

2003 NORTH DAKOTA DISTRICT FFA PARLIAMENTARY PROCEDURE EVENT

Instructions: Mark all answers on the scantron answer card using a #2 lead pencil. Please be sure your name and chapter are written clearly on your answer card. Return this test and your answer card to the room monitor.

- The first step in the procedure for handling a main motion is:
A. Making the motion
B. Debate
C. Recognition from the Chair
D. Rising and addressing the chair
- The sequence of items for a meeting based on an organizations order of business is called the:
A. minutes.
B. quorum.
C. program.
D. agenda.
- This motion provides for a short break in the meeting but does not close the meeting;
A. Lay on the table
B. Fix a time at which to adjourn
C. Recess
D. Postpone
- The action that should take place first in the order of business is:
A. Degree ceremonies
B. Officer reports
C. Old business
D. Committee reports
- This motion provides for a request from a member during the meeting but does not close the meeting;
A. question of privelege
B. fix a time to which to adjourn
C. recess
D. postpone
- Which rule is true regarding debate when there is a debatable primary amendment pending?
A. The main motion may also be debated
B. Members may debate the primary amendment three times
C. Only the primary amendment may be debated
D. Secondary amendments may be debated at the same time
- If you feel the motion before the assembly is really two different motions you should call for:
A. Division of the assembly
B. Withdrawal of the first motion
C. Point of order
D. Division of the question
- A motion that limits the rights of members:
A. Limit Debate
B. Lay on the Table
C. Postpone
D. Previous Question
- Which of the following statements is true regarding the rules of debate?
A. Debate should not be germane
B. The maker of the motion has first right to debate
C. Members can speak three times and for no more than 25 minutes on each motion
D. Everyone should refer to members by their names during the debate.
- Which motion does not require a 2/3 vote?
A. Previous question
B. Limit Debate
C. Suspend the Rules
D. Postpone definitely
- When the chair votes and makes a tie, the motion:
A. Fails
B. Passes
C. Remains a Tie
D. Is Committed
- When Division of the Assembly is called:
A. A second is required
B. A countable vote must be taken

- C. A Voice vote must be taken
D. The chair decides if the motion passes or fails
13. Which is not a duty of the chairperson?
A. Preside over meetings
B. Vote to make or break ties
C. Introduce new business to be discussed
D. Maintain orderly debate
14. When reconsider passes:
A. The motion can be re-moved
B. the motion is now back on the floor for debate
C. The original failed vote is overturned
D. All of these are true
15. The purpose of moving to fix a time to which to adjourn is:
A. to end the meeting
B. to provide for a time to end the current meeting
C. to set the next regular meeting date
D. to set the times for the meeting to adjourn and meet again
16. If a motion to lay on the table is passed, a member can bring that motion up again, even at the same meeting by;
A. moving to reconsider
B. restating the motion in a slightly different way
C. moving to take from the table
D. re-moving the motion
17. The proper way to address the presiding officer to obtain the floor is not:
A. Mr. Chairman
B. Mr. President
C. By using the presiding officers first name
D. Madam Chairman
18. Whenever a business meeting gets out of hand and strays from the agenda, a member can demand that the group get back to the agenda by calling for:
A. Previous Question
B. The Orders of the Day
C. Point of Order
D. Parliamentary Inquiry
19. The purpose of the minutes of a meeting is to record:
A. What was done
B. What was said
C. What motions were passed and defeated
D. The roll of members present
20. To “move the previous question” means:
A. The previous motion should be reconsidered
B. A point of procedure is in question
C. The previous motion should be discussed again and re-voted on
D. Debate should be stopped and a vote taken
21. When members want to have action on a pending matter delayed to a certain time they should move to:
A. postpone action
B. lay on the table
C. postpone definitely
D. refer the business to a committee
22. If a motion is voted to be tabled, it means the motion:
A. is null and void
B. is postponed to the next meeting
C. Is set aside
D. Is killed
23. A question of privilege:
A. Permits the chair to proceed without rules
B. Temporarily suspends the rules for the assembly
C. Takes precedence over other motions
D. Gives special rights to the Chair
24. An effective method of killing a motion without bringing it to a vote is to:
A. Postpone
B. Table
C. Rescind
D. Refer
25. Which of the following is an incidental motion?
A. previous question
B. postpone definitely
C. refer to committee
D. point of order

**2003 ND DISTRICT FFA
PARLIAMENTARY PROCEDURE EVENT**

1. D
2. D
3. C
4. B
5. A
6. C
7. D
8. A
9. B
10. D
11. A
12. B
13. C
14. B
15. D
16. C
17. C
18. B
19. C
20. D
21. C
22. C
23. C
24. A
25. D