**Novice Parliamentary Procedure Test Bank Questions**

44-1 An original main motion is a main motion that:

 a. Amends another motion

 b. Introduces a substantive question as a new subject

 c. Is related to the business of the assembly or its past or future action

 d. Allows the maker of the motion to serve as a chairman if it’s referred to a committee.

B, page 95

44-2 An incidental main motion:

 a. Can be made only with the permission of the assembly

 b. Is in order if an original main motion is the immediate pending question

 c. Proposes an action that is defined under parliamentary law and described by a particular parliamentary term

 d. Is the same as a main motion, except it only can be proposed when an incidental motion is pending

C, page 96

44-6 The main motion is a motion that:

 a. Takes precedence over everything

 b. Can be applied to no other motion

 c. Can be moved at any time

 d. Always requires a majority vote

B, page

45-7 All subsidiary motions can be applied to:

 a. An original main motion

 b. A point of order

 c. Themselves

 d. Third degree amendments

A, page 98

45-8 Main motions:

 a. Take precedence over all motions

 b. Are not debatable

 c. Always require a two-thirds vote to be adopted

 d. Are out of order when another member has the floor

D, Page 98

46-17 Main motions are not in order which:

 a. Conflict with national laws

 b. Conflict with or present the same question as one which has been temporarily but not finally disposed of

 c. Propose action outside the scope of the organization’s bylaws or charter unless authorized by a two-thirds vote

 d. All of the above

D, pages 107 and 108

50-1 The motion to Postpone Indefinitely is used by:

 a. The chair to place a main motion on the agenda at the next regular meeting

 b. A member to send a main motion to a standing committee

 c. Members wish to change the pending main motion

 d. The assembly to show that it does not wish to take a position on the main motion.

D, page 121

50-3 If the motion to Postpone Indefinitely is adopted, what happens to the pending main motion?

 a. An ad hoc committee studies it and reports back at the next regular meeting

 b. It is brought back under the heading of Unfinished Business at the next regular meeting

 c. It is killed for the duration of the session

 d. It is automatically passed without debate.

C, page 121

50-5 The subsidiary motion to Postpone Indefinitely takes precedence over:

 a. All other subsidiary motions

 b. A secondary amendment

 c. Nothing except the main question to which it is applied

 d. The privileged motion to adjourn.

C, page 121

52-1 The primary purpose of using the subsidiary motion to Amend is to  a. Eliminate the main purpose of the main motion

 b. Alter the original main motion

 c. Lengthen the debate time on the main motion

 d. Call for an immediate vote on the original main motion

B, page 125

52-2 When an amendment to a main motion is adopted, the motion that was amended:

 a. Is also adopted

 b. Is voted on immediately

 c. Remains pending

 d. Is postponed to the next regular meeting or until the adopted amendment is acted on

C, page 125

52-3 Rejection of the subsidiary motion to Amend leaves the pending motion:

 a. Rejection also

 b. Worded as it was before the amendment was made

 c. Closed for additional debate

 d. Postponed to the next regular meeting

B, page 125

52-4 If a member votes in favor of the motion to amend when the vote is taken on the which the amendment applies, the member:

 a. Must also vote in favor of the amended motion

 b. Must abstain

 c. Is not obligated to vote in any particular way

 d. Can withdraw the vote on the amendment

C, page 125

53-6 The subsidiary motion to Amend can be:

 a. Referred to a committee

 b. Applied to any main motion or any motion with a variable factor

 c. Postponed definitely

 d. Laid on the table

B, page 126

53-7 A primary amendment to a main motion:

 a. Is always debatable but not amendable

 b. Can be amended but not reconsidered

 c. Is debatable whenever the motion to which it applies is debatable  d. Can introduce an independent question

C, page 127

57-1 The purpose of the motion to Commit or Refer is to send a pending question to a committee so that:

 a. It may be delayed

 b. They can amend it and take action without permission from the assembly

 c. The question may be carefully investigated and put into better condition for the assembly to consider

 d. They can Lay it on the Table during informal discussions at a committee meeting

C, page 160

57-2 The chief advantage of committees is that they allow greater freedom of debate on motions. This means:

 a. Three times on each topic

 b. Only two times, but as long as they wish

 c. On motions even after they are adopted

 d. As many times as they wish

D, page 160

57-6 The motion to Refer to a Committee can be applied to:

 a. Points of order

 b. Main motions

 c. All secondary motions

 d. Privileged motions

B, page 161

57-7 The motion to Commit (or Refer):

 a. Need not be seconded

 b. Is not debatable

 c. Can be applied to main motions with any amendments that may be pending

 d. May be proposed when another member has the floor provided debate has not begun

C, page 161

58-11 A special committee appointed with power means that the committee:

 a. Must report to the assembly before acting

 b. Can act for the society in all cases that are similar

 c. Can act for the society in specific cases

 d. Must meet until all committee members agree on a solution to their assigned task.

C, page 164

60-2 The motion to Postpone to a Certain time can be made while:

 a. The main motion with an amendment is pending

 b. The motion to Lay on the Table is pending

 c. Another member has the floor

 d. Another member is debating a main motion

A, page 172

60-3 The subsidiary motion to Postpone to a Certain Time takes precedence over the motion to:

 a. Adjourn

 b. Limit Debate

 c. Lay on the Table

 d. Amend

D, page 172

60-6 Which one of the following subsidiary motions is debatable?

 a. Lay on the Table

 b. Postpone to a Certain Time

 c. Previous Question

 d. Limit or Extend Limits of Debate

B, page 174

60-7 The motion to Postpone to a Certain Time:

 a. Always includes a clock time

 b. If adopted, makes the item postponed a special order

 c. When a subsidiary motion, is debatable, amendable and may be reconsidered

 d. Is identical to Lay on the Table except for terminology

C, pages 174 and 175

60-8 In an assembly that does not meet as often as quarterly, a question:

 a. Cannot be postponed beyond the end of the present session

 b. Cannot be postponed beyond the end of the next session

 c. Can be postponed beyond the end of the next session

 d. Cannot be postponed

A, page 175

63-1 The previous question can be used to close debate immediately and the making of all subsidiary motions except to:

 a. Commit (Refer)

 b. Lay on the Table

 c. Amend

 d. Postpone indefinitely

B, page 189

63-2 Which motion below would you use at a meeting to stop debate immediately and vote on a pending question?

 a. Question of privilege

 b. Division of the question

 c. Previous question

 d. Reconsider the question

C, page 189

64-3 If adopted, the previous question is a motion that stops:

 a. The making of all subsidiary motions

 b. Debate and the making of amendments on the pending question

 c. The making of privileged motions

 d. The making of undebatable motions

B, page 190

64-6 The unqualified form of previous question can apply only to:

 a. All pending amendments

 b. Debatable motions

 c. The immediately pending question

 d. All incidental motions

C, page 191

64-8 If a motion for the previous question fails to gain the necessary votes:

 a. Debate is stopped on it

 b. The motion to which it was applied is lost

 c. Debate continues on the pending motion as if this motion had not been made

 d. Members may not ask the maker of the motion questions directly for the duration of the meeting.

C, page 192

65-1 The motion to Lay on the Table enables an assembly to lay a pending question aside:

 a. Temporarily when something else of immediate urgency has arisen

 b. To consider any motion decided upon by the chairman

 c. So that the assembly may conduct a standing vote

 d. So that it can be brought up as a general order at the next meeting

A, page 201

65-2 The motion to Lay on the Table:

 a. Can be debated if the chairman allows the maker of the motion to speak first

 b. Kills the motion and avoids a direct vote on it

 c. Can be amended

 d. Sets the pending question aside temporarily and there is no set time for taking up the matter again

D, page 201

66-5 A subsidiary motion to Lay on the table takes precedence over:

 a. The motion to Fix the Time to Which to Adjourn

 b. All privileged motions

 c. All subsidiary motions

 d. The motion to adjourn

C, page 202

66-8 Which one of the following subsidiary motions can be applied to the motion to Lay on the Table?

 a. Postpone Indefinitely

 b. Refer to a Committee

 c. Previous Question

 d. None of the above. No subsidiary motion can be applied to the motion to Lay on the Table

D, page 203

66-9 The motion to Lay on the Table is out of order when:

 a. Both a main motion and an amendment are pending

 b. Another member has the floor

 c. A motion has been adopted to extend the limits of debate

 d. There is another subsidiary motion pending

B, page 203

69-1 The motion to Raise a Question of privilege is a device which:

 a. Is ruled upon by the chair, and the ruling can be reconsidered

 b. Has a higher precedence than any incidental motion

 c. Requires a second and is debatable

 d. May permit action otherwise not in order

D, pages 216 and 217

69-2 Raising a question of privilege while business is pending:

 a. Cannot usually interrupt a member speaking

 b. Requires recognition from the chairman to state the request

 c. Cannot be made while an amendment is pending

 d. Requires a two-thirds vote in order to be adopted

B, page 218

69-3 The motion to raise a question of privilege takes precedence over all the motions below except the motion to:

 a. Amend

 b. Commit (or refer)

 c. Limit debate

 d. Recess

D, page 218

69-4 A member who has been assigned the floor may be interrupted for the purpose of:

 a. Amending a motion

 b. Limiting debate

 c. Raising a question of privilege

 d. Moving the previous question

C, page 218

69-5 The privileged device, raise a question of privilege, is not:

 a. Amendable

 b. Debatable

 c. Seconded

 d. All of the above

D, pages 218 and 219

71-1 A recess may be taken to:

 a. Count ballots

 b. Secure information

 c. Allow for informal consultation

 d. All of the above

D, page 223

71-2 When a motion to recess is made while another motion is pending it is a (an):

 a. Incidental motion

 b. Privileged motion

 c. Incidental main motion

 d. Main motion

B, page 223

71-3 The privileged motion to Recess is a motion that a recess begins:

 a. After the motion on the floor is disposed of

 b. Immediately

 c. When the member who proposed the pending motion grants permission

 d. Upon a decision of the chair

B, page 223

71-4 A motion to recess that is made when no business is pending is a:

 a. Privileged motion

 b. Main motion

 c. Incidental motion

 d. Unclassified motion

B, page 223

71-5 Which of the following is true of the privileged motion to recess?

 a. It may provide to for a recess at a later time

 b. It requires that the duration of the recess be included in the motion

 c. The vote may be reconsidered

 d. It is “privileged” only when it is proposed while another question is pending

D, pages 223 and 224

73-1 Which one of the following would be an example of the privileged motion to Adjourn?

 a. Obtain the floor any say, “I move that we adjourn at 7:30 p.m.”

 b. Rise and without obtaining the floor say, “I move that we adjourn sine die.”

 c. Obtain the floor and say, “I move to adjourn.”

 d. Rise, and without obtaining the floor say, “I move that we now adjourn to meet at 7:30 p.m. on May 15th.”

C, page 225

73-2 The privileged motion to Adjourn is:

 a. Always moved in an unqualified form

 b. A motion to close the meeting immediately

 c. Made when no time for adjourning has been set

 d. All of the above

D, page 225

73-3 A motion to Adjourn is always privileged when:

 a. The time for adjournment has been set ahead of time

 b. It sets a time to adjourn (is qualified)

 c. No time for adjournment has been set (Is unqualified)

 d. Another member has the floor

C, page 225

73-4 If a motion to adjourn is qualified in any way (example: “I move we adjourn in ten minutes”), it is classified as a (an):

 a. Main motion

 b. Privileged motion

 c. Subsidiary motion

 d. Incidental motion

A, pages 226 and 227

73-5 A motion to Adjourn at or to a future time while business is pending:

 a. May be adopted anytime during a recess, without a quorum

 b. Should be completed prior to debate on the pending motion

 c. Is permissible if the chair allows it

 d. Is always out of order

D, page 227

78-2 A Point of Order yields to all:

 a. Privileged motions

 b. Secondary motions

 c. Subsidiary motions

 d. Main motions

A, page 240

78-3 If a Point of Order is raised while an amendment is immediately pending, the:

 a. Point of order is ignored

 b. Amendment is disposed of first, and the point of order next

 c. Point of order is disposed of first

 d. Chair asks for a second on the point of order and then it is ruled on

C, page 241

78-4 After a member makes a Point of Order, the chair should always:

 a. Ask for a second

 b. Determine if the maker wishes to debate it first

 c. Make certain that the amendments that are applied to it are germane

 d. Try to make a ruling on it

D, pages 242 and 243

78-6 The normal grounds for a member to rise to a Point of Order are:

 a. To ask the maker of the motion a question

 b. Uncomfortable conditions in the meeting room

 c. A breach of rules

 d. To obtain parliamentary information from the parliamentarian

C, pages 242 and 243

79-8 Which statement below is true regarding a Point of Order?

 a. Points of order should be called on minor irregularities

 b. A parliamentary inquiry has the same purpose as a point of order

 c. If a motion is not seconded, and is debated and then adopted, a point of order is too late

 d. A member must rise and be recognized by the chair before raising a point of order

C, page 243

86-2 If you call for a division of the assembly at a meeting of seventy members, this means that the vote must be taken again by:

 a. Voice

 b. Rising

 c. Raising of hands

 d. Paper ballot

B, page 270

86-3 A member can call for a division of the assembly on a motion from the time a voice vote is taken and up until:

 a. Adjournment

 b. The chair announces the outcome of the

 c. Adjournment at the next regular meeting

 d. The chair has stated the question on another motion

D, page 271

86-4 The motion to call for the division of the assembly:

 a. Is debatable

 b. Does not require a second

 c. Requires a vote

 d. Is amendable

B, page 271

87-6 The Chairman has announced the results of a voice vote on an amendment. The result was close. What could you say from your seat, without obtaining the floor, to demand that the chair take another vote by rising?

 a. “Division”

 b. “I call for a division”

 c. “I doubt the result of the vote”

 d. “Any of the above”

D, page 272

87-1 An example of a legal method of voting other than a voice vote is by:

 a. Ballot

 b. Roll call

 c. Conducting a standing vote

 d. All of the above

D, page 272

93-2 Which one of the following is a motion that brings a question again before the assembly?

 a. Lay on the table

 b. Reopen Nominations

 c. Postpone definitely

 d. Take from the table

D, page 289

93-3 The motion to take from the table can be moved when:

 a. A motion is pending

 b. The chairman decides it is appropriate

 c. A member wishes to postpone a motion to the next regular meeting  d. A motion is not pending

D, page 289

93-4 The motion to take from the table can be made:

 a. Under unfinished business

 b. Under new business

 c. During the same session it is laid on the table

 d. All of the above

D, page 290

93-5 The motion to take from the table is in order:

 a. When another member has the floor

 b. Only when the chair calls for unfinished business

 c. When some other business has been transacted

 d. When an amendment is pending on the motion

C, page 290

93-6 The motion to take from the table must be:

 a. Seconded

 b. Passed by a two-thirds vote

 c. Debated by members for and against the motion of the table

 d. Made by the member who laid the original main motion on the table

A, page 290

111-1 Before members can make a motion or debate, they must rise and address the chair and:

 a. Then must be recognized by the chair

 b. Ask the chair if they may speak

 c. Then speak in favor of the proposed motion

 d. Ask the assembly for recognition and then speak

A ,page 364

111-2 The presiding officer may recognize a member after he or she has risen and addressed the chair by:

 a. Announcing the member’s name or title

 b. Announcing the place or unit that the member represents

 c. Nodding if only one person has addressed the chair

 d. Any of the above

D, page 364 and 365

111-3 When a member is assigned the floor by the chairman, the member may:

 a. Debate the pending motion

 b. Move a secondary motion

 c. Debate a pending motion and conclude by moving a secondary motion

 d. Any of the above

D, page 365 and 366

111-4 Generally, if two or more members rise at about the same time to claim the floor, the chair should recognize the member who rose and addressed the chair:

 a. In the loudest voice

 b. First after the floor was yielded

 c. Before the floor was yielded

 d. With a raised hand

B, page 366

111-5 Members should be given preference in recognition for debate from the chair if they:

 a. Made a committee report and want to implement a motion

 b. Moved to take a motion off the table

 c. Made a motion and have not already spoke

 d. All of the above

D, page 366

113-2 Before a motion may be debated upon by the assembly, it must be:

 a. Amended

 b. Explained by the chair regarding its merits

 c. Debated by the maker of the motion and then seconded

 d. Made, seconded, and stated by the chair

D, pages 373 and 374

114-14 In debate, a member’s remarks must have bearing on whether the pending motion should be adopted. In other words the debate must:

 a. Be always in affirmative

 b. Be germane

 c. End with a subsidiary motion

 d. Attack the motives of the member who made the motion

B, page 379

117-1 The word majority means:

 a. Exactly half

 b. Less than half

 c. More than half

 d. 51%

C, page 387

117-3 If 40 votes are cast, a majority is:

 a. 20

 b. 21

 c. 19

 d. 18

B, page 387

117-4 In order to have a majority vote with 51 cast votes, there must be an affirmative vote of at least:

 a. 25

 b. 26

 c. 27

 d. 34

B, page 387

118-6 A society has a total membership of 180, and 91 members are needed for a quorum. There are 120 members present at a regular meeting. If all the members present vote, the minimum vote required to adopt a main motion is:

 a. 60

 b. 61

 c. 90

 d. 91

B, page 387

118-9 If sixty votes are cast, a minimum two-thirds vote is:

 a. 30

 b. 31

 c. 40

 d. 41

C, page 387

129-5 When no special title has been assigned, the presiding officer of an assembly is generally called the:

 a. Chairperson or moderator

 b. Chairman

 c. Preside or presiding officer

 d. Chairwoman or chairman

B, page 432

135-3 In writing minutes, a proficient secretary will:

 a. Include personal observations and conclusions on the debate

 b. Summarize motions and include all debate

 c. Include all motions in one paragraph

 d. Use the exact wording of motions that are acted upon

D, page 452

173-2 Which motion below has the lowest precedence?

 a. Fix the time to which to adjourn to

 b. Lay on the table

 c. Call for orders of the day

 d. Main motion

D, page 4

173-6 All of the privileged motions are:

 a. Debatable

 b. Undebatable

 c. Amendable

 d. Able to be laid on the table

B, page 4

174-11 Which series of motions below is arranged from the lowest to highest precedence?

 a. Main motion, adjourn, amend

 b. Amend, adjourn, main motion

 c. Main motion, amend, adjourn

 d. Adjourn, amend, main motion

C, page 4

177-2 If an adjournment is made as a main motion, it:

 a. May be reconsidered

 b. Requires a two-thirds vote to be adopted

 c. Is debatable and amendable

 d. Does not require a second

C, pages 6 and 7

178-8 Both of the motions to Amend a pending motion and to Amend an Amendment of a pending motion:

 a. Are subsidiary motions

 b. Must be seconded

 c. Require a majority vote for adoption

 d. All of the above

D, pages 8 and 9