

- ___ 1. **After a main motion has been made and before the question has been stated by the chair,**
- A. any member can rise and informally suggest changes to the maker of the motion.
 - B. the chairman can insist on changes and implement them without a vote.
 - C. changes are not allowed because the motion is the property of the assembly.
 - D. any member can make changes without the permission of the maker of the motion, since it is not the property of the assembly.
- ___ 2. **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 adopted without debate.
- ___ 3. **To be in order, an amendment must always be**
- A. germane.
 - B. made by the member who proposed the motion that the amendment is applied to.
 - C. short.
 - D. in the form of a question.
- ___ 4. **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.
- ___ 5. **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.
- ___ 6. **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.
- ___ 7. **If the chair is in doubt as to which member is entitled to the floor,**
- A. it should automatically be assigned to the member who addressed the chair.
 - B. the parliamentarian should decide.
 - C. the assembly can decide by a vote.
 - D. all the officers should confer and make the decision.
- ___ 8. **When a member has *exhausted his/her right to debate* a main motion for that day, it means that the member**
- A. cannot debate other motions that have similar content on the same day.
 - B. has debated the question twice and cannot make a third speech on the same day.
 - C. cannot debate an amendment that is applied to the question.
 - D. can now solicit unused debating time from other members of the assembly.
- ___ 9. **The only time a *Main Motion* can be made is while**
- A. the regular president of the organization is presiding.
 - B. no other motion is pending.
 - C. all the members of the organization are present.
 - D. unfinished business is being considered.

- ___ 10. 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. The member cannot speak on the amendment.
 - C. Three times
 - D. Two times
- ___ 11. Which one of the following is a motion that asks an urgent question regarding outside disruptive noise that effects an FFA chapter meeting?
- A. *Postpone Indefinitely*
 - B. *Commit or Refer*
 - C. *Previous Question*
 - D. *Raise a Question of Privilege*
- ___ 12. Which motion below is not debatable, but may be amended?
- A. *Previous Question*
 - B. *Recess*
 - C. *Parliamentary Inquiry*
 - D. *Division of the Assembly*
- ___ 13. If 21 votes are cast for the *Previous Question* at an FFA meeting, what is the minimum affirmative vote required to adopt it?
- A. 16
 - B. 14
 - C. 13
 - D. 11
- ___ 14. The motion to *Amend* is used to
- A. drop a *Main Motion* without a direct vote on it.
 - B. provide a brief break.
 - C. enforce the rules.
 - D. modify a motion.
- ___ 15. Which two motions below normally require no vote and are answered by the chair?
- A. *Recess* and *Main Motion*
 - B. *Amend* and *Postpone Indefinitely*
 - C. *Parliamentary Inquiry* and *Raise a Question of Privilege*
 - D. *Previous Question* and *Commit or Refer*
- ___ 16. At an FFA chapter meeting of 30 members, what method of voting is required if a member calls for a *Division of the Assembly*?
- A. Standing (rising)
 - B. Voice
 - C. Raising hand
 - D. Ballot
- ___ 17. If all the motions below are pending, which must be voted on first?
- A. *Commit or Refer*.
 - B. To take a *Recess*.
 - C. To *Postpone Indefinitely*.
 - D. An amendment to the motion to *Recess*.

- ___ 18. The subsidiary motion to *Commit or Refer* takes precedence over the motion to
- A. *Recess*
 - B. *Raise a Question of Privilege*
 - C. *Postpone Indefinitely*
 - D. order the *Previous Question*
- ___ 19. Which two motions below both require a second, are debatable, and require a majority vote to be adopted?
- A. *Previous Question* and *Raise a Question of Privilege*
 - B. *Postpone Indefinitely* and *Amend*
 - C. *Recess* and *Main Motion*
 - D. *Division of the Assembly* and *Parliamentary Inquiry*
- ___ 20. The purpose of a *Point of Order* is to
- A. call attention to a breach of rules.
 - B. make a *Parliamentary Inquiry*.
 - C. *Raise a Question of Privilege*.
 - D. reject a motion that has been stated by the chair.
- ___ 21. The privileged motion to *Recess*
- A. can be used to close a regular FFA meeting.
 - B. is debatable, and debate can go into the merits of the motion it is applied to.
 - C. is made when business is pending.
 - D. may be made by interrupting a member who is speaking.
- ___ 22. Which two motions below are in order when another FFA member has the floor?
- A. *Previous Question* and *Postpone Indefinitely*
 - B. *Commit or Refer* and *Recess*
 - C. *Amend* and *Main Motion*
 - D. *Point of Order* and *Raise a Question of Privilege*

THE LAST THREE QUESTIONS ARE FROM THE CURRENT EDITION OF THE OFFICIAL FFA MANUAL

- ___ 23. Which one of the following is not a duty of the Secretary?
- A. Assume all duties of the president if necessary
 - B. Prepare and present the minutes of each chapter meeting
 - C. Prepare and post the agenda for each chapter meeting.
 - D. Be responsible for chapter correspondence
- ___ 24. For the FFA meeting opening ceremonies, the sentinel is stationed by the
- A. owl.
 - B. door.
 - C. flag.
 - D. ear of corn.
- ___ 25. What is last item in the FFA order of business?
- A. New business
 - B. Officer reports
 - C. Closing ceremony
 - D. Entertainment, recreation, and/or refreshments

WRITTEN EXAMINATION
FOR THE 2014 NATIONAL INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

ANSWER KEY

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

- _____ 1. **An amendment to the privileged motion to *Recess***
- A. must relate to which members may take the recess.
 - B. is never allowed.
 - C. is not debatable.
 - D. requires a two-thirds vote to be adopted.
- _____ 2. **Who makes the initial ruling on the motion to *Raise a Question of Privilege*?**
- A. Members.
 - B. The chairman.
 - C. The parliamentarian.
 - D. The vice president.
- _____ 3. **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.
- _____ 4. **The chief advantage of committees is that they allow greater freedom of debate on motions. This means that members can speak**
- 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.
- _____ 5. **When an amendment is pending,**
- A. debate on the amendment is limited to one speech from each member.
 - B. the motion to be amended may not be discussed.
 - C. debate can extend into the merits of the motion to be amended.
 - D. another primary amendment may be applied to the motion to be amended.
- _____ 6. **The subsidiary motion to *Postpone Indefinitely***
- A. is in order when another member has the floor.
 - B. does not require a second.
 - C. is not a secondary motion.
 - D. is debatable and debate can go fully into the merits of the main question.
- _____ 7. **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.
- _____ 8. **The chair's reply to a parliamentary inquiry is not subject to an appeal because**
- A. the reply is an opinion and not a ruling.
 - B. an appeal is used only when the chair refuses a member's request for a *Division*.
 - C. an appeal must be made by a member who voted with the side that did not prevail.
 - D. the reply is always voted on by the assembly.

- ___ 9. 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.
- ___ 10. When a member makes a *Point of Order*, how is it normally decided?
- A. The chair rules on it.
 - B. It can be adopted by a majority vote of the assembly.
 - C. It can be adopted by a two-thirds vote of the assembly after it is seconded.
 - D. The parliamentarian rises after the breach of order is described by the member and immediately rules on it.
- ___ 11. Which statement below is true regarding debate?
- A. A member is entitled to debate two consecutive times.
 - B. The chair should recognize members who have the same opinion as often as possible.
 - C. The chair should alternate between those favoring and those opposing a measure.
 - D. The member who made a pending motion can speak on the question as many times as desired.
- ___ 12. The word *majority* means
- A. "exactly half."
 - B. "less than half."
 - C. "more than half."
 - D. 51%.
- ___ 13. A member who wishes to call another member out of order
- A. must rise, address the chair, and wait to be recognized.
 - B. need not gain recognition from the chair.
 - C. must first wait for the chair to call the member to order.
 - D. must rise for a parliamentary inquiry.
- ___ 14. The privileged motion to *Take a Recess*
- A. is in order when another member has the floor.
 - B. may be debated.
 - C. must be seconded.
 - D. is decided on by the chairman without a vote.
- ___ 15. If motion "B" is properly made and seconded while motion "A" is pending, this means that motion "B"
- A. *yields* to motion "A."
 - B. must be put to the assembly immediately.
 - C. *takes precedence over* motion "A."
 - D. is more important than motion "A."
- ___ 16. If a main motion is referred to a committee while the motion to *Postpone Indefinitely* is immediately pending, the motion to *Postpone Indefinitely*
- A. does not go to committee.
 - B. goes to committee with the main motion.
 - C. is voted on before the motion to *Refer*.
 - D. is automatically laid on the table.

- ___ 17. If ninety votes are cast at a regular meeting on a motion to *Move the Previous Question*, what is the minimum number of affirmative votes that would be required to adopt it?
- A. Forty
 - B. Forty-six
 - C. Sixty
 - D. Sixty-one
- ___ 18. Which statement below is false regarding a motion for a *Division of the Assembly*?
- A. The chair can take a rising vote without permission from the assembly.
 - B. No subsidiary motion can be applied to it.
 - C. Debate is allowed if the vote is to be counted and entered in the minutes.
 - D. The chair can order that a vote be counted.
- ___ 19. When a member is not the first to rise and address the chair, and still is assigned the floor, this member is said to be entitled to
- A. "preference in being recognized."
 - B. "a question of personal preference."
 - C. "preference due to previous consideration."
 - D. "precedence in assignment of the floor."
- ___ 20. Both a *Point of Order* and a *Parliamentary Inquiry* are
- A. decided by the chair.
 - B. amendable.
 - C. required to be seconded to be considered.
 - D. privileged motions.
- ___ 21. In amending a motion by *striking out* separate words, the best method is to make a motion to strike out
- A. the separate words.
 - B. the entire clause containing the separated words and insert a new clause.
 - C. one word and then immediately make another motion to strike out the other word.
 - D. the entire motion and substitute a new motion.
- ___ 22. Committee motions require a second if the committee consists of
- A. one person.
 - B. two persons.
 - C. three persons.
 - D. over three persons.

THE LAST THREE QUESTIONS ARE FROM THE 2011-2012 OFFICIAL FFA MANUAL

- ___ 23. The *Official FFA Manual* states that new business is taken up immediately after
- A. officer reports.
 - B. committee reports.
 - C. minutes of the previous meeting.
 - D. unfinished business.
- ___ 24. What is the last statement made by the president to close a meeting after the pledge of allegiance to the flag is made?
- A. **President:** "The president will now entertain a motion to adjourn this meeting."
 - B. **President:** (After a member makes the motion to adjourn): "Is there a second to adjourn this meeting?"
 - C. **President:** "I move that this meeting adjourn."
 - D. **President:** "I now declare this meeting adjourned."
- ___ 25. Which one of the following is not a duty of the FFA Secretary?
- A. Prepare and present the minutes of each chapter meeting.
 - B. Be responsible for chapter correspondence.
 - C. Maintain member attendance and activity records and issue membership cards.
 - D. Release news and information to local and regional news media.

WRITTEN EXAMINATION
FOR THE 2013 NATIONAL INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

ANSWER KEY

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

- _____ 1. **The privileged motion to *Recess*:**
A. requires a two-thirds vote to be adopted.
B. is amendable as to the length of the recess
C. is debatable.
D. need not be seconded.
- _____ 2. **The privileged device, *Raise a Question of Privilege*, is not**
A. amendable.
B. debatable.
C. seconded.
D. All of the above.
- _____ 3. **To properly call for the *Previous Question*, members should**
A. call out "Question" from their seats without being recognized.
B. say "I demand the question" without obtaining the floor.
C. raise a question of privilege without being recognized by the chair.
D. say "I move the previous question" after obtaining the floor.
- _____ 4. **If the chairman appoints a committee, who determines its chairman?**
A. The chairman who appointed the committee
B. The committee members
C. The assembly votes
D. The vice-president who is the administrator for committees
- _____ 5. **The primary purpose of using the subsidiary motion to *Amend* is to**
A. eliminate the main purpose of the main motion.
B. modify the wording of a pending motion.
C. lengthen the debate time on the main motion.
D. call for an immediate vote on the original main motion.
- _____ 6. **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 who 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.
- _____ 7. **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.
- _____ 8. **The chair is obligated to answer all *Parliamentary Inquiry* questions except those that**
A. explain the effects of a motion.
B. assist members in making an appropriate motion.
C. are hypothetical in nature.
D. help members understand the parliamentary situation.
- _____ 9. **A member can call for a division of the assembly on a motion from the time the negative vote has been cast until**
A. adjournment.
B. the chair announces the outcome of the voting.
C. adjournment at the next regular meeting.
D. the announcement of the result is complete or immediately thereafter.
- _____ 10. **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.

- _____ 11. Which one of the following results could result in a main motion to be adopted if the presiding officer decided to vote in the affirmative?
- A. 20 in favor and 20 opposed
 - B. 19 in favor and 20 opposed
 - C. 18 in favor and 22 opposed
 - D. 21 in favor and 22 opposed
- _____ 12. If you wanted to amend a pending main motion by placing words at the end of the motion, the proper form would be to say
- A. "I move to amend by inserting the word . . ."
 - B. "I move to amend by substituting . . ."
 - C. "I move to amend by adding . . ."
 - D. "I move to amend by striking out the . . ."
- _____ 13. Which one of the following motions cannot be amended?
- A. *Recess*
 - B. *Previous Question*
 - C. *Main Motion*
 - D. *Amend*
- _____ 14. A demand of a member to retake a vote by rising is called a *Division of the*
- A. *Assembly.*
 - B. *Members.*
 - C. *House.*
 - D. *Chapter.*
- _____ 15. If you were chairman, after a member makes a *Point of Order*, you should immediately ask the
- A. member to "state your point."
 - B. assembly for a second.
 - C. assembly for debate.
 - D. parliamentarian for an "immediate ruling."
- _____ 16. Which one of the following is not a subsidiary motion?
- A. *Postpone a Motion Indefinitely*
 - B. *Main Motion*
 - C. *Commit (or Refer)*
 - D. *Amend*
- _____ 17. According to *Robert's Rules of Order Newly Revised*, who "makes an amendment"?
- A. The assembly
 - B. The maker of the motion that the amendment is applied to
 - C. The member who offers the amendment
 - D. Both the member who proposed the amendment and the member who seconded it
- _____ 18. A general rule when wording a main motion is
- A. to offer statements such as "I so move," after informal consultation.
 - B. not to propose a motion that the assembly *refrain* from doing something.
 - C. to include negative statements.
 - D. never begin a motion with the words "I move that . . ."
- _____ 19. Which one of the following motions is undebatable but amendable?
- A. *Raise a Question of Privilege*
 - B. *Commit or Refer*
 - C. *Recess*
 - D. *Division of the Assembly*
- _____ 20. Which class of motions "aids the assembly in handling or disposing of a main motion"?
- A. Privileged
 - B. Incidental
 - C. Subsidiary
 - D. All of the above

- _____ 21. Which motion may interrupt a speaker, does not require a second, and is amendable?
- A. Recess
 - B. Raise a Question of Privilege
 - C. Point of Order
 - D. None of the above
- _____ 22. Which officer makes the following statement for the FFA chapter meeting Opening Ceremonies?
- “The rising sun is the token of a new era in agriculture.”
- A. President
 - B. Secretary
 - C. Vice President
 - D. Sentinel

THE LAST THREE QUESTIONS ARE FROM THE 2011-2012 OFFICIAL FFA MANUAL

- _____ 23. For the FFA chapter meeting Opening Ceremonies, the chapter reporter is stationed by the
- A. emblem of Washington
 - B. ear of corn
 - C. rising sun
 - D. flag
- _____ 24. Which one of the following is one duty of the FFA Vice President?
- A. Collect dues and special assessments
 - B. Coordinate all committee work
 - C. Prepare and maintain a chapter scrapbook
 - D. Welcome guests and visitors
- _____ 25. After FFA Opening Ceremonies, what is the next item considered for the order of business at a regular chapter meeting?
- A. Minutes of the previous meeting
 - B. Unfinished business
 - C. Officer reports
 - D. Committee reports

WRITTEN EXAMINATION
FOR THE NATIONAL 2012 INVITATIONAL
NOVICE PARLIAMENTARY PROCEDURE
COMPETITIVE EVENT

ANSWER KEY

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

Additional Questions for Conduct of a Chapter Meeting

Duties of Officers....Stations....FFA Order of Business

1. **In the opening ceremonies, the president is stationed by what marker?**
 - a. Bust of Washington
 - b. Shield of Friendship
 - c. Ear of Corn
 - d. Rising Sun

2. **The Bust of Washington can be associated to which officer in the official FFA Opening Ceremonies?**
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Sentinel

3. **Which emblem represents the Vice President?**
 - a. Plow
 - b. Shield of Friendship
 - c. Ear of Corn
 - d. Rising Sun

4. **The advisor can be associated with which symbol?**
 - a. Rising Sun
 - b. Owl
 - c. Door
 - d. Plow

5. **The Ear of Corn, which is grown in all 50 states, symbolizes which office?**
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Sentinel

6. **According to the official order business in the FFA Manual, what is the last item to be done before Closing Ceremonies?**
 - a. Reports of Officers
 - b. Unfinished business
 - c. New Business
 - d. Announcements

7. **True/False: Unfinished business and general orders will always come after new business.**
 - a. True
 - b. False

8. **Which order of business is responsible for introducing new items for consideration?**
 - a. Special Orders
 - b. Unfinished Business and General Orders
 - c. New Business
 - d. Announcements

9. Which officer's duties call for them to appoint committees and serve on them as an ex-officio, non-voting member?
- President
 - Vice President
 - Secretary
 - Sentinel
10. Which of these duties is not the responsibility of the President?
- Preside over meetings
 - Maintain member attendance and activity records and issue membership cards
 - Coordinate the activities of the chapter and evaluate the progress of each division of the POA
 - Represent the chapter in public relations and official functions
11. It is the responsibility of which officer to coordinate all committee work?
- President
 - Vice President
 - Secretary
 - Sentinel
12. Which of the following duties would be assigned to the Vice President?
- Be responsible for the chapters correspondence
 - Serve as chair of the POA public relations committee
 - Collect dues and special assessments
 - Coordinate all committee work
13. According to the Official FFA Manual, which officer would be responsible for preparing and submitting the membership roster and dues to the National FFA Organization?
- President
 - Secretary
 - Treasurer
 - Sentinel
14. Which duty would not be one of the Treasurer?
- Supervising chapter activities year-round
 - Receive, record and deposit FFA funds and issue receipts
 - Supervise as chairperson of the finance committee
 - Collect dues and special assessments
15. Releasing news and information to local and regional news media would most likely be the responsibility of which officer?
- Vice President
 - Sentinel
 - Advisor
 - Reporter
16. Which of the following duties would NOT be one of the Reporter?
- Serve as the chapter photographer
 - Publish a chapter newsletter or website
 - Maintain member attendance and activity records and issue membership cards
 - Work with local media on radio and television appearances and FFA news.
17. Keeping the meeting room, chapter equipment and supplies in proper condition are the responsibility of which officer?
- President
 - Vice President
 - Treasurer
 - Sentinel

18. A common responsibility of the Sentinel would be to?

- a. Welcome guests and visitors
- b. Serve as chair of the POA public relations committee
- c. Serve as chairperson of the finance committee
- d. Assume all duties of the president if necessary

19. The advisor would most like be responsible for?

- a. Presiding over meetings
- b. Preparing students for involvement in career development events and leadership programs
- c. Serve as the chapter photographer
- d. Keep the meeting room comfortable

20. The office most responsible for building school and community support for the program is the?

- a. President
- b. Vice President
- c. Reporter
- d. Advisor

Key for additional questions

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