

2018 SD FFA Parliamentary Procedure LDE Exam

Name: _____

Chapter: _____

- _____ 1. Special rules of order:
- A. Should be adopted as part of the bylaws.
 - B. Cannot be suspended.
 - C. Should be adopted separately from the bylaws.
 - D. Should be voted on by the officers before being proposed to the organization.
- _____ 2. Which one of the following motions is an incidental motion?
- A. Appeal
 - B. Extend Debate
 - C. Recess
 - D. Postpone an event.
- _____ 3. A meeting that is called to be held at a time different from the regular meeting to consider one or more items is called a (an):
- A. Special Meeting
 - B. Adjourned Meeting
 - C. Annual Meeting
 - D. Sine die Meeting
- _____ 4. Who has the duty to determine if a quorum is present before a meeting is called to order?
- A. Secretary
 - B. Parliamentarian
 - C. Presiding Officer
 - D. Vice-president
- _____ 5. Which statement below is false regarding the subsidiary motion to Amend a pending motion?
- A. It is not in order if another member is debating.
 - B. It may be amended.
 - C. It is only debatable if the motion to be amended is debatable.
 - D. It requires notice and a majority vote to be adopted.
- _____ 6. Which of the following motions is NOT allowed in the absence of a quorum?
- A. Recess.
 - B. Move to call absent members to encourage them to attend the meeting.
 - C. Fix the time to Which to Adjourn.
 - D. Move to establish a committee to encourage members to attend future meetings.
- _____ 7. The adoption of the motion to Fix the Time to Which to Adjourn does not:
- A. Have the same effect as a motion to fix the time at which to adjourn.
 - B. Adjourn the present meeting.
 - C. Set a time for the present meeting to adjourn.
 - D. All of the above
- _____ 8. If a member has spoken twice on a main motion, how many times can he/she speak on an amendment that is applied to it?
- A. Once
 - B. Two times
 - C. Three times
 - D. The member cannot speak on the amendment.

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- ____ 9. The Previous Question is out of order when:
- A. A main motion is immediately pending.
 - B. A motion to Commit is immediately pending.
 - C. Any one of the debatable subsidiary motions are immediately pending.
 - D. A motion which cannot be debated or amended is immediately pending.
- ____ 10. Which one of the following is not a standard descriptive characteristic of a motion?
- A. Whether the motion requires a second
 - B. The vote required for the adoption of the motion
 - C. Which members can debate the motion
 - D. Whether the motion is amendable
- ____ 11. "An amendment must be 'germane' to be in order." This means that
- A. the amendment must be made by a process called "insertion."
 - B. the date and purpose of the proposed change must be included.
 - C. an amendment must in some way involve the same question that is raised by the motion to which it is applied.
 - D. the amendment must always be proposed by the member who proposed the main motion.
- ____ 12. The word majority means:
- A. "exactly half."
 - B. "less than half."
 - C. "more than half."
 - D. 51%.
- ____ 13. Which series of motions below is arranged from highest to lowest precedence?
- A. Recess, Adjourn, Main Motion, Amend
 - B. Adjourn, Amend, Recess, Main Motion
 - C. Main Motion, Amend, Recess, Adjourn
 - D. Adjourn, Recess, Amend, Main Motion
- ____ 14. A main motion yields to all applicable secondary motions and takes precedence over
- A. incidental main motions.
 - B. another pending main motion.
 - C. all other motions.
 - D. no other motion.
- ____ 15. The privileged motion to Adjourn can be applied to the motion to
- A. Postpone Indefinitely.
 - B. Lay on the Table.
 - C. Postpone to a Certain Time.
 - D. None of the above
- ____ 16. Which motion below must be pending if a member wants to make a motion to Postpone Indefinitely?
- A. Main Motion
 - B. Primary Amendment
 - C. Commit (or Refer)
 - D. Recess

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- _____ 17. When a member "has the floor," this means that
- A. anyone else in the assembly may speak from their seat.
 - B. a main motion need not be seconded.
 - C. another member may also stand and make a motion.
 - D. recognition has been received from the chair.
- _____ 18. If a member feels that a motion is made up of two parts capable of standing as separate questions, he or she can
- A. make a motion for Division of the Question.
 - B. move to Postpone Indefinitely.
 - C. request that the chair divide the question.
 - D. make a second degree Amendment to separate the motion into two parts
- _____ 19. Which motion below has the effect of setting the time, and sometimes the place, for another meeting to continue the business of the meeting?
- A. Fix the Time to Which to Adjourn
 - B. Adjourn
 - C. Recess
 - D. Call for the Orders of the Day
- _____ 20. Which motion below is not always debatable?
- A. Postpone Indefinitely
 - B. Amend
 - C. Commit (or Refer)
 - D. Postpone to a Certain Time
- _____ 21. All of the privileged motions are
- A. debatable.
 - B. undebatable.
 - C. amendable.
 - D. able to be laid on the table.
- _____ 22. When a main motion places a special limit on the number of speeches each member may make at a meeting, the minimum affirmative vote required for adoption is
- A. a majority.
 - B. two-thirds.
 - C. a majority and notice.
 - D. two-thirds and notice.
- _____ 23. A member must make a Point of Order
- A. immediately after debate concludes if it is called on a Main Motion.
 - B. immediately after another member makes a Parliamentary Inquiry.
 - C. only after the parliamentarian notifies the assembly that a breach of order has occurred.
 - D. as soon as the breach occurs.
- _____ 24. The minimum affirmative vote required to adopt the subsidiary motion to Commit or Refer is
- A. a majority.
 - B. two-thirds and previous notice.
 - C. three-fourths.
 - D. None of the above

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- ___ 25. Which motion below can be renewed after there has been material progress in debate or business?
- A. Main Motion
 - B. Adjourn
 - C. Postpone Indefinitely
 - D. Reconsider
- ___ 26. The unqualified form of the Previous Question can apply only to
- A. All pending amendments.
 - B. Debatable motions.
 - C. The immediately pending question.
 - D. All incidental motions.
- ___ 27. The orders of the day can be set aside by
- A. A two-thirds vote.
 - B. Any member who objects.
 - C. The chairman if there is an important item being debated.
 - D. A motion to Reconsider.
- ___ 28. Which motion below would you make if an original main motion is proposed that is strongly undesirable?
- A. Division of the Question
 - B. Objection to the Consideration of a Question
 - C. Objection to the Previous Question
 - D. Appeal the Question
- ___ 29. When a standing committee is discharged from considering a matter, it
- A. Continues its existence.
 - B. Is discharged.
 - C. Becomes a special committee.
 - D. Chooses a new chairman to facilitate the business.
- ___ 30. In order to participate in debating a motion, the presiding officer should
- A. Follow the same rules as members while speaking from the chair.
 - B. Ask permission from the assembly first.
 - C. Suggest that a member of the assembly make a motion to "allow the presiding officer to participate in debate."
 - D. Turn over the chair to the vice president.
- ___ 31. Bylaws of a new organization are adopted by a
- A. Plurality vote.
 - B. Majority vote.
 - C. Unanimous consent.
 - D. Two-thirds vote.
- ___ 32. With a main motion pending and a motion to amend being debated, which one of the following motions would be out of order?
- A. Postpone to a Certain Time
 - B. Lay on the Table
 - C. Postpone Indefinitely
 - D. Recess

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- ___ 33. After a motion is made and seconded, it is placed before the assembly by the
- A. Chairman stating the question.
 - B. Member debating who made the motion.
 - C. Secretary reading the motion aloud.
 - D. Member who made the motion to put the question.
- ___ 34. Which one of the following motions does not belong with the other three?
- A. Postpone to a Certain Time (Definitely)
 - B. Main Motion
 - C. Commit (or Refer) a pending motion
 - D. Amend a pending motion
- ___ 35. The seconding of the motion to Reconsider a vote on a motion must be done by a member who voted on the
- A. Prevailing side.
 - B. Losing side.
 - C. Prevailing or losing side.
 - D. None of the above
- ___ 36. The seconder of a motion
- A. should always raise a hand.
 - B. should always stand and give his/her name.
 - C. must be recognized by the chair.
 - D. does not need to obtain the floor.
- ___ 37. After debate seems to have ended on a main motion, the chairman makes sure that no one else wishes to speak by asking
- A. "Are there any questions?"
 - B. "Are you ready for the question?" or "Is there any further debate?"
 - C. "Are there any questions that members wish to ask the maker of the motion?"
 - D. the maker of the motion for permission to take a voice vote.
- ___ 38. The subsidiary motion to Limit or Extend Limits of Debate
- A. can only be applied to amendments.
 - B. requires a majority vote to be adopted.
 - C. is in order when another member has the floor.
 - D. takes precedence over all debatable motions.
- ___ 39. Which of the following is NOT a motion that brings a question again before the assembly?
- A. Withdraw a Motion.
 - B. Take from the Table
 - C. Rescind
 - D. Reconsider
- ___ 40. A motion that is Taken from the Table
- A. cannot be amended.
 - B. requires a two-thirds vote to be adopted.
 - C. can be laid on the table again.
 - D. must be debated by the member who proposed the motion that was tabled.

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- ___ 41. Except for an Appeal, how many times can a member speak on the same motion on the same day?
- A. Once
 - B. Twice
 - C. Three times
 - D. There is no limit on the number of times a member can debate a debatable motion.
- ___ 42. Which class of motions do not relate to 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
- ___ 43. Which one of the following motions is debatable and amendable?
- A. Previous Question
 - B. Refer to a Committee
 - C. Suspend the Rules
 - D. Take From the Table
- ___ 44. Another name for a regular meeting is a (an)
- A. ad hoc meeting.
 - B. stated meeting.
 - C. special meeting.
 - D. called meeting.
- ___ 45. When the motion to Appeal the Decision of the Chair is moved, a tie vote:
- A. Must be broken by the chair.
 - B. Sustains the chair's decision.
 - C. Must be broken by the Secretary
 - D. Reverses the chair's decision.
- ___ 46. 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 chairman if it is referred to a committee.
- ___ 47. When the Previous Question is ordered on a series of pending motions, they are voted on in the
- A. same order in which they were proposed.
 - B. order as determined by the chairman.
 - C. reverse order in which they were made.
 - D. order that the proposer of each motion demands.
- ___ 48. A quorum of a board, if not provided in the bylaws, is
- A. two-thirds of the members elected.
 - B. a majority of the standing committee chairmen.
 - C. more than half the members.
 - D. all of the officers.

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_____49. The usual term used in Robert's Rules of Order Newly Revised that refers to a combination of the bylaws and constitution is

- A. Charter.
- B. Statutes.
- C. Bylaws.
- D. Constitution.

_____50. When a presiding officer appoints a committee at a regular meeting, the chairman is usually the committee member named

- A. first.
- B. second.
- C. next to the last.
- D. last.

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2018 South Dakota FFA Parliamentary Procedure LDE Exam Key

1. C	26.C
2. A	27.A
3. A	28.B
4. C	29.A
5. D	30.D
6. D	31.B
7. D	32.C
8. B	33.A
9. D	34.B
10.C	35.C
11.C	36.D
12.C	37.B
13.D	38.D
14.D	39.A
15.D	40.C
16.A	41.B
17.D	42.C
18.A	43.B
19.A	44.B
20.B	45.B
21.B	46.B
22.B	47.C
23.D	48.C
24.A	49.C
25.B	50.A