
 - D) elected by the organization

Competency: Parliamentary Procedure Principles

- 27) A corporate charter:
- A) is always required before bylaws are adopted
 - B) should not be drafted before bylaws are adopted
 - C) is unnecessary in any organization
 - D) should be drafted by an attorney

Competency: Parliamentary Procedure Principles

- 28) The chair should **not** hesitate to call the question on a motion:
- A) that censures him
 - B) that commends him
 - C) to elect officers or appoint delegates or a committee even if he is included
 - D) to approve a contract in which he has a pecuniary interest

Competency: Parliamentary Procedure Principles

- 29) A substitute amendment has been offered. What **cannot** be done?
- A) Amend both the main motion and the substitute amendment.
 - B) Move the previous question on the substitute amendment.
 - C) Assume an affirmative vote on the main motion if the substitute is adopted.
 - D) Refer the main motion to a committee.

Competency: Parliamentary Procedure Principles

- 30) A motion to suspend the rules is a(n):
- A) incidental motion
 - B) incidental main motion
 - C) privileged motion
 - D) subsidiary motion

Competency: Parliamentary Procedure Principles