

## INTRODUCTION TO PARLIAMENTARY PROCEDURE

1. Proposed amendments to the bylaws must be submitted in writing to the
  - a. Association President.
  - b. National Executive Council.
  - c. FBLA president.
  - d. Board of directors.

**Event:** Parliamentary Procedure

**Competency:** FBLA-PBL bylaws

2. The secretary must supply at least \_\_\_\_\_ copies of the minutes to the necessary authorities.
  - a. four
  - b. two
  - c. three
  - d. one

**Event:** Parliamentary Procedure

**Competency:** FBLA-PBL bylaws

3. Action of the National Executive Council must be included in the minutes of the
  - a. adjourned meeting.
  - b. special meeting.
  - c. regular meeting.
  - d. next regular meeting.

**Event:** Parliamentary Procedure

**Competency:** FBLA-PBL bylaws

4. A tie vote
  - a. adopts the motion.
  - b. can be considered a majority vote.
  - c. permits the chair to break the tie.
  - d. requires the chair to break the tie.

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

5. A motion that was considered and adopted without having been seconded
  - a. is out of order.
  - b. is valid.
  - c. must be seconded by unanimous consent, the chair stating, "If there is no objection, the motion just adopted without being seconded will be considered seconded."
  - d. must be seconded after adoption to make it legal

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

6. The motion to recess when no question is pending
  - a. requires a two-thirds vote.
  - b. is not debatable.
  - c. is not amendable.
  - d. sets the time for the recess.

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

7. Any recommendation contained in an officer's report is moved
  - a. by the secretary of the organization.
  - b. from the floor by a member other than the reporting officer.
  - c. by the officer making the report.
  - d. by a member, seconded by the reporting officer.

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

8. The chief difference in the rules governing original and incidental main motions is:
  - a. only incidental main motions can be reconsidered
  - b. only incidental main motions carry with them pending subsidiary motions when laid on the table
  - c. objection to consideration of a question can be applied only to an original main motion
  - d. incidental main motions require only a majority vote

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

9. In most ordinary societies having executive boards:
  - a. is it customary for the board to elect its own officers
  - b. it is customary for the president and secretary of the society to serve in the same capacity within the board
  - c. the bylaws must make provision for filling the position of president and secretary of the board
  - d. it is customary for the president of the society to serve as chairman of the board, and the secretary to be appointed by the president

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

10. In a legislative or public body that has the power to penalize or compel the attendance of its members, the sergeant-at-arms may have the duty of
- a. serving warrants signed by the clerk.
  - b. arresting absent members in the event of a call of the house.
  - c. serving notices of fines.
  - d. calling the roll to see what members are present.

**Event:** Parliamentary Procedure

**Competency:** Parliamentary procedure principles

**Introduction to Parliamentary Procedure Answer Key**

- 1) A
- 2) B
- 3) D
- 4) C
- 5) B
- 6) D
- 7) B
- 8) C
- 9) B
- 10) B

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