

Directions: Read each question carefully and place the one, best answer in the blank to the left of each question. Remember to answer all 25 questions.

1. Which of the following motions **does not** require a two-thirds vote?
 - A. Previous Question
 - B. Rescind
 - C. Reconsider
 - D. Limit Debate

2. According to Robert's Rules of Order, what should be the last item of business in a meeting?
 - A. Special Orders
 - B. New Business
 - C. Reports of Special Committees
 - D. Reading of Minutes

3. Which is **not** an article of an organization's bylaws:
 - A. Official Ceremonies
 - B. Executive Board
 - C. Meetings
 - D. Parliamentary Authority

4. Which is **not** true about the **Previous Question**?
 - A. It can be reconsidered
 - B. Requires a two-thirds vote
 - C. Is amendable and debatable
 - D. Is out of order when another person has the floor

5. A person who is not the first to rise and address the chair may be given preference in being recognized if:
 - A. The chair knows and approves of his/her position on the motion.
 - B. The member is the maker of the motion and has not yet spoken.
 - C. The member is the person who seconded the motion.
 - D. The member asks for special treatment because of another commitment.

6. How long can a member debate a motion at one time?
 - A. 2 minutes
 - B. 5 minutes
 - C. 10 minutes
 - D. There is not limit to the amount of time a person can speak on a motion.

7. Which of the following is the highest ranking **Privileged Motion**?
 - A. Fix the Time to which to Adjourn
 - B. Lay on the Table
 - C. Adjourn
 - D. Call for the Orders of the Day

8. Which of the following motions is **not** debatable and **not** amendable?
- A. Lay on the Table
 - B. Division of a Question
 - C. Fix the Time to Which to Adjourn
 - D. Recess
9. A **Quorum** for an organization should be:
- A. Set in the bylaws
 - B. The largest number of members who can reasonable be depended on to be present at any meeting
 - C. The officers and committee chairs
 - D. Both A and B
10. If there is a motion on the floor, and something else of immediate urgency arises. What is the best procedure to follow?
- A. Postpone the main motion indefinitely
 - B. Refer it to a committee to act on it
 - C. Lay it on the table temporarily
 - D. Postpone the main motion definitely to the next meeting
11. Which of the following is **not** a **Request or Inquiry**?
- A. Point of Information
 - B. Call for the Orders of the Day
 - C. Parliamentary Inquiry
 - D. Withdraw a Motion
12. Which of the following **Incidental Motions** is debatable?
- A. Suspend the Rules
 - B. Parliamentary Inquiry
 - C. Division of the Assembly
 - D. Appeal
13. Which class of motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance?
- A. Subsidiary Motions
 - B. Incidental Motions
 - C. Privileged Motions
 - D. Motions that bring a question again before the assembly (unclassified)

14. During debate on a main motion, a member rises and move the **Previous Question**, if 31 votes are cast how many have to vote in favor of the Previous Question in order for it to pass?

- A. 15
- B. 16
- C. 20
- D. 21

15. If both the President and Vice President are absent at the beginning of the meeting, who calls the meeting to order?

- A. The Advisor runs the meeting
- B. The Secretary opens the meeting and elects a chairman pro-tem
- C. The meeting cannot be conducted without the President or Vice President
- D. The Sentinel runs the meeting

16. The minutes of a meeting should include:

- A. The names of the persons who made and seconded each motion.
- B. What was done at the meeting.
- C. Everything that was said by members at the meeting.
- D. The Secretary's views of discussion during the meeting.

17. Which statement is **true** about the motion **Division of the Question**:

- A. Is debatable
- B. Is not amendable
- C. Requires a two-thirds vote
- D. Is out of order when another has the floor

18. What is the lowest ranking **Subsidiary Motion**?

- A. Postpone Indefinitely
- B. Postpone Definitely
- C. Previous Question
- D. Lay on the Table

19. When an original main motion has been made and a member believes that it would do harm for the motion to even be considered he/she should:

- A. Rise to a Point of Order
- B. Move to Postpone Indefinitely
- C. Object to the Consideration of the Question
- D. Move to Refer it to a Committee

20. Which of the following motions is **not** a motion that brings a question again before the assembly:
- A. Take from the Table
 - B. Withdraw a Motion
 - C. Rescind
 - D. Reconsider
21. What vote is required on the privileged motion to **Call for the Orders of the Day**?
- A. Majority
 - B. Two-Thirds
 - C. No vote, on demand
 - D. Plurality
22. The motion to **Amend** a main motion yields to all other subsidiary motions except:
- A. Postpone Indefinitely
 - B. Previous Question
 - C. Commit
 - D. Limit or Extend the Limits of Debate
23. Which of the following **Subsidiary Motions** cannot be amended?
- A. Limit or Extend the Limits of Debate
 - B. Commit
 - C. Lay on the Table
 - D. Postpone Definitely
24. A motion to **Limit or Extend Limits of Debate** can:
- A. Limit the time set for debate
 - B. Limit the number of members who can debate a motion
 - C. Limit the amount of time each member can debate a motion
 - D. All of the above
25. A motion has been made, debated and voted on. When can a member change his/her vote?
- A. A member can never change his/her vote after voting.
 - B. A member can change his/her vote until the result is announced
 - C. A member can change his/her vote until the chair states the next motion.
 - D. A member can only change his/her vote with the unanimous consent of the membership.

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