

PARLIAMENTARY PROCEDURE DEFINITIONS

ABSTAIN	to refrain from voting
ADJOURN	to close a meeting officially
ADJOURNED MEETING	a meeting which is a continuation of a preceding regular or special meeting
ADOPT	to approve an action, motion or report
AGENDA	an outline of the order of business used by the chair for a meeting
AMEND	to change the wording of a motion, resolution, bylaw or other document
ANNUL	to rescind, repeal, or render void
APPROVE	to adopt, accept, agree to, or ratify
AUDIT	examination of the society's financial records
BOARD	a group of members of an organization created by, and given power to act for, the organization which determines its powers and duties
BYLAWS	a document containing the basic rules adopted by a society for governing itself
CARRIED	adopted
CAUCUS	a meeting to plan strategy toward a desired result
CHAIR	the presiding officer during a meeting; the station for the presiding officer
COMMITTEE	one or more persons appointed or elected to perform specified duties
CONSIDER SERIATIM	to consider a report or motion by paragraph
CONVENTION.....	a meeting or formal assembly of delegates usually chosen for one session only
DEBATE	to discuss a proposal giving reasons for or against it
DECORUM	proper conduct
DIVISION OF THE ASSEMBLY	the motion that calls for a rising vote
DIVISION OF A QUESTION	separating a motion into two or more parts for the purpose of debating and voting upon each part separately
EX-OFFICIO	by virtue of office
GENERAL CONSENT	a method of voting that allows an assembly to take action without the formality of a vote if nobody objects; unanimous consent
GERMANE	pertinent or relevant to the pending question
IMMEDIATELY PENDING QUESTION	the motion most recently stated by the chair and currently under consideration by

NAP Section I	the assembly
IN ORDER	complies with accepted procedure; does not violate any rules
LAY ON THE TABLE	to set aside a motion temporarily in order to consider a more urgent item of business
MAJORITY	more than half
MASS MEETING	a meeting of an unorganized group which is announced as open to everyone interested in a particular problem or purpose as determined by the meeting's sponsors
MINORITY REPORT	a report prepared by those disagreeing with the report of the majority
MINUTES	written report of what is done in a meeting
MOTION	a proposal that the assembly take a certain action or express a particular view
NEW BUSINESS	new matters presented to the assembly
NOMINATION	to name a person as a candidate for appointment or election
NULL AND VOID	having no legal effect
OBTAINING THE FLOOR	being recognized by the chair as having the exclusive right to speak
ORDER OF BUSINESS	the schedule of the items of business to be included in a meeting
OUT OF ORDER	in violation of the rules of an organization
PENDING	undecided; still under consideration
PENDING QUESTION	the motion stated by the chair and under consideration by the assembly
PLURALITY VOTE	the largest number of votes received by a candidate when there are three or more choices
POINT OF ORDER	an incidental motion used to call attention to a breach of the rules
PRECEDENCE	priority or rank over other motions
PREVAILING SIDE	the winning side
PREVIOUS NOTICE	informing the assembly that a question will be brought up for consideration at a later time
PRIORITY	rank; precedence
PRO TEM	a Latin term meaning temporarily
PUTTING THE QUESTION	putting a motion to a vote
QUORUM	the minimum number of members required to be present at a meeting in order to conduct business; the quorum should be specified in the bylaws

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RATIFY	to make a previously taken action valid
RECEIVE A REPORT	to hear a report
RECESS	a short break in the proceedings of a meeting
RESCIND	to repeal action previously adopted
RESOLUTION	a formal motion, usually in writing, which may contain a preamble
ROLL CALL VOTE	a vote taken by calling out the name of each member in order to place each individual vote on record
SECOND	an indication by a member that he wishes the proposed motion to be considered by the assembly
SECONDARY MOTION	a subsidiary, privileged, or incidental motion
SESSION	a meeting or series of connected meetings devoted to a single order of business
SPECIAL MEETING	a meeting called for a particular purpose which must be stated in the call of the meeting
STANDING COMMITTEE.....	a permanent committee; should be listed in the bylaws
STANDING RULES	rules adopted by the society which relate to details of administration
SUSTAIN	to uphold a ruling
TAKE FROM THE TABLE	the motion used to bring back for consideration a question which was laid on the table
TELLERS	those officially designated to count ballots or votes
UNANIMOUS CONSENT	general consent; no one dissenting
UNFINISHED BUSINESS	business to consider which carried over from the previous meeting
VIVA VOCE VOTE	a voice vote
WITHDRAW AMOTION	to remove one's own motion from consideration; requires consent from the assembly if motion has been stated by the chair.
YIELD	give way to

PARLEY TIPS

Here are five tips for the written segment of the event and five tips for the performance segment of the event. These tips are ones that have been utilized by many of your national winners.

WRITTEN SEGMENT

1. If your team truly desires to win, actually reading Robert's Rules of Order. Newly Revised is the absolute BEST WAY to achieve success.
2. Get the basics under control first. Know the ranking motions in order of precedence. Know whether a motion is debatable and/or amendable, the vote required for adoption, whether it must be seconded, and whether it can be reconsidered. Know the classification of motions.
3. Use a written test to determine the members of your team.
4. Have the members study individually but have weekly oral quizzes where all members question each other to encourage more studying.
5. Constantly remind members that without high scores on the written exam the team may not even get to participate in the performance segment of the event. Therefore, all of their practice for the performance segment will have been wasted.

PERFORMANCE SEGMENT

1. Always have a written script (See Example) with parts specifically assigned to each member.
2. Be sure to include all five classes of motions and all parts of the problem into your performance. Failure to do so will seriously hamper your chances of winning.
3. Limit your script to 7-8 minutes in length to allow for incorporating the problem into your performance.
4. Try to include something unique in your performance that will catch the judges' eyes. However, make sure that you handle it in accordance with correct parliamentary procedure. Avoid "cute" or overly complicated examples.
5. More frequent and shorter practices are more effective than less frequent longer practices. There is only so much that can be accomplished at one practice session.

DEMONSTRATION FOR PARLIAMENTARY PROCEDURE

President: The regular meeting of the FBLA-PBL Chapter will come to order. The Secretary will please read the minutes of the previous meeting.

Secretary: (Read the minutes.)

President: Thank you. Are there any corrections to the minutes? (Pause) If there are no corrections, the minutes are approved as read. The Chair recognizes (secretary), Chairman of the Social Committee for a report.

Treasurer: Mr. President, I call for the orders of the day

President: The orders of the day are called for. (Look at agenda) May we have the Treasurer's Report?

Treasurer: (Read report.)

President: Thank you. Are there any questions on the report? (Pause) The report will be filed. The Chair recognizes (secretary), Chairman of the Social Committee for a report.

Standing Committee

Report: (secretary)

President: Thank you. The Chair recognizes (member), Chairman of the Special Advisory Council Committee for a report.

Special Committee

Report: (member)

President: Thank you. A motion from a committee does not require a second. The motion before the assembly is that the chapter sponsor a Job Interview contest on December 8 with members of the Advisory Council serving as judges. Are you ready for the question? (Pause) As many as are in favor of sponsoring a Job Interview Contest on December 8 with members of the Advisory Council serving as judges say Aye. (All for) Those opposed say No. (Pause)

The Ayes have it, the motion is adopted, and the chapter will sponsor a Job Interview Contest on December 8 with members of the Advisory Council serving as judges.

"When seeking recognition, always say "Mr. (or Madam) President," followed by your name. When discussing, always say "I speak in favor," or "I speak in opposition."

President: Under unfinished business and general orders the first item of business is the motion concerning selling advertising for the Student Directory which was pending when the last meeting adjourned. The question is on the adoption of the motion that the chapter sell advertising for the Student Directory. Are you ready for the question?

Vice- (Get recognition)

President: I speak in favor of this motion. Selling advertising for the Student Directory would be a good way to raise money and would be a service to the school.

Secretary: (Get recognition)

I speak in opposition to the motion. There will not be enough members available this summer to sell advertising. I plan to be in Hawaii for a week and then I will be...

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Vice-

President: I rise to a point of order. (Interrupting speaker)

President: The member will state his/her point.

Vice-

President: I make the point of order that the Speaker's remarks are not germane to the motion.

President: The point of order is well taken. The Speaker's remarks concerning his/her summer travel are not germane to the motion.

Treasurer: Mr. President, I rise to a parliamentary inquiry.

President: The member will state his/her inquiry.

Treasurer: Is it in order at this time to move the previous question?

President: Yes, it is in order to move the previous question.

Treasurer: (Get recognition)

I move the previous question. (All Second)

President: The previous question is demanded. As many as are in favor of ordering the previous question on the motion concerning selling advertising for the Student Directory, please rise (pause) Thank you, be seated. Those opposed rise (pause; one is opposed) Thank you, be seated. There are two-thirds in the affirmative and the previous question is ordered.

The question is now on the adoption of the motion that the chapter sell advertising for the Student Directory. As many as are in favor say Aye. (pause) (All vote Aye except secretary). Those opposed say No. (pause) (secretary) The Ayes have it, the motion is adopted, and the chapter will sell advertising for the Student Directory.

President: New business is now in order. Is there any new business?

Member: (Get recognition)

I move that the chapter actively support the campaign to re-elect Senator Don Nickles.

Vice-

President: (Quick second)

Treasurer: (Rise without being recognized) Mr. President, I object to the consideration of this question.

President: The consideration of this question is objected to. Shall the question be considered? Those in favor of considering it, please rise. (ONLY MEMBER WHO MADE MOTION STAND)...Thank you...Be seated. Those opposed to considering the question, please rise. (OTHER THREE RISE). Thank you...be seated. There are two-thirds opposed and the question will not be considered.

President: Is there any further new business?

Vice- (Get recognition)

President: I move that the chapter invite all the FBLA-PBL members who attend the National Leadership Conference to a picnic in Reston, Virginia, on August 13.

(All Second)

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President: It is moved and seconded that the chapter invite all the FBLA-PBL members who attend the National Leadership Conference to a picnic in Reston, Virginia, on August 13. Are you ready for the question?

Vice: (Get recognition)

President: I speak in favor of this motion. A picnic would be a nice way for all the FBLA-PBL members who attend the National Leadership Conference to get together and reminisce.

Treasurer: (Get recognition)

I believe the pending motion will require longer discussion than we have time for this morning (or evening or afternoon). I move that when we adjourn, we adjourn to meet here tomorrow at 10:30 a.m.

(All Second)

President: It is moved and seconded that when we adjourn, we adjourn to meet here tomorrow at 10:30 a.m. Are there any amendments? As many as are in favor say Aye. (ALL VOTE AYE) Those opposed say No. The Ayes have it, the motion is adopted, and when we adjourn, we will adjourn to meet here tomorrow at 10:30 a.m.

Treasurer: (Get recognition)

(This must be the same person who fixed the time.) I move to postpone the pending motion to the adjourned meeting set for tomorrow morning.

(All Second)

President: It is moved and seconded to postpone the pending motion to the adjourned meeting set for tomorrow morning. Are you ready for the question? As many as are in favor of postponing the pending motion to the adjourned meeting set for tomorrow morning say Aye. (ALL VOTE AYE) Those opposed say No. The Ayes have it, the motion is adopted, and the motion is postponed to the adjourned meeting set for tomorrow morning. Is there any further new business?

Member: (Get recognition)

I move to reconsider the vote on the motion relating to selling advertising. I voted on the prevailing side.

Secretary: Second

President: It is moved and seconded to reconsider the vote on the motion relating to selling advertising for the Student Directory. Are you ready for the question on the motion to reconsider the vote?

Member: (Get recognition)

I speak in favor of the motion to reconsider the vote. I believe we decided too quickly, and I feel there will not be enough members available this summer to sell this advertising.

President: Are you ready for the question? As many as are in favor of reconsidering the vote on the motion relating to selling advertising say Aye. (2 Ayes, Member and Secretary) Those opposed say No. (2 Nos, V.D. and Treasurer) The Ayes have it. The motion

Treasurer: Division. (Interrupting President and without obtaining floor)

President: A division is called for. Those in favor of reconsidering the vote on the motion relating to selling advertising please rise. (2 rise, Member and Secretary)...Thank you...Be seated. Those opposed please rise. (2 rise, V.D. and Treasurer)..Thank you...Be seated. There are two in the affirmative and two in the negative. There being a tie, the motion is lost, and the vote will not be

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reconsidered.

Member: (Get recognition)

There will be a party in our adviser's room following the awards program.

President: Is there any further business? (Pause) Since there is no further business, the meeting is adjourned.

Social Committee Report

The committee on social activities reports that a Spring picnic has been planned for April 6. Details will be typed and sent to each member.

Special Advisory Council Committee Report

The committee appointed to investigate the possibility of having an Advisory Council activity for the Fall recommends sponsoring a Job Interview Contest. On behalf of the committee, I move that the chapter sponsor a Job Interview Contest on December 8 with members of the Advisory Council serving as judges.

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FBLA-PBL CHAPTER MINUTES

The regular meeting of the FBLA-PBL Chapter was held on Saturday, October 1, 1997, at 6:30 p.m. in the Harvey Business Center, the President being in the chair and the Secretary being present. The minutes of the last meeting were approved as read.

The Treasurer reported that the balance as of October 1 was \$1,400. The report was filed.

Doug Nossaman, reporting on behalf of the Alumni Committee, moved "that the chapter have special plaques made for the three alumni charter members." The motion was adopted after debate.

The special committee appointed to investigate the feasibility of a trip to visit the Edmond FBLA Chapter reported. Sheila Fagan, Chairman, moved "that the chapter visit the Edmond FBLA Chapter on January 8," which was adopted after debate.

The motion relating to the Business Career Day which was postponed from the last meeting was taken uD. After debate and amendment, the motion was adopted as follows: "that the Business Career Day be an annual event held each February."

Tim Bevins moved "that the chapter sell advertising for the Student Directory." On the motion of Jon Haire, the meeting was adjourned and the main motion was left pending.

The meeting was adjourned at 7:15 p.m.

_____, Secretary

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REPORT OF THE TREASURER FBLA-PBL CHAPTER

Date

Balance on Hand, October 1, 200x		\$1,400.00
Receipts		
Donations	\$350.00	
Total Receipts		350.00
TOTAL		\$1,750.00
Disbursements		
Registration for National Leadership Conference	\$800.00	
Officers Expenses for National Leadership Conference	\$250.00	
TOTAL DISBURSEMENTS		\$1,050.00
Balance on Hand, date		700.00
TOTAL		\$1,750.00

_____, Treasurer

INTRODUCTION TO NAP REGISTRATION EXAMINATION

This study guide is designed to assist you in preparing for the National Association of Parliamentarians (NAP) Registration Examination. It can be used by an individual who is studying alone; in a group setting where several students are meeting together; or in a class situation under the direction of a teacher. A computer program, ParlQuest*, on a CD ROM may be purchased from NAP Headquarters which presents the same 1200 questions found in this Study Guide. This program is an interactive tool and is a significant aid to self study.

Only members of NAP are eligible to apply for the examination. The NAP Registration Examination contains five parts. The entire examination is based on the tenth edition of Robert's Rules of Order Newly Revised (RONR).

PART I Research (Open Book)

This part of the examination is open book and consists of five (5) research questions. Each question is a direct quote from RONR. The applicant is given thirty (30) minutes to locate the page references. The applicant must locate four (4) of the five (5) references to obtain a passing grade of eighty percent (80%). There are practice research questions in Appendix A but not the actual test research questions.

PART 11 Motions and Related Procedures

This part of the examination consists of one hundred (100) questions selected from the four hundred (400) published study questions for Part II, RONR, pD. 55-78, 95-333.

Fifteen (15) incorrect answers are permitted to obtain a passing grade of eight-five percent (85%).

PART III Meetings, Sessions, Conventions, and Related Procedures

This part of the examination consists of eighty (80) questions selected from the three hundred twenty-five (325) published study questions for Part III, RONR pD. 1-9, 19-26, 79-94, 334-386, 526-547, 581-623.

Twelve (12) incorrect answers are permitted to obtain a passing grade of eight-five percent (85%).

PART IV Officers, Elections, Voting, Boards and Committees, and Related Procedures

This part of the examination consists of eighty (80) questions selected from the three hundred twenty-five (325) published study questions for Part IV, RONR, pD. 26-54, 387-525.

Twelve (12) incorrect answers are permitted to obtain a passing grade of eight-five percent (85%).

PART V Rules of the Assembly and Related Procedures

This part of the examination consists of forty (40) questions selected from the one hundred and fifty (150) published study questions for Part V, RONR, pD. 9-18, 548680, 624-643.

Six (6) incorrect answers are permitted to obtain a passing grade of eighty-five percent (85%).

A minimum grade of eighty-five percent (85%) on Parts II, III, IV, and V, and eighty percent (80%) on Part I will be required to attain the designation of registered parliamentarian. An applicant who has passed at least two (2) parts may retake any part or parts not passed within one (1) year from the date the first examination was taken. If all parts are not successfully completed within that time, the entire examination must be retaken.

All applicants who take a registration examination shall receive, within sixty (60) days of the examination date, a list of the questions that were missed from the published set of twelve hundred (1,200) study questions. Missed questions will be identified by number and examination part.

A notice of success or failure, with scores, will be prepared by the Registration Examiners Committee and sent to the applicant. Upon successful completion of the entire examination, a Certificate of Registration will be sent to the applicant from NAP headquarters, accompanied by a letter of congratulations from the president. A new membership card with the new classification will be sent from headquarters as soon as processing can be completed.

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An application to take the registration examination must be mailed to headquarters, postmarked at least forty (40) days prior to the date of the examination. In extenuating circumstances an exception may be granted by the chairman. An application is included in this study guide. Additional applications may be reproduced or obtained from National Association of Parliamentarians, 213 South Main Street, Independence, MO 64050-3850.

The examination must be monitored by a registered or professional registered parliamentarian other than the primary instructor(s) of the applicant or, if not available, by a librarian, school official, community leader, etc. An additional monitor must assist when more than four (4) examinations are being administered at the same time. The examination must be completed in one (1) day.

Before beginning your study of the questions, read carefully the tips for effective study and learning retention in Appendix A. Then, in planning your study program, decide the number of questions from this 1,200 series you want to cover each day or week. The date you set for filing your Registration Examination Application will help you in planning your study modules.

When you begin your study, try to answer the questions without looking in RONR to test the knowledge you already have. If you are not certain of the answer, locate it in RONR, write it down and take a few moments to visualize a situation concerning the subject of the question. Picture yourself encountering it as a presiding officer, a member of the assembly, or a parliamentarian serving an organization. This will reinforce your knowledge of that particular subject and help you answer a similar question, if you find one on the examination. After determining the answer to the question, turn to Appendix C of this study guide to confirm that your answer is the same as the Registration Examiners Committee's answer.

If you are not able to find the answer in RONR, turn to Appendix B of this study guide to find the page reference on which the answer can be found. If you are not able to determine the answer after studying the reference page(s), turn to Appendix C of this study guide to find the answer.

The National Association of Parliamentarians wishes you much success in your quest to earn the designation of Registered Parliamentarian. Additional information may be obtained by contacting the chairman of the Registration Examiners Committee, whose name, address, and telephone number are printed in the NAP Membership Manual.

NAP REGISTRATION EXAM QUESTIONS - 10th Edition - PART II

1. Which of the following are classified as secondary motions?

- A. Original main motions.
- B. Incidental motions.
- C. Incidental main motions.
- D. Motions that bring a question again before the assembly.

2. Which statement is true?

- A. Incidental motions have an assigned position in the order of precedence of motions.
- B. More than one secondary motion may be pending at a time.
- C. There are four classes of secondary motions.
- D. There are twelve ranking motions.

3. Subsidiary, privileged, and incidental motions are:

- A. ranking motions.
- B. privileged motions.
- C. secondary motions.
- D. pending motions.

4. Before any other business can be brought up, a motion must be disposed of with the exception of:

- A. certain privileged questions.
- B. incidental main motions.
- C. the motion to rescind or amend something previously adopted.
- D. motions that bring a question again before the assembly.

5. Secondary motions:

- A. cannot be made and considered while a main motion is pending.
- B. cannot be debated or amended.
- C. must be acted upon or disposed of before direct consideration of the main question can be continued.
- D. require a majority vote.

6. The motion to lay on the table should be used to:

- A. dispose of a main motion without bringing it to a vote.
- B. delay consideration of a question until a later specified time.
- C. delay consideration of a question until a committee can report findings on the subject to the assembly.
- D. interrupt consideration of a main motion temporarily until a majority wishes to consider it again.

7. The motion which must be voted on first is:

- A. an amendment to the motion to recess.
- B. the previous question.
- C. to postpone to a certain time.
- D. to take a recess.

8. Which of these subsidiary motions has no corresponding incidental main motion?

- A. Commit or refer.
- B. Limit or extend limits of debate.
- C. Previous question.
- D. Postpone indefinitely.

NAP Section II

9. Questions of privilege not in the nature of a request which are brought up while no business is pending are moved the same as any:

- A. privileged motion.
- B. subsidiary motion.
- C. main motion.
- D. incidental motion.

10. The motion to recess made when no business is pending is:

- A. a privileged motion.
- B. not debatable.
- C. an incidental main motion.
- D. an original main motion.

11. Proper handling of a substitute amendment tends to ensure:

- A. a fairer means of debate on an issue by creating alternatives.
- B. that the provisions of the version first offered receive appropriate consideration without impeding free debate of the proposal to substitute.
- C. the matter will be resolved at that meeting.
- D. that discussion will be germane to the issue at hand and that there will be a resolution of the matter at that meeting.

12. The motions to rescind and to amend something previously adopted:

- A. only requires a majority vote in committee.
- B. can be applied to a policy which has continuing force.
- C. can have the affirmative vote reconsidered.
- D. may not be applied to an appeal that has been taken from a ruling of the chair.

13. Once a committee to which a resolution or main motion has been referred commences its deliberation:

- A. the committee is free to consider and recommend for adoption any amendment to the motion so referred by the assembly.
- B. the committee is not free to consider and recommend for adoption amendments that were defeated by the assembly.
- C. the committee is limited to considering and recommending for adoption any amendments that were adopted by the assembly.
- D. the assembly may only consider amendments proposed by the committee.

14. An incidental main motion:

- A. is a main motion that relates to the business of the assembly, or its past or future action.
- B. is usually presented in writing.
- C. always corresponds to secondary motions described by the same or similar names.
- D. marks the beginning of a particular involvement of the assembly in a substantive matter.

15. The chief difference in the rules governing original and incidental main motions is:

- A. incidental main motions require only a majority vote.
- B. objection to consideration of a question can be applied only to an original main motion.
- C. only incidental main motions can be reconsidered.
- D. only incidental main motions carry with them pending subsidiary motions when laid on the table.

16. All of the following are misuses of lay on the table except:

- A. moving to lay a pending question on the table if there is evidently no other matter urgently requiring immediate attention.
- B. moving to lay on the table with the intention of killing a motion without a direct vote.
- C. suppressing a question without debate.
- D. the laying of intervening matters on the table in succession to bring another matter up out of its' order.

17. A properly framed motion should:

- A. propose that the assembly refrain from taking an action.
- B. reaffirm positive action taken previously.
- C. refrain from allowing delegate instructions to be given.
- D. be concise, unambiguous and complete in form.

18. A committee:

- A. may take a matter out of a subcommittee's hand.
- B. must allow assembly members to be present during its' deliberations.
- C. must allow a subcommittee to report before taking up an issue referred to the subcommittee.
- D. must hold disciplinary hearings when a subcommittee fails to report.

19. A preamble which is placed before the resolving clauses of a resolution:

- A. should state the background and reasons for the resolving clauses.
- B. should list the arguments for and against the resolution.
- C. should be specifically mentioned in the motion to adopt the resolution.
- D. All of the above are correct.

20. In considering a resolution which has a preamble, the preamble is:

- A. amended before the resolving clauses.
- B. amended with the resolving clauses.
- C. amended last.
- D. not amendable.

21 A motion within the control of the assembly, because it has not been finally disposed of, may be renewed if:

- A. postponed to the next session.
- B. laid on the table.
- C. voted on and a motion to reconsider made but not called up.
- D. more than a quarterly time interval will elapse before the next regular session.

22. A motion to censure the action of an officer:

- A. is not debatable.
- B. is not amendable.
- C. opens the entire question to debate.
- D. may not be reconsidered.

23. The adoption of the motion to postpone indefinitely:

- A. suppresses the main motion for all future meetings.
- B. allows the main motion to be brought up again at the business meeting the next day during a convention.
- C. allows the action to be renewed after intervening business has transpired.
- D. kills the main motion for the duration of the session.

24. The motion to ratify:

- A. is an incidental main motion.
- B. requires a two-thirds vote for adoption.
- C. is usually undebatable.
- D. is a privileged motion.

25. The motion to reconsider can be applied to the vote on any motion except:

- A. an order limiting or extending debate.
- B. a main motion with an appeal pending.
- C. another motion to reconsider.
- D. an affirmative vote on a contract even though the party to the contract has not been notified.

NAP Section II

26. The motion to postpone indefinitely:

- A. can be renewed during the same session if the main question is materially amended.
- B. goes to a committee with the referred main motion.
- C. is a secondary motion.
- D. is ignored if pending when the main motion is laid on the table.

27. A friendly amendment:

- A. is used by others to defeat the main motion.
- B. is not debatable and does not require a second.
- C. must be open to debate and vote or unanimous consent.
- D. requires the acceptance of the maker of the main motion.

28. After it has been voted to insert words, those words may be changed by:

- A. amending by striking out the words just inserted.
- B. reconsideration of the vote to insert the words.
- C. objecting to the consideration of the question.
- D. calling for the previous question.

29. In organizations that meet less often than quarterly time intervals, or that meet as a convention of delegates, the bylaws should require which individual to issue a call of each meeting?

- A. President.
- B. An elected officer.
- C. An appointed officer.
- D. Secretary.

30. When it is moved to amend by striking out an entire paragraph, the paragraph that would be struck out is:

- A. amendable by any of the three forms relating to words.
- B. amendable by striking out words from the primary amendment.
- C. amendable by substitution.
- D. not amendable.

31. The amendment to strike out and insert words:

- A. prohibits different words from being inserted in the same place.
- B. prohibits the same words from being struck from one place to be inserted in another.
- C. prohibits striking out words in one place and inserting different words in another place except by unanimous consent.
- D. may be used as the form of an amendment by substitution.

NAP Section II

32. When the amendment to strike out and insert which applies to words is pending:

- A. it is referred to as a substitute motion.
- B. secondary amendment of each element is in order.
- C. the two parts may be separated by a division of the question.
- D. the two parts may be amended by a single action.

33. What is the correct procedure in handling a substitute motion?

- A. Perfect the motion, perfect the substitute, vote on the substitution, and proceed to the next item of business.
- B. Perfect the substitute, perfect the motion, vote on the substitution, vote on the adoption of the remaining motion', and proceed to the next item of business.
- C. Perfect the motion, perfect the substitute, vote on the substitution, vote on the adoption of the remaining motion, and proceed to the next item of business.
- D. Perfect the substitute, perfect the motion, vote on the substitution, and proceed to the next item of business.

NAP Section II

34. After a paragraph has been substituted for another, it may be amended only by:

- A. striking out.
- B. inserting.
- C. adding.
- D. striking out and inserting.

35. A motion to create a blank is:

- A. an incidental motion.
- B. an incidental main motion.
- C. a subsidiary motion.
- D. a privileged motion.

36. Blanks to be filled with amounts of money should be arranged according to the following voting priority:

- A. the one least likely to be acceptable will be voted on first.
- B. the one most likely to be acceptable will be voted on first.
- C. they are voted on in the order that the proposals were submitted.
- D. the last one proposed will be voted on first.

37. A variation of the motion to commit that is usually most suitable for ordinary societies whose meetings are not large is the motion to:

- A. go into executive session.
- B. go into a committee of the whole.
- C. go into quasi committee of the whole.
- D. consider informally.

38. In preparing a written motion or resolution, it is often advisable to:

- A. allow the parliamentarian to write the resolution.
- B. allow the secretary to write the resolution.
- C. consult with members who can be of assistance in perfecting it.
- D. allow no one except the seconder to know about the resolution.

39. Which of the following subsidiary motions best describe variations of the motion to commit?

- A. Committee of the whole.
- B. Informal consideration.
- C. Quasi committee of the whole.
- D. All of the above are correct.

40. When any paper is laid before the assembly for action:

- A. if a member was absent from the hall, he may request it be read again.
- B. even if there is debate or amendment, it may not be read again.
- C. it is the right of every member that it be read once.
- D. a request may not be made to re-read, even for information.

41. The motion to discharge a committee:

- A. is necessary when the committee's final report has been received.
- B. if adopted, can be reconsidered.
- C. is not amendable.
- D. is debatable, and debate can go into the merits of the question in the hands of the committee.

NAP Section II

42. A general order of the day set for a specified hour:

- A. can interrupt pending questions.
- B. cannot come up before that time except by a two-thirds vote to suspend rules or reconsideration.
- C. can supersede a special order for a particular hour that comes into conflict.
- D. is taken up before any other orders of the day for the same time that were made before this general order was made.

43. When a committee is named by the assembly without designating a chairman:

- A. the body that elected the committee members names the chairman.
- B. the chair names the chairman.
- C. the chairman is the first-named member of the committee.
- D. the committee elects its own chairman.

44. Where no more than quarterly time intervals elapse between sessions, an order of the day cannot be made for a time:

- A. beyond the end of the next regular business session.
- B. beyond the end of the present session.
- C. during the next regular business session.
- D. none of the above are correct.

45. If a motion to invite a speaker for next week's meeting is pending, a motion to postpone consideration until next week's meeting may be stated by the chair as:

- A. a motion to postpone and make a special order.
- B. a motion to lay on the table.
- C. a motion to postpone indefinitely if in order at the time.
- D. a motion to suspend the rules.

46. If the assembly does not wish to adjourn a meeting within a convention at the time scheduled in the agenda or program, the matter is handled by:

- A. setting aside the orders of the day.
- B. a majority vote of the assembly.
- C. the presiding officer.
- D. a motion to fix the time at which to adjourn.

47. The effect of postponing a question to a specified hour:

- A. provides that the matter will come before the assembly at a time named or a later time.
- B. makes it impossible to reconsider the question except by a two-thirds vote.
- C. prevents debate on the question by dissenting members.
- D. makes it a special order.

48. Which of the following can be applied to a main motion?

- A. Lay on the table.
- B. Call for the orders of the day.
- C. Recess.
- D. Appeal.

49. Several questions that are postponed to the same time without being made special orders are:

- A. taken up as unfinished business.
- B. taken up in the order in which they were postponed.
- C. taken up only after all other general orders have been disposed of.
- D. out of order.

50. The motion to limit debate can be applied:

- A. only to the immediately pending question.
- B. to an entire series of pending questions.
- C. to the privileged motion to recess.
- D. to the motion to lay on the table.

51. The following motions usually require a two-thirds vote:

- A. suspend the rules, previous question, point of order.
- B. previous question, amend, recess.
- C. limit or extend limits of debate, point of information, point of order.
- D. previous question, suspend the rules, limit or extend limits of debate.

52. If a motion to close debate in twenty minutes is adopted, it is not in order to:

- A. move to lay the question on the table.
- B. move to refer the matter to a committee.
- C. move the previous question.
- D. raise a point of order.

53. If a motion to limit speeches on a particular question to two minutes per speaker is adopted, such action:

- A. does not cause another such conflicting motion to be out of order.
- B. causes any previously adopted motion to limit debate to be null and void.
- C. goes with the pending question after such question has been referred to a committee.
- D. may not be reconsidered.

54. If a main motion is laid on the table:

- A. all adhering questions go with it.
- B. a motion on a similar subject may be considered.
- C. it has the effect of setting aside the orders of the day.
- D. it has the effect of suspending the rules.

55. The previous question:

- A. takes precedence over the motion to lay on the table.
- B. pertains to the last question previously considered.
- C. is in order when another has the floor.
- D. does not prevent the making of privileged or incidental motions as applicable.

56. The previous question is not allowed in:

- A. committees.
- B. conventions.
- C. mass meetings.
- D. local assemblies of organized societies.

57. When a main motion and the previous question are pending, which of the following motions is in order?

- A. Postpone to a certain time.
- B. Limit or extend limits of debate.
- C. Adjourn after consideration of the pending question.
- D. Recess for thirty minutes.

NAP Section II

58. When a resolution having a preamble is pending, if the previous question is ordered on the resolution before consideration of the preamble has been reached, the order:

- A. requires an immediate vote on the preamble without debate or amendment.
- B. does not apply to debate and amendment of the preamble, to which the assembly proceeds immediately.
- C. requires an immediate vote on the resolution without voting on the preamble.
- D. allows amendment of the preamble without debate.

59. If a series of questions on which the previous question has been ordered ceases to be the pending business before all of the motions affected by the order have been voted on, execution of the order is said to be:

- A. redundant.
- B. exhausted.
- C. fully implemented.
- D. interrupted.

60. When a motion is laid on the table:

- A. consideration can be resumed at the will of a majority.
- B. it can be considered only by action of the chair.
- C. it cannot be considered again until the next meeting.
- D. it must be referred to a committee.

61. A rule relating to parliamentary procedure requires:

- A. a two-thirds vote for its amendment.
- B. a two-thirds vote for its suspension.
- C. a majority vote of the members present and voting for its suspension.
- D. previous notice and two-thirds vote for its suspension.

62. If in order at the time, the motion to call for the orders of the day:

- A. requires a second.
- B. can interrupt when another has been assigned the floor.
- C. is debatable.
- D. is amendable as to time.

63. The action required to refuse to proceed to the orders of the day is a:

- A. demand by a single member.
- B. majority vote.
- C. two-thirds vote.
- D. two-thirds vote in the negative.

64. Although it is preferable to divide a question when it is first introduced, a motion to divide can be made at any time:

- A. when an amendment which it is proposed to divide is immediately pending.
- B. when the motion to postpone indefinitely is immediately pending.
- C. when the main motion is immediately pending.
- D. All of the above are correct.

65. A call for the orders of the day cannot be made in:

- A. a committee.
- B. an informal consideration.
- C. a committee of the whole.
- D. a quasi committee of the whole.

NAP Section II

66. The assembly's refusal to proceed to the orders of the day is similar to:

- A. suspending the rules.
- B. a question of privilege of the assembly.
- C. postpone indefinitely.
- D. lay on the table.

67. When the orders of the day are called for:

- A. the orders can be set aside by a two-thirds vote in the negative.
- B. the orders can be set aside by a majority vote.
- C. the chair can change the agenda.
- D. the orders must be acted on.

68. The admissibility of a request or motion arising out of a question of privilege:

- A. requires a two-thirds vote.
- B. is ruled upon by the chair.
- C. may be postponed indefinitely.
- D. must be decided upon by the assembly.

69. A motion that is pending after having been admitted as a question of privilege is:

- A. a privileged motion.
- B. not debatable.
- C. not amendable.
- D. treated as a main motion.

70. Fix the time to which to adjourn:

- A. is out of order at an adjourned meeting.
- B. is out of order when there is no meeting scheduled later in the same session.
- C. is always a privileged motion.
- D. does not affect when the present meeting will adjourn.

71. The motion to fix the time to which to adjourn is:

- A. in order when another has the floor.
- B. not a privileged motion.
- C. the highest ranking privileged motion.
- D. the lowest ranking privileged motion.

72. The privileged motion to recess:

- A. takes precedence over all other motions except the motion to adjourn.
- B. is made while no other business is pending.
- C. requires that a recess begin immediately.
- D. is debatable.

73. The motion to recess, when no question is pending:

- A. is not amendable.
- B. is not debatable.
- C. requires a two-thirds vote.
- D. sets the time for the recess.

74. After an agenda or program has been adopted it may be changed by:

- A. a majority vote.
- B. a vote of a majority of the entire membership.
- C. a vote to reconsider.
- D. none of the above.

NAP Section II

75. The unqualified motion to adjourn is:

- A. a privileged motion.
- B. in order when another has the floor.
- C. debatable and amendable.
- D. in order while the assembly is engaged in voting.

76. A motion to adjourn at a future time is:

- A. a main motion.
- B. a privileged motion.
- C. not debatable.
- D. not amendable.

77. Except as the assembly may have adopted rules providing otherwise, the effect of an adjournment on a pending motion or an incomplete order of business when the adjournment closes a session in a body that does not have regular sessions as often as quarterly, or closes a session that ends the term of some of the members is as follows:

- A. the complete order of business is followed at the next regular session.
- B. business that is unfinished at the time of adjournment falls to the ground.
- C. business is immediately resumed at the next meeting at the point where it was left off.
- D. the business is taken up under unfinished business at the next regular session.

78. If the bylaws of an organization provide for the calling of a special convention after the regular convention session has been held:

- A. the assembly meets as a body already organized when such a session is convened.
- B. a credentials report will be necessary to account for any change in officers and other modifications in the voting body.
- C. this assembly should meet as a distinct session with a body of delegates and alternates which must be chosen anew under provisions established in the bylaws.
- D. program items normally associated with conventions of the organization need to be provided for.

79. Which motion can be renewed after progress in business?

- A. Rescind.
- B. Adjourn.
- C. Postpone indefinitely.
- D. Question of privilege.

80. When a motion to strike out certain words is made:

- A. it can be applied only to consecutive words.
- B. it is necessary to specify the location.
- C. a secondary amendment may separate the words.
- D. All of the above are correct.

81. A point of order:

- A. is debatable when referred to the assembly by the chair.
- B. may not interrupt a person reading a report.
- C. does not yield to privileged motions.
- D. may ordinarily be raised at any time before the vote is taken on the pending question.

82. Under certain circumstances, which of the following motions may become debatable?

- A. Motion to create a blank.
- B. Motion to reopen the polls.
- C. Motion relating to nominations made while election is pending.
- D. Point of order.

NAP Section II

83. The statement that "a point of order is handled much as an appeal when submitted to the assembly for a decision" means that:

- A. the rules governing its debatability are the same as for an appeal.
- B. a tie vote carries the motion as in an appeal.
- C. the vote may be reconsidered as in an appeal.
- D. All of the above are correct.

84. Objection to the consideration of the question must be raised:

- A. immediately after the maker of the main motion has had the opportunity to speak on the motion the first time.
- B. before the chair has stated the main motion which places such motion before the assembly.
- C. before the debate has begun on the main motion or any subsidiary motion has been stated by the chair.
- D. before the meeting is adjourned

85. A motion that the assembly refrain from doing something is out of order if the:

- A. membership wishes to make certain that a subordinate body does not take action at a later time.
- B. motion expresses an opinion as to why no action should be taken.
- C. motion instructs delegates to refrain from voting.
- D. motion is equivalent to adopting no motion at all.

86. The minimum affirmative vote necessary to sustain the decision of the chair when an appeal has been made is:

- A. more than one third.
- B. a three-fourths vote.
- C. a tie vote.
- D. a two-thirds vote.

87. The chair has ruled that an amendment is not germane and a member has appealed from the decision of the chair. The chair should then state the question on the appeal by saying:

- A. "As many as are in favor of sustaining the appeal from the chair's decision, say 'aye'...."
- B. "As many as are in favor of sustaining the chair's decision, say 'aye'...."
- C. "As many as are of the opinion that the amendment is germane, say 'aye'...."
- D. "As many as are of the opinion that the amendment is not germane, say 'aye'...."

88. A motion cannot be divided unless:

- A. it is one whose parts cannot easily be separated.
- B. each part presents a proper question for the assembly to act upon if none of the other parts is adopted.
- C. new language is introduced.
- D. the effect of adopting all the parts will be a different question.

89. To immediately reach an item which falls later in the regular order of business, one may:

- A. postpone a class of business to a certain time.
- B. lay all of the intervening business on the table.
- C. suspend the rules.
- D. raise a point of order.

90. In standing and special committees, the motion to reconsider:

- A. can be applied to a question one time only.
- B. always requires a two-thirds vote to adopt.
- C. can be made and taken up regardless of the time that has elapsed since the vote was taken.
- D. can be made by any member of the committee, even one who was absent.

NAP Section II

91. Which of the following can be laid on the table?

- A. Objection to the consideration of a question.
- B. A main motion to which an objection to the consideration has been raised.
- C. An undebatable appeal that does not adhere to the main motion.
- D. A group of main motions listed as unfinished business.

92. Objection to the consideration of a question yields to the motion:

- A. postpone indefinitely.
- B. commit or refer.
- C. lay on the table.
- D. previous question.

93. Objection to the consideration of a question:

- A. can be applied to main and subsidiary motions.
- B. can be applied to petitions and communications from a superior body.
- C. requires a two-thirds against consideration to sustain the objection.
- D. cannot be submitted by the presiding officer on his own initiative.

94. Which of the following is most likely to be moved in combination with another motion?

- A. Appeal.
- B. Suspend the rules.
- C. Division of the question.
- D. Consider seriatim.

95. Which of the following motions is ordered by the demand by only one member?

- A. Call for a counted vote.
- B. Objection to the consideration of a question.
- C. Call for a division of the assembly.
- D. Closing of nominations.

96. When filling a blank prescribing the method of voting to be used, the following method is voted on first:

- A. that which takes the least time.
- B. the order in which they were named.
- C. in reverse of the order they were offered.
- D. that which takes the most time.

97. A request to be excused from a duty:

- A. essential to the functioning of a society is a question of privilege.
- B. requires a two-thirds vote since it changes a prior action.
- C. is debatable but not amendable.
- D. wherein a member is elected and declines requires notice to complete the election.

98. A request to be relieved from a duty essential to the functioning of a society or assembly:

- A. is undebatable.
- B. may be reconsidered.
- C. is a question of privilege affecting the organization of the assembly.
- D. is a privileged motion and cannot be granted by unanimous consent. _____

99. A question that has been laid on the table can be taken from the table:

- A. at such time as the maker of the motion specifies when the motion to lay on the table is made.
- B. at the next regular session if such session will be held before a quarterly time interval has elapsed.
- C. by moving to renew the question.
- D. at the succeeding convention if such is held within one calendar year.

NAP Section II

100. Which of the following motions will no longer adhere if laid on the table with a main motion at one session and subsequently taken from the table during the next session?

- A. Commit or refer.
- B. Previous question.
- C. Postpone to a certain time, if taken from the table before the time of the proposed postponement.
- D. Postpone indefinitely.

101. Adoption of the motion to rescind and expunge from the minutes requires a:

- A. two-thirds vote.
- B. majority vote.
- C. unanimous vote.
- D. majority vote of the entire membership. _____

102. The motion to discharge a committee requires:

- A. a majority vote with previous notice.
- B. a vote of a majority of the entire membership.
- C. a two-thirds vote.
- D. All of the above are correct. _____ ^ _____

103. If the assembly wishes to consider again a motion referred to a committee earlier in the same meeting, it is appropriate to:

- A. reconsider the vote on referral of the motion.
- B. rescind the action taken earlier.
- C. raise a question of privilege.
- D. discharge the committee.

104. Which of the following cannot be renewed in connection with the same main question during the same session after material progress in debate?

- A. Lay on the table.
- B. Adjourn.
- C. Call for the orders of the day.
- D. Postpone indefinitely.

105. Which of the following motions cannot be renewed at the same session on the same question?

- A. Part of a series of resolutions that has been lost.
- B. Postpone indefinitely.
- C. Take from the table.
- D. Recess.

106. A main motion cannot be renewed at the same session, unless there is a change of wording or circumstances sufficient to present a new question, except:

- A. by reconsidering the vote.
- B. by rescinding the motion.
- C. by amending something previously adopted.
- D. All of the above are correct.

107. If the chair becomes convinced that members are using parliamentary forms for obstructive purposes, the chair should:

- A. rule such motions out of order.
- B. not recognize these members.
- C. never permit his personal feelings to affect his judgment.
- D. All of the above are correct. _____

108. The bylaws set the election of officers to be held at the annual meeting. The night of the annual meeting is stormy and the attendance is abnormally small, but a quorum is present. What is the recommended action?

- A. After a motion to fix the time to which to adjourn is adopted, postpone the elections to the adjourned meeting.
- B. Hold the elections because the bylaws cannot be suspended.
- C. Postpone the election to the next meeting and make it a special order.
- D. All of the above are correct.

109. A vote in favor of substituting an entire main motion ordinarily:

- A. is a vote to adopt the substitute.
- B. is a secondary amendment.
- C. is a vote to kill any provisions of the original version that are not included in the substitute.
- D. cannot be used to defeat or work against the purpose of the measure originally introduced.

110. Commit or refer can be applied to:

- A. debatable points of order referred by the chair to the judgment of the assembly.
- B. questions of privilege while pending as a privileged motion.
- C. orders of the day while pending as a privileged motion.
- D. All of the above are correct. _____

111. When a series of independent resolutions or main motions dealing with different subjects is offered in one motion:

- A. the chair observes the rules of "one thing at a time" and states each separately for consideration.
- B. a request for separate consideration cannot be made when another member has the floor.
- C. the request of a single member allows for one or more of them to be considered separately.
- D. the motion for a division of the question is in order.

112. When a secondary motion is placed before the assembly, it:

- A. becomes the immediately pending question.
- B. becomes the pending question.
- C. must be voted on before another motion can be made.
- D. is not debatable.

113. When previous notice of a motion to rescind a previously adopted motion has been given, the motion to rescind can be moved by:

- A. only a member who voted with the prevailing side.
- B. only the member who gave previous notice.
- C. the mover of the original motion.
- D. any member.

114. Division of the assembly is:

- A. a secondary motion and is debatable.
- B. a subsidiary motion and is not amendable.
- C. an incidental motion and is amendable.
- D. an incidental motion and is not debatable.

115. A point of order is:

- A. debatable when it adheres to a pending motion.
- B. debatable when it arises in connection with a breach of a continuing nature.
- C. debatable when the chair submits the point to a vote of the assembly.
- D. amendable.

NAP Section II

116. No main motion is in order which:

- A. presents substantially the same question as a motion previously rejected in an earlier session.
- B. conflicts with a motion previously adopted even though the time of termination of the order has expired.
- C. presents the same question as one that has not been finally disposed of.
- D. conflicts with the bylaws, unless allowed by unanimous vote.

117. Who may move to reconsider the vote on a motion to adjourn which was defeated?

- A. One who has voted on the prevailing side.
- B. One who has voted on the affirmative side.
- C. Only the maker of the motion to adjourn.
- D. No one.

118. The motion to adjourn is in order:

- A. during the verification of a vote.
- B. before the ballots have been collected by the tellers.
- C. while the assembly is engaged in voting.
- D. after the ballots have been collected by the tellers and before the result has been announced.

119. To rescind can be applied to:

- A. a main motion which has been adopted.
- B. a main motion which has been defeated.
- C. a negative result of an appeal.
- D. certain subsidiary motions.

120. Which of the following motions is privileged, even if it is made while no question is pending?

- A. Move to recess for ten minutes.
- B. Move that this meeting adjourn at 8 P.M.
- C. Move that this meeting adjourn.
- D. Move that on adjournment, this meeting adjourn to meet at the call of the chair.

121. While an election is pending, a motion prescribing the method of nominating is:

- A. a main motion.
- B. a privileged motion.
- C. an incidental motion.
- D. an incidental main motion.

122. The chair's reply to a parliamentary inquiry is:

- A. subject to an appeal.
- B. not subject to an appeal since it is an opinion.
- C. not subject to an appeal since it is a ruling.
- D. binding on the actions of members.

123. Which of the following requires only a majority vote for adoption?

- A. Suspend an ordinary standing rule.
- B. Rescind without notice.
- C. Take up a motion out of its proper order.
- D. Suspend a rule of order.

124. Incidental motions:

- A. are classified as secondary motions.
- B. are debatable.
- C. are incidental to immediately pending motions only.
- D. have an assigned position in the order of precedence.

NAP Section II

125. The effect of making a point of order is to:

- A. return to the agenda.
- B. require order in the assembly hall.
- C. require the parliamentarian to give an opinion.
- D. require the chair to make a ruling on the question involved.

126. A motion proposing to assign a new task or refer a new matter to a committee when no question is pending is:

- A. the subsidiary motion to commit.
- B. an original main motion.
- C. an incidental main motion.
- D. is not debatable.

127. Call for the orders of the day:

- A. is debatable.
- B. may be set aside by a majority vote.
- C. must be enforced upon a call by a single member.
- D. takes precedence over all secondary motions.

128. A main motion can be improved before action is taken:

- A. by a motion to substitute an entire new text of the main motion in place of the pending version.
- B. before it is stated by the chair, any member can suggest a modification in the motion, which the maker can accept or reject.
- C. after it is stated by the chair, the maker can request unanimous consent to modify the motion; if there is an objection, the modification must be introduced in the form of an amendment.
- D. All of the above are correct.

129. Adoption of which of the following motions makes a pending motion an order of the day for some future time?

- A. Lay on the table.
- B. Postpone to a definite time.
- C. Reconsider.
- D. Suspend the rules.

130. A call for the orders of the day can interrupt a pending question:

- A. if the neglect of a general order is involved.
- B. if the neglect of a special order is involved.
- C. if the neglect of a general or special order is involved.
- D. under no circumstances.

131. A delegate of the assembly interrupted a speaker during debate with a point of order. The chair asked the member to state his point. The member then moved the previous question. The chair should respond:

- A. "Is there a second?"
- B. "Your point is well taken."
- C. "The motion is out of order."
- D. "You are out of order."

132. When considering a document by paragraph, after all parts have been considered; the chair should:

- A. open the entire document to further debate, but allow no further amendments.
- B. open the entire document to amendment.
- C. allow only amendments that add non-modifying matter.
- D. close debate and vote on adopting the document.

NAP Section II

133. The motion to reconsider a vote on action previously taken in a committee:

- A. can only be made at the next committee meeting.
- B. can only be made by a member who was present.
- C. may be made by someone who was not present.
- D. must be seconded.

134. A motion that seeks to obstruct or thwart the will of the assembly as clearly indicated by the existing parliamentary situation is:

- A. proper.
- B. improper.
- C. dilatory.
- D. privileged.

135. Privileged motions as a class are distinguished by which one of the following conditions?

- A. They do not relate to pending business.
- B. Unlike subsidiary motions, they do not fit into an order of precedence.
- C. They are identical to "questions of privilege."
- D. They allow interruption, with debate, of many other questions.

136. A motion designating the method of voting, made while the question is pending:

- A. is not in order.
- B. cannot be reconsidered.
- C. does not require recognition.
- D. is not debatable.

137. If the assembly has the power of the appointment of committees:

- A. the president may remove or replace a member of a committee.
- B. the executive board may remove or replace a member of a committee.
- C. removal or replacement can take place only by motions to rescind or amend something previously adopted.
- D. a committee member cannot be removed or replaced until a successor is appointed.

138. To lay on the table may:

- A. not be applied to a matter for which a special meeting is called.
- B. not be applied to orders of the day that are pending as main motions.
- C. not be applied to debatable appeals that adhere to the main question.
- D. be applied to committee reports.

139. A negative vote on the motion to lay on the table may:

- A. be reconsidered.
- B. be reconsidered with previous notice.
- C. be reconsidered with a two-thirds vote.
- D. not be reconsidered.

140. A motion to go into executive session:

- A. is a question of privilege of the assembly.
- B. yields to a question of personal privilege.
- C. requires a two-thirds vote.
- D. is undebatable.

141. The motion to postpone indefinitely can be reconsidered when:

- A. it has received a negative vote.
- B. it has received an affirmative vote.
- C. the main motion is reconsidered.
- D. the main motion is renewed.

NAP Section II

142. If someone objects to a request to modify a motion:

- A. the chair must determine whether an equivalent amendment would be in order.
- B. the assembly must determine whether an equivalent amendment would be in order.
- C. suspension of the rules is not in order.
- D. the person who objects must make another motion.

143. A motion that has been postponed to a certain time:

- A. cannot again be postponed.
- B. can be called up by the motion to take from the table.
- C. is in the same condition at a later session as it was before postponement except that any limitation on debate is exhausted.
- D. cannot be reconsidered.

144. If reconsideration of a vote takes place on the same day the vote was taken:

- A. anyone who has exhausted his right to debate on the first consideration will not be able to speak on the motion to reconsider.
- B. any member may speak on the motion to reconsider.
- C. the motion to reconsider is open to amendment.
- D. debate on the motion to reconsider is limited to one speech per member.

145. Which is not a characteristic of the motion to reconsider?

- A. It can be made only by a member who voted on the prevailing side.
- B. A member cannot waive the secrecy of his ballot.
- C. The making of the motion is subject to time limits.
- D. If the motion to be reconsidered was adopted by unanimous consent, any member then present may later move to reconsider.

146. In assemblies holding regularly scheduled meetings, an adjournment to meet at the call of the chair:

- A. is not in order.
- B. provides for a special meeting.
- C. must be provided for in the bylaws.
- D. is a continuation of the same session.

147. A motion to postpone a matter that is not pending is:

- A. an original main motion.
- B. a subsidiary motion.
- C. an incidental motion.
- D. an incidental main motion.

148. A point of order must be made at the time of the breach in order to object to:

- A. a main motion that conflicts with the bylaws.
- B. any action taken in violation of a fundamental principle of parliamentary law.
- C. a main motion that conflicts with a rule within the bylaws that is in the nature of a rule of order,
- D. any action taken in violation of applicable procedural rules prescribed by local law.

149. A motion to take a question from the table:

- A. requires previous notice in the call of the meeting if taken up at a special meeting.
- B. requires a two-thirds vote.
- C. can be made when another question is pending.
- D. must be made by the member who moved to lay the question on the table.

NAP Section II

150. A main motion may be postponed with the following adhering motions:

- A. postpone indefinitely, amend, commit, debatable appeal, undebatable appeal.
- B. postpone indefinitely, amend, commit, undebatable appeal.
- C. postpone indefinitely, amend, commit, debatable appeal.
- D. postpone indefinitely, amend, commit, lay on the table.

151. If the neglect of a special order is not involved, a call for the orders of the day:

- A. is in order at any time.
- B. is in order whenever no question is pending.
- C. can interrupt a pending question.
- D. may be made after the chair has stated the motion.

152. A motion that a recess begin immediately, made while another question is pending:

- A. can be reconsidered.
- B. is amendable.
- C. is debatable.
- D. is in order when another has the floor.

153. When a proposed bylaw amendment is laid on the table:

- A. if postpone indefinitely is pending, it does not go to the table.
- B. it does not carry with it what it proposes to amend.
- C. it is not in order.
- D. it must be taken from the table at the same meeting.

154. If a question has been laid on the table with the previous question and/or limit or extend the limits of debate ordered:

- A. the orders are not exhausted if the question is taken from the table at the same session.
- B. the order for the previous question is dropped, but the order to limit or extend the limits of debate remains in force.
- C. the order for the previous question remains in force, but the order to limit or extend the limits of debate is dropped.
- D. these orders are not exhausted regardless of the time the question is taken from the table.

155. In reference to reconsider:

- A. if the motion to reconsider the vote on an adhering subsidiary motion was made but not taken up prior to referring the main motion it is ignored.
- B. calling up the motion to reconsider requires a second.
- C. if the reconsideration of a primary amendment is moved while another amendment of the same degree is pending, the vote on reconsideration is given precedence over the pending amendment.
- D. a motion can be reconsidered in all types of committees.

156. A main motion is referred to a special committee. Which of the following motions would be in order with respect to this main motion?

- A. The main motion can be reintroduced if the committee fails to report when it should.
- B. The main motion is lost and must be reconsidered if the committee fails to report when it should.
- C. A motion to reconsider the motion to commit would be in order at any time.
- D. A motion to discharge the committee could be made.

157. The form used for making the motion to postpone to a certain time depends on the desired object. In a society that meets less often than quarterly, a member can move to postpone the question:

- A. to the next meeting.
- B. to the next meeting and specify the hour it is to be taken up.
- C. until after a certain event in this meeting.
- D. to the next meeting and make it "the" special order for that meeting.

158. Which of the following rules does not apply to the motion to appeal from the decision of the chair?

- A. It is debatable unless relating to indecorum or transgression of rules of speaking.
- B. Is not amendable.
- C. When debatable, no member is allowed to speak more than once, except the presiding officer.
- D. Even when the appeal is not debatable, the chair can, when stating the question on it, give the reasons for his decision without leaving the chair.

159. If a motion was adopted by:

- A. unanimous consent, any member qualifies to move to reconsider it.
- B. ballot, a member who voted with the prevailing side must be willing to waive the secrecy of his ballot in order to move to reconsider.
- C. unanimous consent, a member who did not vote with the prevailing side may be allowed to make the motion to reconsider.
- D. a two-thirds vote, it requires the same vote to adopt a motion to reconsider it.

160. A question can be renewed at the same session:

- A. if the vote can be reconsidered.
- B. on the motion to postpone indefinitely if the main motion has been materially amended.
- C. on one of a series of resolutions which had been voted on together and the series lost.
- D. on the motion to divide the question in the same way.

161. What is the preferred terminology for amendments?

- A. Amendment of the first degree and amendment of the second degree.
- B. Primary and secondary amendments.
- C. Amendment to the main question and amendment to the amendment.
- D. All of the above are equally acceptable.

162. The motions to rescind and to amend something previously adopted are not in order:

- A. when it has previously been moved to reconsider the vote on the main motion, and the question can be reached by calling up the motion to reconsider.
- B. when the case is in the nature of a contract and the other party has been informed.
- C. when a person has been expelled from membership and the person has been notified.
- D. Both A and C are correct.

163. The motion to fix the time to which to adjourn:

- A. adjourns this meeting.
- B. establishes the time for an adjourned meeting.
- C. sets the time for the adjournment of this meeting.
- D. is the same motion as to fix the time at which to adjourn.

164. The purpose of the call for the orders of the day is to:

- A. require the assembly to conform to its agenda.
- B. have order restored to the meeting.
- C. require the presiding officer to call a member out of order.
- D. requires the presiding officer to list the order of business.

165. Which of the following motions permits a member to interrupt a person speaking if urgency requires it?

- A. Objection to the consideration of a question.
- B. Reconsider (to make).
- C. Appeal from the decision of the chair.
- D. Previous question.

166. To consider seriatim:

- A. can be applied to a main question while an amendment to the main question is pending.
- B. yields to postpone indefinitely.
- C. can interrupt when another has been assigned the floor.
- D. cannot be reconsidered.

167. Which of the following motions can be reconsidered?

- A. Division of a question.
- B. Consider seriatim.
- C. Proposal for filling blanks.
- D. Create a blank.

168. A motion to discharge a committee from further consideration of a subject that was referred to the committee by means of a main motion is a particular case of the motion to rescind or to amend something previously adopted. If the motion to discharge a committee is adopted:

- A. the question comes before the assembly automatically.
- B. the question is postponed if the committee is discharged with the specification of a later time for consideration.
- C. another main motion is needed to bring the matter that was referred before the assembly.
- D. the question is automatically a general order for the time named.

169. The motion to amend:

- A. takes precedence over all other motions.
- B. can be applied to itself.
- C. is always debatable.
- D. does not require a second.

170. To call properly for the previous question, a member should:

- A. call out "Question" from his seat.
- B. rise and without recognition, say "I demand the question."
- C. rise, and after recognition, say "I move the previous question."
- D. raise a question of privilege.

171. To create a blank:

- A. is amendable.
- B. requires a second.
- C. is debatable.
- D. requires a two-thirds vote.

172. While a motion to reconsider the votes on a resolution, a primary amendment, and a secondary amendment are pending:

- A. only the primary amendment is open to debate.
- B. only the secondary amendment is open to debate.
- C. the resolution and its amendments are open to debate.
- D. only the resolution is open to debate.

173. A vote taken by rising at the demand of a member is called a:

- A. viva voce vote.
- B. standing vote.
- C. division of the assembly.
- D. division of the question.

NAP Section II

174. The objection to the consideration of a question:

- A. if unsustainable, cannot be renewed in connection with the same main motion.
- B. cannot be applied to a main motion that fails at one session and is renewed at the next.
- C. is used if the main motion is outside the society's object as defined in the bylaws.
- D. if sustained, means the same main motion cannot be introduced at any succeeding session.

175. Which of the following is not a form of amendment?

- A. To strike out words.
- B. To add words.
- C. To substitute for a substitute.
- D. To fill blanks.

176. If a motion proposing to change the regular limits of debate is made while no question is pending, it is:

- A. a subsidiary motion requiring a majority vote.
- B. a subsidiary motion requiring a two-thirds vote.
- C. an incidental motion requiring a majority vote.
- D. an incidental main motion requiring a two-thirds vote.

177. If different proposals are made as proposals to fill a blank in an incomplete motion to commit, the chair puts them to vote in the following order:

- A. special committees, standing committees, consider informally.
- B. quasi committee of the whole, consider informally, special committees.
- C. standing committees, consider informally, committee of the whole.
- D. committee of the whole, special committees, standing committees.

178. When the vote has been taken viva voce, a division of the assembly:

- A. is not in order after the vote has been announced.
- B. is a privileged motion.
- C. requires a second.
- D. is required on demand of a single member.

179. After a committee has begun work on a question referred to it:

- A. the vote committing the question to the committee may be reconsidered.
- B. the assembly may not give the committee additional instructions.
- C. a similar motion may be introduced in the assembly.
- D. it is too late to reconsider the vote to commit.

180. The effect of striking out words from a primary amendment to strike out words is to:

- A. reject the main motion.
- B. allow another amendment.
- C. leave the words in the main motion.
- D. reject the primary amendment.

181. An appeal may be made from:

- A. the chair's answer to a parliamentary inquiry.
- B. a ruling by the chair.
- C. the chair's announcement of the result of a vote.
- D. an opinion expressed by the chair.

182. Which of the following motions does not require a second?

- A. Appeal from the decision of the chair.
- B. Reconsider.
- C. Fill a blank.
- D. Suspend the rules.

183. What acts of an organization can be ratified?

- A. Minor violations of the bylaws.
- B. Validate a viva voce election when the bylaws require a ballot vote.
- C. Such action as the assembly has the power to authorize in advance.
- D. Any illegal procedure.

184. The motion that does not open the main motion to debate is:

- A. reconsider.
- B. postpone indefinitely.
- C. postpone to a certain time.
- D. rescind.

185. A motion is not necessary to:

- A. close debate.
- B. close nominations.
- C. lay a question on the table.
- D. reconsider.

186. A motion that presents the same question as a motion that has been referred to a committee is:

- A. in order, and should be considered immediately.
- B. in order at the time that the committee presents its report.
- C. dilatory, and therefore out of order.
- D. improper, and therefore out of order.

187. If a main motion, a proposed amendment to it, and a motion to refer are all pending, which of the following forms of the previous question is not in order?

- A. An unqualified motion to order the previous question.
- B. A motion to order the previous question on the motions to refer and amend.
- C. A motion to order the previous question on the motion to refer and the main motion.
- D. A motion to order the previous question on all pending questions.

188. Which of the following motions is not debatable, not amendable, cannot be reconsidered, and requires a majority vote for adoption?

- A. Reconsider.
- B. Discharge a committee.
- C. Consider seriatim.
- D. Take from the table.

189. Which of the following motions requires no second and cannot be amended nor debated?

- A. Appeal from the decision of the chair.
- B. Suspend the rules.
- C. Consideration by seriatim.
- D. Objection to the consideration of a question.

190. When a question is being considered seriatim and a member exhausts his right to debate on one paragraph, his right to debate:

- A. begins over again with each succeeding paragraph.
- B. cannot be renewed without a motion to that effect.
- C. is limited to one speech on each of the remaining paragraphs.
- D. remains exhausted for the consideration of all the remaining paragraphs of the resolution.

NAP Section II

191. The purpose of the motion to lay on the table is to:

- A. defer action or debate on the pending main motion to later in the same meeting.
- B. kill the pending main motion.
- C. place consideration of the pending motion aside temporarily when something else of immediate urgency has arisen.
- D. postpone consideration of the pending motion to another meeting.

192. When a motion to limit speeches on a question to two minutes per speaker is adopted, it is not in order to:

- A. move the previous question.
- B. move to postpone the question indefinitely.
- C. move to amend the motion.
- D. none of the above are correct.

193. The chair should rule out of order any subsidiary motion to commit that:

- A. does not include a specific date on which the committee is to report.
- B. does not specify the name of the committee.
- C. would have the effect of defeating the purpose of the main question.
- D. lacks essential details.

194. The following parliamentary steps are in order after the assembly has voted to adjourn, but before the chair has declared the meeting adjourned, except to:

- A. make the motion to reconsider a previous vote.
- B. call up a motion to reconsider made earlier, but not taken up.
- C. make the motion to reconsider and enter on the minutes.
- D. give notice of a motion to be made at the next meeting.

195. If all four of the following methods of nominating have been suggested to complete a motion that "Nominations shall be made," which method should be considered first?

- A. By a committee.
- B. From the floor.
- C. By the chair.
- D. By ballot.

196. All of the following are true of a secondary motion except:

- A. it can be made and considered while another motion is pending.
- B. only one secondary motion can be pending at a time.
- C. it must be acted upon or disposed of before consideration of the main question can be continued.
- D. it becomes the immediately pending question when it is placed before the assembly.

197. Which of the four lowest ranking subsidiary motions may be undebatable?

- A. Postpone indefinitely.
- B. Amend.
- C. Commit or refer.
- D. Postpone to a certain time.

198. The motion to amend takes precedence over the motion to postpone to a certain time:

- A. if a motion to amend is pending.
- B. if it is a motion to amend the motion to postpone while it is immediately pending.
- C. under no circumstances.
- D. if it is a privileged motion to amend.

199. Which subsidiary motions may also be made as incidental main motions when no other motion is pending?

- A. Commit and lay on the table.
- B. Amend, commit, limit or extend limits of debate, and previous question.
- C. Postpone indefinitely, amend, commit, postpone to a certain time, and limit or extend limits of debate.
- D. Amend, commit, postpone to a certain time, limit or extend limits of debate, and lay on the table.

200. A member who wishes to avoid a direct vote on a question might move any of the following, except:

- A. objection to the consideration of the question.
- B. postpone indefinitely.
- C. division of a question.
- D. leave to withdraw a motion.

201. The chair responds or directs a member to respond to which of the following requests and inquiries?

- A. Point of information.
- B. Request for permission to withdraw a motion.
- C. Request to be excused from a duty.
- D. All of the above are correct.

202. The introduction of which of the following motions always brings business before the assembly?

- A. Take from the table.
- B. Amend something previously adopted.
- C. Discharge a committee.
- D. Reconsider.

203. RONR states that the time for the next meeting of the session may be scheduled by all of the following except:

- A. through a program adopted at the beginning of a convention.
- B. by a motion adopted in the present meeting.
- C. at the call of the chair if provision has been made.
- D. by a specification in the privileged motion to adjourn.

204. Which of the following is a proper parliamentary step?

- A. Postpone a motion from March until May in an assembly which holds regular meetings monthly.
- B. Suspend a standing rule for the session by a majority vote.
- C. Suspend the rules of order for the session by a majority vote with notice.
- D. Suspend bylaws for the session by a unanimous vote.

205. At a convention when an association had opened one of its meetings to the public to hear a prominent speaker, a member introduced a resolution dealing with a delicate matter of importance that may call for prompt action. What procedure should be followed?

- A. The motion should be postponed until the speaker has concluded his address.
- B. The motion should be referred to a committee.
- C. A question of privilege to go into executive session should be made.
- D. The motion should be voted upon immediately without debate.

206. The motion to suspend the rules:

- A. if voted down, cannot be renewed for the same purpose at the same meeting without unanimous consent.
- B. if voted down, can be renewed for the same purpose after an adjournment, even if the next meeting is held on the same day.
- C. cannot be applied to rules protecting absentees.
- D. All of the above are correct.

207. Which of the following is a proper main motion?

- A. "That our delegates be given no instructions."
- B. "Ordered, that the steward obtain impoundment of all unauthorized vehicles found parked on the club premises."
- C. "That the club reaffirm its earlier resolution supporting the celebration of National Parliamentarians Day."
- D. "That the association go on record as not being in favor of the proposed public bond issue."

208. A motion "that the assembly support Mr. Jones in next Tuesday's election" is being debated. A member who also supports Mr. Jones, but feels that the assembly should support no candidate for public office should:

- A. object to consideration of the question.
- B. move to postpone the question until next month's business meeting.
- C. vote against the motion.
- D. All of the above are correct.

209. The motion "that the assembly oppose the proposed bond issue" is pending. What should a member do who favors supporting the bond issue?

- A. The member should speak and vote against the proposed motion.
- B. Offer an amendment to strike "oppose" and insert "support" in the pending motion.
- C. Offer another motion expressing support of the bond issue if the pending motion is defeated.
- D. All of the above are correct.

210. The following resolution contains one or more errors in format. The error(s) occur(s) in which clause?

- A. Whereas, The Registration Study Group works hard each Saturday morning;
- B. Whereas, Such hard work requires great amounts of energy; and
- C. Whereas, There is a Dunkin' Donuts shop near the study site; now therefore be it
- D. *Resolved*, That a volunteer supply doughnuts each month for the study group.

211. Previous notice may properly be given in the following way:

- A. by written notices distributed at any meeting during the previous calendar quarter.
- B. by oral announcement of the general purport of the proposal at the previous meeting.
- C. by written notice distributed as members enter the meeting.
- D. by oral notice given at the preceding meeting after the chair has declared the meeting adjourned.

212. An individual who wants to force a counted vote when a show of hands was not conclusive should:

- A. demand a division of the assembly.
- B. move that the vote be counted.
- C. rise to a point of order that the vote was not conclusive.
- D. rise to a question of privilege to be granted a counted vote.

213. A motion to ratify may apply to all of the following except:

- A. it can make valid a voice vote election when the bylaws require elections by ballot.
- B. it can be amended by substituting a motion to censure.
- C. it can approve action taken at a regular meeting at which no quorum was present.
- D. it can approve emergency action taken by officers in excess of their instructions.

214. If the assembly wishes to decline to take a position on a main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences, it should:

- A. lay the motion on the table.
- B. postpone the motion indefinitely.
- C. refer the motion to a committee.
- D. request permission to withdraw the motion.

NAP Section II

215. A member who has exhausted his right to debate a question may however, debate the merits of the main question during debate on the following motion:

- A. commit or refer.
- B. amend.
- C. postpone indefinitely.
- D. postpone to a certain time.

216. A main motion and the motion to postpone indefinitely are pending. A motion to refer the main motion to a committee is adopted. What happens to the motion to postpone indefinitely?

- A. It goes to the committee with the main motion and is considered when the committee reports back to the assembly.
- B. It is ignored and does not go to the committee.
- C. The committee votes on whether or not the motion to postpone indefinitely will be recommended back to the assembly.
- D. A motion cannot be referred to a committee while the motion to postpone indefinitely is pending.

217. Strictly speaking, who makes an amendment?

- A. Any member of the assembly.
- B. Any member of the assembly, except the maker of the main motion.
- C. The assembly.
- D. Officers and committee chairmen.

218. An amendment must always be germane, therefore:

- A. an amendment cannot change the intent of a motion.
- B. only one amendment may be offered at a time.
- C. the assembly must vote on whether an amendment is germane before it may be introduced.
- D. no new subject can be introduced under the pretext of being an amendment.

219. When is the motion to amend undebatable?

- A. When applied to an undebatable motion.
- B. When made after the previous question is moved.
- C. Always.
- D. Never.

220. The motion to insert words is related to the motion to add words in the following way:

- A. to 'insert' takes precedence over to 'add.'
- B. they are exactly the same.
- C. to 'insert' places words between others, while to 'add' places words at the end of the sentence being amended.
- D. to 'insert' refers to words, to 'add' refers to paragraphs.

221. At the March meeting, it was moved "that the club instruct the delegates to the April National Convention to vote for the increase in national dues." Which of the following is a proper motion?

- A. To amend by inserting "not" after the word "club."
- B. To amend by inserting "not" after the word "Convention."
- C. To amend by adding "and pay the expenses of the president to the convention."
- D. To postpone consideration until the next meeting in July.

222. After words have been inserted or added, they can be changed or struck out:

- A. by a motion to strike out the words.
- B. by a motion to strike out the entire paragraph into which the words were inserted.
- C. by defeating the motion, then reintroducing it without the words.
- D. they cannot be changed or struck out.

223. The main motion is to "buy a mahogany desk." A primary amendment to strike out "mahogany" is immediately pending. Which of the following is a proper secondary amendment?

- A. To add "and insert maple."
- B. To add "and chair."
- C. To strike out "mahogany."
- D. There is no proper secondary amendment.

224. In societies having regular business sessions less often than quarterly, reconsider and enter on the minutes:

- A. can be moved after the vote has been taken on the regular motion to reconsider before the chair has announced the result of the vote.
- B. cannot be taken up at an adjourned or special meeting set for another day.
- C. can be moved at the last business meeting of the current session.
- D. can be called up at a later meeting of the session held on the same day.

225. Which of the following forms of secondary amendment is in order?

- A. The primary amendment is to "strike out 'five' and insert 'seven';" the secondary amendment is to "strike out 'seven' and insert 'three'."
- B. The primary amendment is to "substitute for the entire main motion;" the secondary amendment is to "substitute for the entire primary amendment."
- C. The primary amendment is to "substitute for the third paragraph;" a secondary amendment is to "add a sentence to the original third paragraph."
- D. All of the above are in order.

226. On a pending resolution, an amendment is made to strike out paragraph #3. A secondary amendment to strike out of paragraph #3 the words "except past presidents" is adopted. The amendment to strike out paragraph #3 is lost. What is the status of the words "except past presidents?"

- A. They are out of the resolution.
- B. They remain in the resolution.
- C. They are in the resolution, but may be removed by a new motion to strike out words.
- D. The secondary motion described is out of order and therefore null and void.

227. The main motion is "to remodel and improve the clubhouse by (1) painting, (2) recarpeting, and (3) buying new furniture." An amendment is offered to strike out "(2) recarpeting and (3) buying new furniture." A member may:

- A. move to strike out "and (3) buying new furniture" from the primary amendment.
- B. state that if the amendment to strike out is adopted, he will move to insert "and (2) have the carpet and furniture professionally cleaned."
- C. wait until the amendment to strike out is lost, then move to strike out the same clause and insert his new version.
- D. All of the above are correct.

228. If a question on which it was ordered to close debate and the resolution be put at a certain time is laid on the table:

- A. the unexecuted part of the order is not exhausted if the question is taken from the table at the same session.
- B. if the question is taken from the table after the hour that was ordered for debate to stop, each member may debate one time only.
- C. if the question is taken from the table after the hour that was ordered for debate to stop, amendments can still be offered.
- D. if the question is taken from the table at the next session, the order is not exhausted.

NAP Section II

229. The motion to amend something previously adopted:

- A. is not debatable.
- B. is not amendable.
- C. is in order when another has the floor.
- D. can have the negative vote only reconsidered.

230. The motion to take from the table:

- A. can be renewed.
- B. requires a two-thirds vote.
- C. is debatable.
- D. can be reconsidered.

231. Which of the following motions cannot be reconsidered?

- A. Postpone to a certain time.
- B. Previous question.
- C. Create a blank.
- D. Limit or extend limits of debate.

232. An adjournment of a mass meeting:

- A. dissolves the assembly, unless a time has been set for another meeting.
- B. is in order at any time during the session.
- C. is used only to terminate the session.
- D. is never open to debate or amendment.

233. Which of the following motions can be amended?

- A. Make nominations.
- B. Appeal from the decision of the chair.
- C. Fill blanks.
- D. Discharge a committee.

234. Which of the following is a secondary motion?

- A. Rescind.
- B. Limit or extend limits of debate.
- C. Ratify.
- D. Discharge a committee.

235. Objection to the consideration of a question can be applied to:

- A. an amendment.
- B. any secondary motion.
- C. the motion to reconsider.
- D. an original main motion.

236. Which of the following motions may not be laid on the table?

- A. To adjourn at noon tomorrow.
- B. To recess, made when no other motion is pending.
- C. To adjourn, when privileged.
- D. To adopt a committee report.

NAP Section II

237. Which of the following rules applies to the previous question?

- A. If a motion that is under the order for the previous question comes up after having been postponed, the previous question can still be reconsidered.
- B. If the affirmative vote on the motion to reconsider the previous question prevails, the previous question is not voted on again.
- C. If the execution of an order for the previous question was interrupted before any vote was taken under the order, the previous question cannot be reconsidered if the question comes up again, even during the same session.
- D. While any motions on which previous questions have been ordered remain pending, the order does not apply to any other motions that may take precedence over the pending questions.

238. The previous question:

- A. is in order when another has the floor.
- B. is not allowed in committees.
- C. pertains to the last question previously considered.
- D. takes precedence over the motion to lay on the table.

239. In an appeal from the decision of the chair, a tie vote:

- A. reverses the decision of the chair.
- B. sustains the decision of the chair.
- C. must be retaken.
- D. has the same effect as a tie vote on a main motion.

240. When a motion contains a blank:

- A. it is filled by use of primary and secondary amendments.
- B. it is filled by the member who moved to create the blank.
- C. any number of members may offer proposals to fill it.
- D. the chairman may fill it.

241. Which of the following motions cannot be made after the previous question has been ordered?

- A. Lay on the table.
- B. Question of privilege.
- C. Division of the assembly.
- D. Refer to a committee.

242. Which of the following motions may be made without recognition from the chair?

- A. Close nominations.
- B. Adjourn.
- C. Previous question.
- D. Division of the assembly.

243. A general order of the day set for a particular hour:

- A. suspends the rules relating to the order of business.
- B. interrupts consideration of a general order that was made earlier.
- C. cannot be considered before that hour without a two-thirds vote or reconsideration.
- D. takes precedence over a motion to reconsider.

244. If the speaker consents to an interruption for a request for information:

- A. the time consumed will be taken out of the speaker's allotted time.
- B. the inquiry and reply are made in the first person.
- C. the presiding officer always remains silent.
- D. the time consumed will not be taken out of the speaker's allotted time.

NAP Section II

245. When the chair rules on a question about which there cannot possibly be two reasonable opinions:

- A. a point of order should be raised.
- B. an appeal would be dilatory and is not allowed.
- C. the appeal should be laid on the table.
- D. the appeal should be postponed indefinitely.

246. When a motion contains a blank, the proposals for filling the blank:

- A. are treated as amendments to one another.
- B. are debatable.
- C. are not debatable.
- D. require a second.

247. What vote is required to discharge a committee while the assembly is considering the committee's partial report?

- A. Two-thirds.
- B. Majority of the entire membership.
- C. Majority.
- D. Majority with previous notice.

248. The chair may make the motion to:

- A. postpone indefinitely.
- B. reconsider.
- C. amend.
- D. object to the consideration of the question.

249. The motion to postpone to a certain time:

- A. does not require a second.
- B. may be amended.
- C. may not be reconsidered.
- D. is not debatable.

250. The affirmative vote can be reconsidered on:

- A. bylaw amendments.
- B. election to membership, if the person is present.
- C. acceptance of a resignation if the member is present, or has been notified.
- D. postpone indefinitely.

251. When there is no rule providing for a ballot vote:

- A. the chair may order a ballot vote.
- B. any member may demand a ballot vote.
- C. the nominating committee may decide to have a ballot vote.
- D. the assembly may order a ballot vote.

252. A primary amendment is in order:

- A. when a secondary amendment is pending.
- B. when a main motion is pending.
- C. when the previous question is pending.
- D. when an appeal is pending.

253. The motion to ratify:

- A. cannot be reconsidered.
- B. is debatable.
- C. requires a two-thirds vote for adoption.
- D. is not amendable.

254. A call for the orders of the day:

- A. may be made when a question of privilege is pending.
- B. may, if in order at the time, interrupt a person who is actually speaking.
- C. must be seconded.
- D. is subject to restricted debate.

255. The incidental motion to divide the question:

- A. cannot be amended.
- B. is in order when another has the floor.
- C. can be reconsidered.
- D. is usually arranged by unanimous consent.

256. What kind of motion introduces a substantive question as a new subject?

- A. Incidental motion.
- B. Original main motion.
- C. Incidental main motion.
- D. Subsidiary motion.

257. In a committee, the motion to reconsider:

- A. is out of order.
- B. always requires a two-thirds vote.
- C. can be made by a member who was absent when the vote on the question was taken.
- D. must be made by someone who voted on the prevailing side.

258. Which motion may be used to open to debate a main motion previously adopted?

- A. Appeal from the decision of the chair.
- B. Rescind.
- C. Postpone to a certain time.
- D. Amend.

259. Which of the following are secondary motions?

- A. Motions that bring a question again before the assembly.
- B. Privileged motions.
- C. Incidental main motions.
- D. All of the above are correct.

260. A main motion yields to:

- A. a motion to bring a question again before the assembly.
- B. the motion to ratify.
- C. all applicable secondary motions.
- D. none of the above are correct.

261. The motion to postpone to a certain time:

- A. can be applied to an undebatable appeal.
- B. can be applied to an immediately pending debatable motion to reconsider.
- C. cannot be applied to orders of the day when pending as a main motion.
- D. cannot be applied to points of order referred by the chair to the assembly.

262. Which of the following motions is not a motion to bring a question again before the assembly?

- A. Rescind.
- B. Amend something previously adopted.
- C. Ratify.
- D. Reconsider.

263. Which statement is not true of a motion to reconsider?

- A. Time limitations do not apply to standing or special committees.
- B. It cannot be reconsidered.
- C. Its making has a higher status than its consideration.
- D. It must be made by one who voted on the affirmative side.

264. After the previous question has been ordered:

- A. a question of privilege cannot be considered.
- B. a special order set for a certain hour is delayed.
- C. amendments to the motion are still in order.
- D. an appeal from the decision of the chair is undebatable before the order on the previous question is exhausted.

265. Which of the following motions is never a main motion?

- A. Postpone to a certain time.
- B. Lay on the table.
- C. Commit or refer.
- D. Amend something previously adopted.

266. If a main motion, an amendment, and a motion to lay the pending questions on the table are pending and it is moved to reconsider the negative vote on referring the same main question to a committee, the vote would be taken in the following order:

- A. reconsider, if adopted; commit; lay on the table; amendment; main motion.
- B. reconsider, if adopted; commit, if lost; amendment; main motion.
- C. lay on the table, if lost; reconsider on the referral, if adopted; commit; amendment; main motion.
- D. lay on the table, if lost; amendment; main motion.

267. A motion to take a recess made when business is pending is:

- A. a privileged motion.
- B. debatable.
- C. an incidental main motion.
- D. in order when another has the floor.

268. If a motion to amend by substitution is:

- A. lost, the original motion is again the pending question, but cannot be further amended.
- B. adopted, it becomes the adopted main motion without further vote.
- C. adopted, it becomes the pending question, and can be further amended only by adding.
- D. lost, amendments to the original motion adopted while considering the substitute are dropped.

269. The motion to ratify:

- A. requires a two-thirds vote.
- B. is not debatable.
- C. needs no second.
- D. opens the entire question to debate.

270. Postpone indefinitely remains with the main motion when the main motion:

- A. is laid on the table.
- B. is referred to a committee.
- C. is reconsidered.
- D. All of the above are correct.

NAP Section II

271. Postpone indefinitely:

- A. can interrupt a speaker.
- B. takes precedence over the motion to amend.
- C. opens debate on the main motion.
- D. does not require a second.

272. Which of the following statements is true in the consideration of a resolution having a preamble?

- A. The previous question, when ordered before consideration of the preamble, does **not** apply to debate and amendment of the preamble.
- B. The previous question, when ordered before consideration of the preamble, stops all debate and amendment, and brings the resolution to an immediate vote.
- C. The previous question cannot be ordered until both the resolving clauses and the preamble have been considered.
- D. The preamble is always amended first.

273. The completion of an incomplete motion to commit:

- A. is made while the motion to commit is pending.
- B. is made after the motion to commit is adopted.
- C. is treated as filling blanks if different proposals are made.
- D. All of the above are correct.

274. A main motion:

- A. if adopted, becomes the official recorded statement of an action taken by the assembly.
- B. may be stated as "I so move" if a member makes a motion embodying something just said by the chair or another member in informal consultation during a meeting.
- C. always requires a majority vote.
- D. All of the above are correct.

275. The subsidiary motion to commit takes precedence over:

- A. division of a question.
- B. a main motion.
- C. consideration by paragraph.
- D. All of the above are correct._____

276. The subsidiary motion to commit is debatable as to:

- A. the merits of the main motion.
- B. the appropriate details of the motion to commit.
- C. the merits of the pending amendments.
- D. the decision on a pending debatable appeal.

277. A resolution with primary and secondary amendments has been referred to a committee. The committee recommends a substitute. The chair:

- A. states the question on the substitute amendment.
- B. refers the matter to the assembly to establish the priority.
- C. announces the primary, substitute and secondary amendments are pending in that order.
- D. handles the secondary and primary amendments first, then states the question on the substitute.

278. A substitute amendment has been offered. What cannot be done?

- A. Amend both the main motion and the substitute amendment.
- B. Assume an affirmative vote on the main motion if the substitute is adopted.
- C. Move the previous question on the substitute amendment.
- D. Refer the main motion to a committee.

279. Which of the following may interfere with consideration of a special order for a particular time?

- A. Special orders made after this order.
- B. Adjournment.
- C. A question of privilege.
- D. B and C are correct.

280. When bylaws require election of officers at the annual meeting, the election:

- A. may be postponed by a main motion after previous notice in the call to the annual meeting.
- B. must be held at the annual meeting.
- C. may be postponed to an adjourned meeting when the election is pending.
- D. may be postponed to a special meeting.

281. The pending motion is "that the club buy a gray wool rug." An amendment to strike out "gray wool" and insert "green nylon" is adopted. Which motion would now be in order?

- A. To strike out "green" and insert "beige."
- B. To strike out "green nylon."
- C. To refer to a committee.
- D. All of the above are correct.

282. The pending motion is "that the club buys a gray wool rug." An amendment to strike out "gray wool" and insert "green nylon" is defeated. Which motion would now be in order?

- A. To strike out "gray wool."
- B. To strike "a gray" and insert "an Oriental."
- C. To refer to a committee.
- D. All of the above are correct.

283. A substitute offered for a main motion of only one sentence must:

- A. also consist of only one sentence.
- B. be moved as a primary amendment.
- C. be amended only by striking out words.
- D. be amended only after the original main motion is perfected by amendment.

284. To strike and insert the same words in another place, the maker must:

- A. have unanimous consent.
- B. be careful not to materially change the words.
- C. use two motions.
- D. ask for a two-thirds vote.

285. A main motion is pending. A substitute is offered for the entire motion. After a great deal of debate and a close voice vote, a counted vote is taken. The ayes (for the substitute) have 39, the noes (against the substitute) have 19. What should the chair say?

- A. "The ayes have it and the substitute is adopted. Are there any further amendments to the original motion?"
- B. "The ayes have it and the motion to substitute is adopted. The question is now on the motion to"
- C. "The ayes have it; because the substitute motion received a two-thirds vote, it is not necessary to take another vote. The substituted motion is adopted."
- D. "The noes have it. Is there further debate?"

286. What is the device by which an unlimited number of alternative choices for a particular specification in a main motion or primary amendment can be pending at the same time?

- A. Filling blanks.
- B. Amendments.
- C. A ballot.
- D. Refer to a committee.

287. In amending by the ordinary method, a maximum of how many alternatives can be pending at one time?

- A. One.
- B. Two.
- C. Three.
- D. Four.

288. Which of the following is listed in *RONR* as a method for creating a blank?

- A. A member can offer a motion or an amendment containing a blank.
- B. The chair can suggest the creation of a blank.
- C. A member can move to amend by striking words and creating a blank.
- D. All of the above are correct.

289. When the part of a paragraph to be amended consists of several complete sentences, which of the following is true?

- A. It may be amended only by striking out and inserting because it is not a complete paragraph.
- B. It may be amended only by substituting because it consists of several complete sentences.
- C. Either striking out and inserting or substituting may be used; they have exactly the same effect as to permissible secondary amendments.
- D. Either striking out and inserting or substituting may be used, but the effect of each is different as to permissible secondary amendment.

290. If a blank is to be filled with five names and twelve names are suggested, which of the following is correct?

- A. The assembly may not vote on as few as five names.
- B. The assembly must vote on all twelve names.
- C. The five members receiving the most votes are elected.
- D. The first five members receiving a majority vote are elected.

291. Proposals for filling blanks:

- A. are not debatable.
- B. may be suggested by any member provided he first obtains the floor each time he wishes to suggest another proposal.
- C. are each treated as an independent original to be voted on separately until one is approved by a majority vote.
- D. should always be voted on in the order they are suggested.

292. In a motion to fill a blank with a name, in what order should the vote be taken?

- A. In alphabetical order.
- B. The president decides.
- C. The last name should be voted on first.
- D. In the order the names were proposed.

293. In a motion to fill a blank to sell property, which of the following amounts should be voted on first?

- A. \$150,000.
- B. \$100,000.
- C. \$60,000.
- D. The average of the amounts suggested by members.

294. A motion to fill five positions on a committee is pending, with a blank in the original motion for the names of the members of the committee. Twenty-two names have been suggested so far; how may a member stop suggestions for filling the blank?

- A. Move the previous question.
- B. Move to close nominations.
- C. Move to close suggestions.
- D. Suggestions may continue until members wish to stop making suggestions.

295. Secondary amendments:

- A. may be made after the primary amendment is adopted.
- B. must be short.
- C. must be germane to the primary amendment.
- D. may not be made by the maker of the primary amendment.

296. The primary amendment to strike out "Germany, Italy and France" is pending. A member wishes to retain "Italy" in the main question. To do so, he must move to:

- A. strike "Germany" and "France."
- B. strike "Italy."
- C. insert "Italy" before "Germany."
- D. insert "Italy" after the primary amendment is adopted.

297. It is improper:

- A. to postpone anything beyond the next meeting.
- B. to amend something adopted at an earlier session.
- C. to schedule more than one meeting within a session.
- D. to call out "Division" from the member's seat.

298. The motion to lay on the table can be applied to which of the following by itself?

- A. A main motion.
- B. An amendment to a main motion.
- C. Postpone indefinitely.
- D. Commit or refer.

299. Which of the following subsidiary motions can be applied to the motion to lay on the table?

- A. Previous question.
- B. Postpone indefinitely.
- C. Commit or refer.
- D. None of the above are correct.

300. The motion to lay on the table is out of order when:

- A. another member has the floor.
- B. there is another subsidiary motion pending.
- C. a motion has been adopted to extend the limits of debate.
- D. both a main motion and an amendment are pending. ___

301. An affirmative vote on which of the following subsidiary motions may not be reconsidered?

- A. Previous question.
- B. Postpone to a certain time.
- C. Lay on the table.
- D. Amend.

302. In organizations that hold regular business sessions as often as quarterly, a question laid on the table remains there until taken from the table or until the end of the:

- A. current session.
- B. next regular session.
- C. next special meeting.
- D. section called "unfinished business."

303. It is out of order to move to lay a pending question on the table if:

- A. someone has already moved to lay the matter on the table during the same session.
- B. the motion on the previous question is pending.
- C. the motion to be laid on the table has adhering subsidiary motions already applied to it.
- D. there is evidently no other matter urgently requiring immediate attention.

304. Which of the following motions can be made without a time limit?

- A. Take from the table.
- B. Rescind.
- C. Discharge a committee.
- D. Reconsider.

305. The amendment to add or insert a paragraph may:

- A. have a primary and secondary amendment.
- B. be amended after adoption by inserting words not in conflict.
- C. be amended after adoption by adding words not in conflict.
- D. be made only by the maker of the primary amendment.

306. Adopted amendments which have been inserted or added:

- A. cannot be changed or struck out.
- B. may be changed through reconsideration or substitution.
- C. may not be perfected by another amendment presenting a new question.
- D. may be changed by unanimous consent.

307. Which of the following is not an improper motion?

- A. A motion that presents practically the same question as a main motion defeated at a previous session.
- B. A motion that conflicts with procedural rules prescribed by national, state, or local laws.
- C. A motion that presents practically the same question as a motion still within control of the assembly.
- D. A main motion that conflicts with a motion adopted at a previous session.

308. When may the vote on the previous question be reconsidered?

- A. It may not be reconsidered.
- B. It may be reconsidered before any vote has been taken under the order of the previous question.
- C. The unexhausted portion of the previous question may be reconsidered.
- D. It may be reconsidered at any time until the next question has been stated by the chair.

309. When a question has been referred to a committee:

- A. it requires a two-thirds vote for additional instructions in reference to the referred question.
- B. it is free to consider and recommend for adoption any amendment even if it had been rejected by the assembly prior to referral.
- C. if the motion to postpone indefinitely is pending when the question is referred, it's the first motion to be considered after the committee reports.
- D. it does not prevent the assembly from considering the same question.

310. The chairman who hears an objection to the consideration of a main motion just offered should first say:

- A. "The objection just proposed is out of order."
- B. "The consideration of the question is objected to. Is there a second?"
- C. "The consideration of the question is objected to. Shall the question be considered?"
- D. "Those favoring the objection to consideration of the question, please rise."

311. With a main motion pending and a motion for the previous question also pending, which one of the following motions is in order?

- A. Postpone to a certain time.
- B. Amend the main motion.
- C. Recess for thirty minutes.
- D. To go into committee of the whole.

312. To amend something previously adopted is:

- A. an original main motion.
- B. an incidental main motion.
- C. an incidental motion.
- D. a subsidiary motion.

313. The motion to discharge a committee can be amended:

- A. as to the time at which the assembly is to consider the question.
- B. by substituting that the committee be instructed to report instead of being discharged.
- C. by specifying a later time to report, and making it a special order for the time named.
- D. All of the above are correct.

314. When a main motion is pending and a member who opposes it wants to test the strength of the opposition, what is the recommended motion?

- A. Postpone the main motion indefinitely.
- B. Amend in a way that will make the main motion unpopular.
- C. Refer the main motion to a critical subcommittee.
- D. Postpone the main motion to a later meeting.

315. In an appeal from the decision from the chair, a tie vote:

- A. has the effect of sustaining the decision of the chair, providing that the chair's vote did not create the tie.
- B. has the effect of sustaining the decision of the chair, even if the chair's vote created the tie.
- C. has the effect of reversing the decision of the chair.
- D. creates a situation in which a second tie-breaking vote must be taken.

316. Debate on a primary amendment:

- A. includes the merits of the main motion.
- B. is confined to the merits of the amendment.
- C. may include peripheral issues.
- D. cannot involve proposing a hostile amendment.

317. While some highly important business is pending, a member obtains the floor and moves to adjourn. The chair should:

- A. refuse to accept the motion to adjourn.
- B. after a second, state the question on the motion to adjourn.
- C. ask for a second, then put the motion to an immediate two-thirds vote.
- D. put the motion to an immediate majority vote without waiting for a second.

318. Debate is not permitted for which of the following?

- A. The motion to adjourn after 30 minutes.
- B. The unqualified motion to adjourn when nothing else is pending.
- C. The motion to postpone until the next meeting.
- D. The motion to postpone indefinitely.

319. Which of the following motions may be made without recognition from the chair?

- A. Close nominations.
- B. Adjourn.
- C. Recess.
- D. Point of information.

320. When is an appeal debatable?

- A. When it relates to indecorum.
- B. When it relates to the priority of business.
- C. When it is made during a division of the assembly.
- D. When the immediately pending question is debatable.

NAP Section II

321. Which of the following motions may be reconsidered?

- A. Take a recess.
- B. Close nominations.
- C. Division of a question.
- D. Fix the time to which to adjourn.

322. An example of an incidental main motion would be the motion to:

- A. adopt recommendations of a committee to whom the motion was referred.
- B. take a recess while business is pending.
- C. ratify emergency action taken at a meeting when no quorum was present.
- D. oppose a new municipal tax at this time.

323. To call for the orders of the day is:

- A. an incidental motion.
- B. an incidental main motion.
- C. not specifically classified.
- D. a privileged motion.

324. To be germane an amendment must:

- A. be related.
- B. enlarge the scope of the main motion.
- C. not be hostile.
- D. be more specific than the main motion.

325. The objection to the consideration of a question:

- A. takes precedence over incidental main motions.
- B. cannot be used if the motion is outside the announced purpose of the call of a mass meeting.
- C. requires a majority vote to sustain the objection.
- D. if unsustainable, can be reconsidered.

326. What is the purpose of a point of order?

- A. To make an appeal from the decision of the chair.
- B. To make a parliamentary inquiry.
- C. To call for a personal privilege.
- D. To call attention to a breach of the rules.

327. The ABC organization has a total membership of 70 and 58 are present at this meeting. The vote on an original main motion is 28 in the affirmative and 28 in the negative. Who may move to reconsider the vote?

- A. Only a person who voted in the affirmative.
- B. Only a person who voted in the negative.
- C. A person who either abstained or voted in the negative.
- D. Anyone present at the meeting.

328. The maximum number of times that a vote on an original main motion can be reconsidered is:

- A. once.
- B. twice.
- C. once during the same session that the original vote was taken and once at the following session.
- D. unlimited.

329. An original main motion and a primary amendment to add are pending. What motion is not in order?

- A. Lay on the table.
- B. Postpone to a certain time.
- C. Postpone indefinitely.
- D. An amendment to strike out words from the primary amendment.

330. After an amendment has been adopted, it may:

- A. be amended again.
- B. be amended again through reconsideration.
- C. not be amended under any circumstances.
- D. be modified by a hostile motion.

331. Which of the following may be taken from the table?

- A. A motion that has been laid on the table during the current session, with no intervening business.
- B. A motion that has been laid on the table during the current session, after other business has been transacted.
- C. A motion that was defeated at the previous session.
- D. A motion that was postponed to the current session.

332. In ordinary societies, an amendment to a motion which introduces an independent question not related to the motion:

- A. is declared out of order as not germane.
- B. is accepted only if the maker of the main motion approves.
- C. is opened for discussion but requires a two-thirds vote.
- D. is considered a substitute for the main motion.

333. An amendment to an amendment:

- A. opens the main motion to further discussion.
- B. may be amended with the consent of the seconder.
- C. may not be amended.
- D. may not be debated.

334. What vote is required to amend a proposed set of special rules of order while they are pending?

- A. A two-thirds vote.
- B. An affirmative vote of a majority of the members.
- C. A majority vote.
- D. Unanimous consent.

335. Which of the following requires no second?

- A. A proposed amendment to a motion to refer.
- B. A motion to postpone indefinitely.
- C. A motion to create a blank.
- D. A proposal to fill a blank.

336. The motion to extend the limits of debate does not yield to:

- A. incidental main motions.
- B. the motion to lay on the table.
- C. a call for the orders of the day.
- D. a motion to recess.

337. Which of the following incidental motions is not amendable?

- A. Extend the time for consideration of the pending question.
- B. Reopen nominations.
- C. Close the polls.
- D. Division of the question.

338. When presenting a resolution, amendments are considered in the following order:

- A. the preamble, the resolving clauses for debate only, followed by voting on the amendments to each and the preamble, then the resolving clauses for adoption.
- B. resolving clauses for debate and adoption, followed by the preamble for debate and adoption.
- C. preamble for debate and adoption, followed by the resolution for debate and adoption.
- D. resolving clauses and preamble for amendment and debate, followed by a single vote on the adoption of the entire resolution.

339. The motion to postpone indefinitely:

- A. takes precedence over a motion to postpone to a certain time.
- B. if not adopted, may be renewed.
- C. can be applied to main motions and amendments.
- D. tests the strength of the opposition.

340. Which of the following may not be laid on the table?

- A. A motion to adjourn until noon tomorrow.
- B. A motion to recess made when nothing is pending.
- C. A privileged motion to adjourn.
- D. A motion to adopt a committee report.

341. A motion to grant permission to the maker of a main motion to withdraw the motion can be made:

- A. only before the question has been stated by the chair.
- B. at any time before the voting on the question has begun, provided that the motion has not been amended.
- C. at any time before the voting on the question has begun, provided that no subsidiary or incidental motions are pending.
- D. at any time before the voting on the question has begun.

342. Which of the following is insufficient to adopt the motion to amend something previously adopted?

- A. A two-thirds vote.
- B. A majority vote without previous notice.
- C. A majority vote when notice has been given at a previous meeting.
- D. A vote of a majority of the entire membership.

343. Which of the following motions is never an incidental main motion?

- A. Postpone to a certain time.
- B. Lay on the table.
- C. Commit or refer.
- D. Amend something previously adopted.

344. Which of the following applies to a motion to recess when no other business is pending?

- A. It is not debatable.
- B. It is not amendable.
- C. It requires a two-thirds vote.
- D. The time for the recess may be set for a future time.

NAP Section II

345. When can the maker of a motion withdraw it without asking the consent of anyone?

- A. Any time before the voting begins.
- B. Only after the motion has been seconded.
- C. Before it has been stated by the chair.
- D. After statement by the chair, but before any debate has begun.

346. When a main motion is pending and a member feels that it should have more careful investigation and more accurate wording, what subsidiary motion could be used?

- A. Postpone indefinitely.
- B. Amend.
- C. Refer to a committee.
- D. Postpone to a later time.

347. When a main motion is pending and a member feels that action should be deferred until after a certain event in a meeting, what motion could be used?

- A. A motion to postpone the matter indefinitely.
- B. A motion to amend the main motion to take effect later.
- C. A motion to postpone the matter until after that event.
- D. A motion to table the matter.

348. Which of the following are in order while the motion to adjourn is pending?

- A. To inform the assembly of business requiring attention.
- B. To make important announcements.
- C. To make a motion to reconsider a previous vote.
- D. All of the above are correct.

349. If a main motion, an amendment to the main motion and the motion to postpone to a certain time are pending, which of the following motions should be voted on first?

- A. A motion to vote on the postponement by ballot.
- B. A motion to recess for fifteen minutes.
- C. A motion to refer the main question to a committee.
- D. A motion to lay the pending questions on the table.

350. While a main motion is pending, a member who voted with the prevailing side moves to reconsider the vote on a motion that was adopted during the same meeting. The motion to reconsider is seconded. The chair should now:

- A. state the motion to reconsider as pending.
- B. request a motion to lay the motion to reconsider on the table.
- C. instruct the secretary to enter the motion to reconsider in the minutes.
- D. take a vote on whether to enter the motion to reconsider on the minutes.

351. The motion to reconsider does not apply to:

- A. any vote which has caused something to be done that it is impossible to undo.
- B. an affirmative vote whose provisions have been partly carried out.
- C. the vote on a motion that can be renewed at a reasonable time.
- D. All of the above are correct.

352. The motion to suspend the rules:

- A. is in order when another has the floor.
- B. yields to the motion to lay on the table.
- C. mentions the particular rule(s) to be suspended.
- D. may not be combined with another motion.

353. A motion is pending to postpone the main question until after the coffee break. Which motion is not in order at this time?

- A. Lay on the table.
- B. Recess for coffee.
- C. Refer the matter to a committee.
- D. An amendment to strike out "after the coffee break" and insert "the next meeting."

354. An amendment is germane if:

- A. it does not involve the same question raised by the motion to which it is applied.
- B. adoption, rejection, or temporary disposal of the motion would not allow the amendment to be presented as an independent resolution.
- C. it is not hostile.
- D. it will not defeat the spirit of the original motion.

355. A special order for a particular time:

- A. interrupts any business that may be pending.
- B. cannot interrupt a motion relating to a question of privilege.
- C. cannot interrupt consideration of a motion to reconsider.
- D. interrupts a recess prescheduled for a particular hour.

356. Debate for a member has been exhausted. The main motion is postponed until the next session. When it resumes:

- A. debate is still exhausted for that member.
- B. the member may speak once, others twice.
- C. all members are limited to one speech.
- D. any limitation on debate is exhausted.

357. A motion to reconsider:

- A. usually requires a majority vote unless the motion to be reconsidered requires a larger vote.
- B. a vote in a committee of the whole can be made regardless of the time that has elapsed since the vote was taken.
- C. can be made at any time and its making takes precedence over other motions, yielding only to a motion to "fix the time to which to adjourn."
- D. when it covers the votes on two or more connected motions, only the motion that will be voted on first is debatable if the motion to reconsider is adopted.

358. A matter that is made a special order for a particular hour:

- A. will not interrupt any other business then pending.
- B. will not interrupt a general order set for the same time made before it was.
- C. will have precedence over any other business then pending, or set for the same time, except another special order made before it was, or the special order for a meeting.
- D. and is not disposed of before adjournment falls to the ground.

359. When can an original main motion, once voted on and defeated, be renewed?

- A. During the same session, but not at future sessions.
- B. At any future session, but not during the same session.
- C. Only once during each calendar year.
- D. At any time.

360. After the expiration of the allotted time under an order limiting debate which did not specify when the vote should be taken:

- A. amendments to the main motion are no longer in order.
- B. motions to dispose of the main motion are in order.
- C. all pending questions must be voted on immediately.
- D. A and C are correct.

NAP Section II

361. An appeal from the decision of the chair:

- A. is put to vote in the form, "Shall the appeal be sustained?"
- B. is debatable under some conditions and under other conditions is not.
- C. is amendable under some conditions and under other conditions is not.
- D. requires a two-thirds vote to sustain the decision of the chair.

362. After a member has been assigned the floor, but before he has begun to speak, it is in order to take any of the following actions except:

- A. call for the orders of the day.
- B. raise a question of privilege.
- C. reconsider.
- D. adjourn.

363. A request for permission to read a paper during debate:

- A. may be postponed.
- B. never requires a second.
- C. may be reconsidered.
- D. is debatable.

364. Which of the following prevents action on a motion at an annual convention?

- A. Lay on the table.
- B. Postpone indefinitely.
- C. Point of order.
- D. Limit debate.

365. For organizations holding regular meetings within quarterly time intervals, which statement is correct concerning the motion to lay on the table?

- A. It is amendable, but not debatable.
- B. It requires a two-thirds vote to adopt.
- C. A question laid on the table can be taken from the table by the chair.
- D. A question laid on the table dies if not taken from the table before the close of the next regular session.

366. Which statement is true concerning the motion to reconsider?

- A. It may be made at any time.
- B. It may be laid on the table.
- C. It may be made by any member.
- D. It is always debatable and may be amended.

367. Which of the following rules does not govern the motion to postpone to a certain time?

- A. It requires recognition.
- B. It requires a majority vote if a general order is created.
- C. It requires a two-thirds vote if a special order is created.
- D. It may not be reconsidered.

368. An objection to the consideration of a question:

- A. is debatable.
- B. does not require a second.
- C. is amendable.
- D. is not in order when another has the floor.

369. After a vote has been ordered by the adoption of a motion for the previous question and before the vote under this order has been taken, which of the following subsidiary motions is in order?

- A. Postpone indefinitely.
- B. Lay on the table.
- C. Commit or refer.
- D. Amend.

NAP Section II

370. In a society in which there is no more than a quarterly time interval between regular sessions, in a session of one day, which of the following requirements does not apply to the motion to reconsider?

- A. The making of the motion has a higher rank than its consideration.
- B. Debate on the motion may go into the merits of the question to which it applies.
- C. It can be made only on the same day that the vote to be reconsidered was taken.
- D. The motion to be reconsidered must be called up during the same session that the vote to be reconsidered was taken.

371. Regarding the motion to fix the time to which to adjourn, the chair should:

- A. if adopted, instruct the secretary to send the required notices to each member.
- B. if defeated, use the authority of the chair to set another meeting to continue the session's business.
- C. if adopted, declare the meeting adjourned.
- D. in stating the motion, include the time to which the meeting will adjourn.

372. Which is correct concerning a request to grant the maker permission to withdraw a motion?

- A. It is in order when another has the floor if it requires immediate attention.
- B. It does not require a second.
- C. It is amendable.
- D. It is debatable.

373. If a member wishes to have a letter read to the assembly, what is required?

- A. The chair must approve the reading.
- B. Any member may demand the reading.
- C. The assembly must give permission by unanimous consent or a majority vote.
- D. Unanimous consent is required.

374. An organization has a total membership of 100, the quorum is a majority of the membership, and the number present is 67. The vote on a motion to rescind that was moved without previous notice is 34 in the affirmative, and 21 in the negative. The chair should now:

- A. announce that the motion to rescind is adopted.
- B. announce that the motion to rescind is defeated.
- C. declare that a quorum is not present.
- D. announce that the motion to rescind will be entered into the minutes and voted on at the next meeting.

375. A main motion, an amendment to the main motion, a motion to limit debate, and a motion for the previous question on all pending matters are pending. The motion for the previous question is then voted on and adopted. The chair should now:

- A. ask for amendments to the motion to limit debate.
- B. put the motion to limit debate to a vote.
- C. put the amendment to the main motion to a vote, then the main motion.
- D. put all pending questions to a vote with no further discussion.

376. After a motion is taken from the table:

- A. everything adhering to it is before the assembly.
- B. adhering subsidiary motions are ignored.
- C. debate is limited to those who have not spoken to the motion.
- D. the previous question cannot be applied to it.

377. A main motion is moved and seconded. Before the motion is stated by the chair, the maker rephrases the motion in a way that is unacceptable to the seconder. The seconder should:

- A. rise to a point of order.
- B. appeal from the decision of the chair.
- C. withdraw his second.
- D. object to the consideration of the question.

378. Which of the following requires no second, is debatable but not amendable?

- A. An amendment to a motion to refer.
- B. A motion to create a blank.
- C. To substitute a minority report for a committee report.
- D. A proposal to fill a blank.

379. Some assemblies provide in their rules for the automatic referral of all main motions to specified standing committees:

- A. dealing with all classes of subjects.
- B. dealing with certain classes of subjects.
- C. after a certain number of amendments have been proposed.
- D. unless the subject deals with financial obligations.

380. Which of the following is true regarding the privileged motion to fix the time to which to adjourn?

- A. It may be made when another has the floor.
- B. Adoption of the motion sets the time for the present meeting to adjourn.
- C. The adjourned meeting must be set for a time before the next regular meeting.
- D. It is debatable.

381. When can an appeal from the decision of the chair be made?

- A. At any time during the meeting at which the ruling is made.
- B. At the same, or the next, business meeting following that at which the ruling was made.
- C. At the time the ruling is made.
- D. As soon as the main motion has been disposed of.

382. The motion to limit or extend limits of debate, moved when no motion is pending is:

- A. an incidental motion.
- B. an incidental main motion.
- C. an original main motion.
- D. a subsidiary motion.

383. When no motion is pending, a member calls up a motion to reconsider. The chair should:

- A. rule the member out of order.
- B. state the motion to reconsider as pending.
- C. take the vote on the motion to be reconsidered.
- D. ask the member if he voted on the prevailing side.

384. An amendment of the third degree:

- A. is not permitted.
- B. is not amendable or debatable.
- C. requires a two-thirds vote.
- D. must be offered by the one proposing the secondary amendment.

385. A motion to take from the table any matter that is on the table cannot be moved during:

- A. new business.
- B. unfinished business.
- C. general orders.
- D. a series of motions connected with a single item of business.

386. Voting down a motion that would express a particular opinion:

- A. is not the same as adopting a motion expressing the opposite opinion.
- B. means that no opinion has been expressed.
- C. means that a member feels his organization should be silent on the matter.
- D. All of the above are correct.

387. A motion to commit:

- A. can be applied to questions of privilege while they are pending as main motions.
- B. yields to postpone indefinitely.
- C. is in order when another has the floor.
- D. cannot be amended.

388. A main motion "that we purchase a computer" and a motion to postpone the main motion indefinitely are pending. It is moved and seconded to amend the main motion by adding the words "at a cost not to exceed \$2000.00." The chair should:

- A. rule that the amendment is not germane to the pending question.
- B. rule the amendment out of order because it has lower rank than the pending motion.
- C. state the amendment as pending.
- D. put the amendment to vote without debate.

389. In parliamentary terminology, which of the following words means "accept"?

- A. Adopt.
- B. Ratify.
- C. Receive.
- D. File.

390. If previous notice is given at a meeting:

- A. the full text of the motion or resolution must be submitted.
- B. the notice is in order when another person has been assigned the floor and has begun to speak.
- C. it is in order even after it has been voted to adjourn.
- D. it must be in writing.

391. The motion to reconsider:

- A. in a standing or special committee always requires a two-thirds vote.
- B. requires a two-thirds vote if the motion to be reconsidered requires a two-thirds vote.
- C. cannot be called up except by the member who made the motion.
- D. must be seconded at the time it is made.

392. The rules governing the debate on the reconsideration of the vote are as follows:

- A. on the same day, anyone who exhausted his right to debate during the first consideration will be able to speak during the reconsideration.
- B. on the same day, anyone who exhausted his right to debate during the first consideration will not be able to speak during the reconsideration.
- C. on the same day, anyone who exhausted his right to debate during the first consideration, cannot speak while the motion to reconsider is pending.
- D. on a later day, anyone who exhausted his right to debate during the first consideration will not be able to speak during the reconsideration.

393. A motion to fix the time to which to adjourn is moved and seconded while no motion is pending.

The chair should:

- A. request the maker to withdraw the motion.
- B. treat the motion as a motion to adjourn.
- C. put the motion to a vote without debate.
- D. ask for discussion on the motion.

394. When a member has called for the orders of the day, the chair should:

- A. ask for a second and put the call to a voice vote.
- B. ask for a second and put the call to a counted vote.
- C. ask the member to specify the matter he wants considered.
- D. announce as pending business the subject that is then in order.

NAP Section II

395. Reconsider and Enter on the Minutes:

- A. can be moved at the last meeting of the current session if more than a quarterly time interval will intervene before the next business session.
- B. cannot be moved at the last meeting of the current session if more than a quarterly time interval will intervene before the next business session.
- C. is treated the same as the regular motion to reconsider.
- D. it can be applied to votes on motions whose object would be defeated by a delay of one day.

396. Reconsider and enter on the minutes can be applied to:

- A. an affirmative vote on a main motion.
- B. an affirmative vote on an objection to the consideration of a question.
- C. a negative vote on postpone indefinitely.
- D. an affirmative vote on postpone to a certain time.

397. The privileged device, raise a question of privilege, takes precedence over:

- A. fix the time to which to adjourn.
- B. recess.
- C. adjourn.
- D. call for the orders of the day.

398. An amendment is improper when:

- A. it is frivolous or absurd.
- B. it would leave an incoherent wording.
- C. it would have the effect of converting one parliamentary motion into another.
- D. All of the above are correct.

399. The standard descriptive characteristics of a motion contain:

- A. the motions over which it takes precedence.
- B. to what motions it yields.
- C. what motions are applicable to it.
- D. all of the above.

400. The privileged device, raising a question of privilege:

- A. is debatable.
- B. does not require a second.
- C. is amendable.
- D. requires a majority vote.

NAP REGISTRATION EXAM ANSWERS - 10^h Edition -

PART II

1.B	51. D	101. D	151. B	201. A	251. D	301. C	351. D
2. B	52. B	102. D	152. B	202. B	252. B	302. B	352. B
3. C	53. A	103. A	153. B	203. D	253. B	303. D	353. C
4. A	54. A	104. D	154. A	204. B	254. B	304. B	354. B
5. C	55. D	105. B	155. A	205. C	255. D	305. C	355. A
6. D	56. A	106. D	156. D	206. D	256. B	306. B	356. D
7. B	57. D	107. D	157. C	207. B	257. C	307. A	357. D
8. C	58. B	108. A	158. A	208. C	258. B	308. B	358. C
9. C	59. D	109. C	159. B	209. D	259. B	309. B	359. B
10.C	60. A	110. A	160. C	210. C	260. C	310. C	360. B
11.B	61. B	111. C	161. B	211. B	261. B	311. C	361. B
12.B	62. B	112. A	162. D	212. B	262. C	312. B	362. D
13.A	63. D	113. D	163. B	213. A	263. D	313. D	363. C
14.A	64. D	114. D	164. A	214. B	264. D	314. A	364. B
15.B	65. C	115. C	165. C	215. C	265. B	315. B	365. D
16.D	66. A	116. C	166. D	216. B	266. C	316. B	366. B
17.D	67. A	117. D	167. C	217. C	267. A	317. B	367. D
18.A	68. B	118. D	168. C	218. D	268. C	318. B	368. B
19.A	69. D	119. A	169. B	219. A	269. D	319. D	369. B
20.C	70. D	120. C	170. C	220. C	270. A	320. D	370. D
21.D	71. C	121. C	171. B	221. B	271. C	321. D	371. D
22.C	72. C	122. B	172. B	222. B	272. A	322. C	372. A
23. D	73. D	123. A	173. C	223. D	273. D	323. D	373. C
24.A	74. B	124. A	174. A	224. A	274. A	324. A	374. B
25.C	75. A	125. D	175. D	225. D	275. D	325. B	375. C
26.C	76. A	126. B	176. D	226. A	276. B	326. D	376. A
27.C	77. B	127. C	177. B	227. D	277. D	327. B	377. C
28.B	78. C	128. D	178. D	228. A	278. B	328. A	378. D
29.D	79. B	129. B	179. D	229. D	279. D	329. C	379. B
30.A	80. D	130. B	180. C	230. A	280. C	330. B	380. C
31.C	81. A	131. C	181. B	231. C	281. C	331. B	381. C
32.B	82. D	132. B	182. C	232. A	282. D	332. A	382. B
33.C	83. A	133. C	183. C	233. D	283. B	333. C	383. B
34.C	84. C	134. C	184. C	234. B	284. B	334. C	384. A
35.A	85. D	135. A	185. B	235. D	285. B	335. D	385. D
36. A	86. C	136. D	186. D	236. C	286. A	336. A	386. D
37. D	87. B	137. C	187. C	237. B	287. C	337. A	387. A
38. C	88. B	138. A	188. D	238. B	288. D	338. D	388. C
39. D	89. C	139. A	189. D	239. B	289. D	339. D	389. A
40. C	90. C	140. A	190. A	240. C	290. D	340. C	390. C
41. D	91. B	141. B	191. C	241. D	291. C	341. D	391. D
42. B	92. C	142. A	192. D	242. D	292. D	342. B	392. B
43. D	93. C	143. C	193. C	243. C	293. C	343. B	393. D
44. A	94. B	144. B	194. B	244. A	294. C	344. D	394. D
45. C	95. C	145. B	195. C	245. B	295. C	345. C	395. B
46. A	96. D	146. D	196. B	246. B	296. B	346. C	396. A
47. A	97. A	147. D	197. B	247. C	297. A	347. C	397. D
48.A	98. C	148. C	198. B	248. D	298. A	348. D	398. D
48. B	99. B	149. A	199. C	249. B	299. D	349. B	399. D
49. B	100. B	150. C	200. C	250. D	300. A	350. C	400. B

NAP REGISTRATION EXAM QUESTIONS - 10th Edition - PART III

- 1. A member of an assembly, in the parliamentary sense, is a person having the right to:**
 - A. call meetings of the assembly.
 - B. represent the assembly in public meetings.
 - C. represent the assembly at conventions.
 - D. make motions, speak in debate on them, and vote.

- 2. A deliberative assembly that has not adopted any rules:**
 - A. is bound by rules and customs of common parliamentary law.
 - B. must at least adopt rules of order.
 - C. is not allowed to pursue business.
 - D. must immediately adopt bylaws.

- 3. The basic principle of decision in a deliberative assembly is that, to become the act or choice of the body, a proposition must be adopted:**
 - A. by a two-thirds vote.
 - B. at the annual meeting.
 - C. by a majority vote.
 - D. by a two-thirds vote with notice.

- 4. An assembly of delegates chosen, normally for one session only, as representatives of constituent units or subdivisions of a much larger body of people is:**
 - A. a convention.
 - B. a mass meeting.
 - C. a legislative body.
 - D. an assembly of an organized society.

- 5. Delegates to a convention are normally chosen for:**
 - A. one meeting.
 - B. one session.
 - C. two sessions.
 - D. a two-year period.

- 6. The board of directors, managers, trustees, or governors is the supreme governing body of an institution, when:**
 - A. assigned all the duties of financial responsibility.
 - B. it has no assembly constituting a general voting membership.
 - C. the board has a legally fixed membership.
 - D. the board is the subordinate body of the society's assembly.

- 7. A board, regardless of its size, can be described as having the character of:**
 - A. a deliberative assembly.
 - B. a standing committee.
 - C. an executive committee.
 - D. an executive session.

- 8. Which of the following is not classified as a deliberative assembly?**
 - A. a legislative body.
 - B. a mass meeting.
 - C. a convention.
 - D. a committee.

9. Boards are:

- A. a form of an assembly.
- B. empowered to delegate their authority.
- C. essentially large committees.
- D. are not empowered to appoint committees.

10. In a meeting of a deliberative assembly:

- A. if a member leaves before a ballot vote is taken, he may turn in his marked ballot to a teller.
- B. there must be opportunity for simultaneous aural communication among all participants.
- C. in the absence of a quorum, all motions must be adopted by a unanimous vote.
- D. the members do not have, nor cannot assume, freedom to act in concert to take action in the name of the entire group.

11. In a mass meeting, the quorum is:

- A. two-thirds of those present.
- B. a majority of those present.
- C. one-third of those present.
- D. those present.

12. Unless it is one within a series, a mass meeting usually needs no established order of business since:

- A. only one item of business is permitted to be taken up.
- B. no action, other than preparing recommendations, is in order.
- C. there is nothing but new business to be brought up.
- D. all action is necessarily suspended until a new society is formed.

13. The order of business:

- A. begins with the call to order.
- B. may not be interrupted by any member.
- C. is mandatory in order to proceed with a meeting.
- D. is separate and distinct from the procedure of calling a meeting to order.

14. If the chair assigns the floor to the wrong person when preference in recognition was timely claimed by another member:

- A. an appeal should be made.
- B. a point of order should be raised.
- C. an objection to the consideration of the question should be made.
- D. the member to whom the floor was assigned must be allowed to speak.

15. The provisions of the call of a mass meeting specifying the purpose and those invited to attend have a force equivalent to:

- A. bylaws of an organized society.
- B. standing rules of an organized society.
- C. standing rules of a convention.
- D. special rules of order of an organized society.

16. The establishment of a resolutions committee in a convention:

- A. is required for all organizations.
- B. requires this committee to meet and by a two-third vote submit all resolutions to the convention body.
- C. represents a limitation on the ordinary right of members to propose any number of motions from the floor without notice.
- D. is required as the report of the resolutions committee along with credentials, standing rules and program must be adopted to organize a convention.

17. The proper procedure for claiming the floor in an assembly is to:

- A. raise your hand.
- B. rise.
- C. address the chair.
- D. rise and address the chair. ,

18. Under unfinished business, the order in which business will be taken up is:

- A. questions that were unfinished business at the previous meeting, but not reached before it adjourned; questions that were set as general orders for the previous meeting, but not reached before it adjourned; the question that was pending when the previous meeting adjourned.
- B. the question that was pending when the previous meeting adjourned; questions that were set as general orders for the previous meeting, but not reached before it adjourned; questions that were unfinished business at the previous meeting, but not reached before it adjourned.
- C. the question that was pending when the previous meeting adjourned; questions that were unfinished business at the previous meeting, but not reached before it adjourned; questions that were set as general orders for the previous meeting, but not reached before it adjourned.
- D. Any of the above sequences are correct.

19. In some organizations in which it is customary to call the roll of the members, this is placed in the order of business:

- A. as a part of Unfinished Business and General Orders.
- B. under the heading called Good of the Order.
- C. at the end of the opening ceremonies, unless a special rule of the organization assigns it a different position in the order of business.
- D. as a part of Special Orders.

20. Conducting the deliberative process by mail, e-mail, fax or other electronic media must:

- A. be authorized by appropriate standing rules.
- B. be authorized by appropriate special rules of order.
- C. be authorized by the bylaws and should be supported by special rules of order.
- D. not be permitted since many procedures common to parliamentary law are not applicable.

21. After a member has been assigned the floor, but before he has begun to speak, it is in order to:

- A. give notice of intent to introduce a motion requiring notice.
- B. move to amend something previously adopted.
- C. move to lay on the table the previously adopted motion.
- D. move to adjourn.

22. In agendas for sessions consisting of several meetings, most items are:

- A. scheduled the same as the order of business for regular meetings.
- B. general orders.
- C. scheduled for one meeting only.
- D. are postponed until the last meeting of the session.

23. In local organizations that hold regular business meetings throughout the year, minutes of the annual meeting:

- A. must be approved by a committee.
- B. are read and approved at the next regular meeting.
- C. are read and approved at the next annual meeting.
- D. must be published and mailed to the members because of their importance.

NAP Section III

24. A meeting of an assembly is:

- A. a complete unit of an assembly's participation in proceedings.
- B. a single official gathering of its members.
- C. terminated when a recess is ordered.
- D. the same as a session.

25. A session of an assembly is:

- A. a meeting or series of connected meetings with one agenda.
- B. a program and business in one meeting.
- C. a single official gathering of its members.
- D. several days of business and entertainment.

26. Which term best defines a "session?"

- A. a portion of a meeting devoted to one announced matter of business.
- B. a meeting which, if adjourned, must complete its business at the following meeting.
- C. a meeting, or series of connected meetings, devoted to a single order of business, program, or agenda.
- D. a single official gathering to transact business with no separations longer than a few minutes.

27. A recess of an assembly is:

- A. always a privileged motion.
- B. the same thing as an adjournment without day.
- C. a short intermission within a meeting.
- D. in order in the committee of the whole.

28. In a committee of the whole or its variations, the quorum is:

- A. established by the committee.
- B. a majority of the members.
- C. the same as in an ordinary committee.
- D. the same as that of the assembly, unless the rules of the assembly or the organization specify otherwise.

29. When a meeting adjourns without ending the session, this means:

- A. the end of the session has not been announced by the chair.
- B. the adjournment is the subject of a motion to reconsider that has not been called up.
- C. another meeting to continue the same business or order of business has been set for a definite time, or provided for.
- D. the motion to adjourn is out of order.

30. One session cannot interfere with the freedom of each new session to choose its own chairman pro tern except by:

- A. a ballot election.
- B. an election held with previous notice.
- C. an election held at a special meeting.
- D. a motion to suspend the rules.

31. The bylaws may authorize boards and committees to meet by videoconference or teleconference if:

- A. special and standing rules are adopted governing assignment of the floor.
- B. special rules are adopted governing the length of debate.
- C. standing rules are adopted governing the number of motions to be made.
- D. all persons participating are afforded the opportunity to simultaneously hear each other and, if a videoconference, to see each other as well.

- 32. An adjourned meeting begins at the point of interruption except that, upon reconvening, the first business is:**
- A. unfinished business.
 - B. the motion on the floor at the time of adjournment.
 - C. reading and approval of the minutes of the preceding meeting.
 - D. reading of the call of the meeting.
- 33. Prior to a mass meeting, the sponsors should agree on all but the following:**
- A. who shall call the meeting to order and nominate their choice of chairman.
 - B. who shall make the initial talk of explaining the purpose of the meeting.
 - C. who shall be nominated for secretary and by whom.
 - D. who shall be chairman of the committee to write the initial bylaws.
- 34. Using the terms "Chair" or "Chairperson":**
- A. are not acceptable in any committee meeting.
 - B. are acceptable when the presiding officer is female.
 - C. are acceptable variations on the term "Chairman".
 - D. are not acceptable in a deliberative assembly.
- 35. At a convention, in the simplest arrangement, the resolutions committee has the following powers, except:**
- A. putting resolutions in proper form.
 - B. eliminating duplication where similar resolutions are offered.
 - C. making substantive alterations in a resolution.
 - D. ensuring that all resolutions relating to a specific subject will be offered in a logical sequence.
- 36. Even in a small meeting, the presiding officer of an assembly should not be addressed or referred to by name, except:**
- A. during a brief administrative consultation during a meeting.
 - B. when the vice-president is presiding and he is present.
 - C. when he has no regular title or whose position is only temporary.
 - D. in cases of a testimonial nature, such as the presentation of a gift.
- 37. In societies that hold regular meetings at least quarterly, business legally required to be done "at the annual meeting" that is taken up but not completed at the annual meeting:**
- A. may not be referred to a committee.
 - B. falls to the ground.
 - C. can be postponed to the next regular meeting.
 - D. must be completed by the board.
- 38. How should a society handle the minutes of its deliberations while in executive session?**
- A. have them read and approved like any other minutes.
 - B. have them destroyed when the session is over.
 - C. distribute them by mail to members only.
 - D. have them read and approved in another executive session, unless that which would be reported in the minutes was not secret.
- 39. If an assembly has no bylaws provision or rule about the quorum of committees, what is the quorum of a standing committee or a special committee?**
- A. the same as the quorum of the assembly.
 - B. all the members of the committee.
 - C. any member present at a properly called committee meeting.
 - D. a majority of the committee members.

40. To avoid a change of officers during the convention, the bylaws should provide that newly elected officers shall take up their duties:

- A. at the first meeting of the board of directors provided that it meets within a quarterly time interval.
- B. at the close of the convention.
- C. after the installation ceremony which is just prior to adjournment.
- D. the day following the close of the convention to allow the previous officers time to transfer files.

41. In an assembly, to legally transact business, a quorum is the number of members:

- A. entitled to vote who must be present.
- B. present and voting.
- C. present excluding the ex officio members.
- D. attending including the ex officio members.

42. A quorum:

- A. must be stated in the bylaws.
- B. is always a majority of the membership.
- C. is the maximum number of members allowed to vote on any one motion.
- D. should be stated as a number of members, rather than percentage, to avoid confusion.

43. If not provided in the bylaws, the quorum in boards and ordinary committees is:

- A. a majority of the members.
- B. two-thirds of the members.
- C. the members in attendance.
- D. at least one-third.

44. A session consists of:

- A. several different meetings of the same society.
- B. caucuses of members of a delegation at a convention.
- C. a meeting or a series of connected meetings devoted to a single order of business.
- D. the morning or afternoon portion of an all-day meeting.

45. To fix the time to which to adjourn, adjourn, or recess are actions which can be taken:

- A. after a motion to adjourn has been voted on.
- B. before the meeting is called to order.
- C. after the meeting has been declared adjourned.
- D. in the absence of a quorum.

46. If a convention is called to form a permanent organization:

- A. permanent officers are elected as a first item of business.
- B. prior to adopting bylaws, a nominating committee is elected.
- C. after the adoption of bylaws, a nominating committee, selected in a manner as close as possible to that prescribed in the bylaws, nominates candidates for office.
- D. the permanent officers are elected and take office at the close of the convention.

47. Unfinished business and general orders should include:

- A. items concerning the general welfare of the organization.
- B. matters required by the bylaws to be taken up at the meeting.
- C. questions members wish to ask regarding any matter.
- D. questions pending when the previous meeting was adjourned.

48. Which of the following should be taken up first during a regular business meeting under unfinished business and general orders?

- A. any questions that were new business at the previous meeting, but were not reached before adjournment.
- B. any questions that were unfinished business at the previous meeting, but were not reached before adjournment.
- C. the question that was pending when the previous meeting adjourned.
- D. any matter that had been laid on the table.

49. The chair calls for the Good of the Order:

- A. before the new business.
- B. after the completion of new business.
- C. before unfinished business.
- D. under new business.

50. In an organization which meets at least at quarterly time intervals, an order of the day cannot be made for a time:

- A. beyond the end of the next business session.
- B. beyond the end of the present session.
- C. during the next business session.
- D. during the present session.

51. A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating to:

- A. the privileged motions.
- B. special orders made subsequent to this special order.
- C. adjournment or recess.
- D. calling up the motion to reconsider.

52. The continued presence of a quorum in a meeting is presumed until:

- A. the absence is noticed by a member who raises a point of order.
- B. all business is completed.
- C. it is waived by unanimous consent.
- D. notices are given.

53. Special orders not set for a particular time are taken up:

- A. anytime after the minutes are read.
- B. after unfinished business.
- C. before unfinished business.
- D. under announcements.

54. If several general orders are made for the same time, they are considered:

- A. in an order determined by the chair.
- B. in alphabetical order.
- C. by voting for the order in which they are to be considered (filling blanks).
- D. in the order in which they were made.

55. By a single vote, a series of special orders or general orders—or a mixture of both—can be made; and such a series is called:

- A. an agenda.
- B. secondary amendments.
- C. a regular order of business.
- D. a series of primary amendments.

56. A program: " ~

- A. is always placed at the end of the order business and cannot be changed.
- B. may contain items of business and the times for speakers, meals, and other business matters.
- C. is not used as a term in conventions.
- D. is a different document prepared by the program committee.

57. In a non-legislative body that has no special rule regulating debate, a member's debate on a single motion is limited to:

- A. two speeches, and ten minutes per speech.
- B. a single ten-minute speech.
- C. two speeches of any length.
- D. one speech of any length.

58. The wording of a motion in the minutes should:

- A. be the exact wording the chair uses in stating the question.
- B. be the exact wording as the members understand the question.
- C. be the exact wording the maker of the motion used in stating the motion.
- D. be the exact wording the chair uses in putting the question.

59. A speaker may be interrupted by a:

- A. call for the orders of the day.
- B. motion to divide the question.
- C. motion to limit debate.
- D. motion to lay on the table.

60. In large conventions, members waiting in line to speak:

- A. may call a point of order on a motion made to limit debate.
- B. should move up according to the priority of their motions.
- C. cannot validly protest a motion to call the previous question.
- D. should be recognized by the chair in random order.

61. After a member has been assigned the floor, but before he has begun to speak, it is in order to take any of the actions below, except:

- A. call for orders of the day.
- B. make a motion to adjourn.
- C. make a motion to reconsider.
- D. raise a question of privilege.

62. If a member yields to another member for a question, the time consumed is charged to:

- A. a speaker who did not use all his time.
- B. no member.
- C. the member asking the question.
- D. the speaker who yielded to the question.

63. Debate for a member has been exhausted. The main motion is postponed until the next day. When the meeting resumes:

- A. debate is still exhausted for that member.
- B. the member may speak once; others may speak twice.
- C. all members are limited to one speech.
- D. all members have their right to debate renewed.

64. A presiding officer who relinquishes the chair to participate in debate should not return to it until:

- A. debate on the immediately pending question is finished.
- B. debate on all pending questions is finished.
- C. the immediately pending question is disposed of.
- D. all pending questions are disposed of.

65. In a mass meeting, which of the following is correct?

- A. A chairman, secretary, and treasurer are the only officers required.
- B. There is no appeal from the chair's decision in assigning the floor.
- C. A motion contrary to the meeting's purpose is in order.
- D. The rules governing the assignment of the floor and debate are not generally applicable.

66. At a mass meeting, nominees from the floor for a chairman pro tem are voted on by the following method:

- A. show of hands.
- B. voice.
- C. ballot.
- D. rising.

67. The method of voting for the chairman and secretary at a mass meeting is usually the following:

- A. cumulative voting.
- B. ballot.
- C. viva voce.
- D. black and white balls.

68. Sponsors of a mass meeting should agree on the following:

- A. who presides, who shall serve as secretary, who shall serve as treasurer, what rules shall be followed.
- B. who calls the meeting to order, who should be nominated for chairman and for secretary, who shall explain the purpose, what rules shall be proposed.
- C. who shall be elected chairman, secretary, treasurer, who shall explain the purpose, what rules shall be proposed.
- D. who shall call the meeting to order, who shall be elected chairman, who shall explain the purpose, what rules shall be followed.

69. The call to a mass meeting should include:

- A. candidates for office, date, place, who is invited.
- B. who is invited, date, place, future dates, purpose.
- C. names of sponsors, date, hour, place, purpose, who is invited.
- D. chairman, place, date, hour, who is invited.

70. At a mass meeting:

- A. formal rules must be adopted as soon as possible.
- B. any difference of opinion on procedural questions can be resolved by the adopted standing rules.
- C. adoption of a standard parliamentary authority must take place before the election of the secretary.
- D. any difference of opinion on procedural questions can be resolved by citing a recognized parliamentary authority.

71. The provisions in the call to a mass meeting have a force equivalent to bylaws of an organized society because they:

- A. define the rights of the sponsors to limit the participants to specific rules.
- B. determine whether the meeting will lead to permanent organization of a society.
- C. allow the participants to operate with the greatest degree of freedom.
- D. define the subject matter within which motions or resolutions are in order.

72. The following persons must be involved in the first mass meeting:

- A. the temporary presiding officer, chairman, secretary.
- B. chairman, secretary, treasurer.
- C. sponsor, chairman, parliamentarian.
- D. temporary chairman, elected chairman, treasurer.

73. The adoption of the bylaws of a new society requires:

- A. a two-thirds vote.
- B. a majority vote.
- C. previous notice and a two-thirds vote.
- D. previous notice and a majority vote.

74. In a merger of two organizations:

- A. each discontinues its independent existence.
- B. each organization is absorbed into a new organization.
- C. a new entity is formed which includes the membership of the merging organizations.
- D. one organization continues while the other ceases to exist.

75. A resolution to dissolve an unincorporated society requires for its adoption:

- A. a three-fourths ballot vote.
- B. previous notice and a two-thirds vote.
- C. previous notice and a majority vote of the membership.
- D. the same notice and vote as to amend the bylaws of the society.

76. In a convention, a motion to change the program after its adoption requires:

- A. a majority vote of the delegates present or two-thirds of the delegates registered.
- B. majority vote of the delegates registered.
- C. previous notice and two-thirds of the delegates present.
- D. a majority of all delegates registered or a two-thirds vote.

77. During the period of preparation and while the convention is in progress, the parliamentarian should:

- A. serve as the principal advisor to the delegates as it relates to the actual transaction of business.
- B. Not be present at the preconvention meeting of the board.
- C. draft the agenda and the standing rules.
- D. serve as the principal advisor to the president and the officers.

78. Which of the following terms is often applied particularly in the case of learned or professional associations to distinguish the voting body of delegates of a convention?

- A. Conference.
- B. Convention.
- C. General Assembly.
- D. House of Delegates

79. Meetings of a caucus at a convention are governed by rules that are:

- A. the same as those governing convention meetings.
- B. the same as those applicable to a committee.
- C. the same as those governing a general meeting.
- D. those applicable to an adopted motion to consider informally.

80. In a convention, as the rules provide, who may introduce resolutions:

- A. the corresponding secretary, who reads them to the assembly.
- B. the resolutions committee.
- C. any individual, with permission of the presiding officer.
- D. in some cases, any member of a constituent society, whether a delegate or not.

NAP Section III

81. In an established national society, delegate representation and qualifications should be prescribed by the:

- A. charter.
- B. call to convention.
- C. bylaws of constituent units.
- D. bylaws of the parent organization.

82. When electing alternates to fill vacancies in a delegation to a national convention, an organization should normally elect:

- A. half as many alternates as delegates.
- B. two alternates for each delegate.
- C. alternates in a designated order in which they will be called to serve as needed.
- D. an alternate for the vice-president first, since the vice-president is already ex officio an alternate for the president.

83. An authorized alternate who is replacing a registered convention delegate must:

- A. be approved by the convention delegates.
- B. inform the rules committee of his new status.
- C. report to the credentials committee.
- D. trade credential badges with the withdrawing delegate.

84. Convention committees report to the assembly in the following order:

- A. program, credentials, standing rules.
- B. standing rules, program, credentials.
- C. credentials, standing rules, program.
- D. program, standing rules, credentials.

85. A separate vote can be required on any individual standing rule of a convention during the adoption process by:

- A. a majority vote without debate.
- B. a two-thirds vote.
- C. the demand of a voting member of the convention.
- D. a majority vote with debate.

86. Qualifications for alternates at a convention:

- A. need not be stated in the bylaws at the convention level.
- B. are the same as for delegates.
- C. may be less since they have no vote.
- D. are not needed because all those attending are listed as alternates rather than delegates.

87. The duties of the credentials committee:

- A. are limited to an initial report.
- B. continue until the convention ends.
- C. cannot be completed until after adjournment.
- D. must be completed before the meeting is called to order.

88. The report of the credentials committee:

- A. may be amended by substituting an entirely different roll of delegates.
- B. is not amendable.
- C. is amendable but is not debatable.
- D. may be amended by striking out and inserting.

NAP Section III

89. To contest the seating of a delegate at a convention:

- A. vote against adoption of the report of the credentials committee.
- B. move to recommit the report to the credentials committee with instructions to insert the name of the delegate you wish seated.
- C. move to amend the report of the credentials committee by adding the name of the delegate you wish seated.
- D. move to table the report of the credentials committee.

90. To adopt convention standing rules normally requires a:

- A. two-thirds vote.
- B. majority vote with notice.
- C. majority vote of the delegates present.
- D. two-thirds vote with notice.

91. When parliamentary standing rules in a convention are not pending, they may be amended by a:

- A. majority vote with debate.
- B. majority vote without debate.
- C. two-thirds vote without debate.
- D. two-thirds vote with debate.

92. Standing rules of a convention may be:

- A. suspended, including the rule prescribing the parliamentary authority, by a two-thirds vote.
- B. suspended by a two-thirds vote for the remainder of the convention.
- C. amended or rescinded by a two-thirds vote or a majority vote with notice given on the preceding day.
- D. suspended by a majority vote as long as it does not contain a restriction such as a time limit on debate.

93. The report of the program committee of a convention is adopted by a:

- A. majority vote.
- B. two-thirds vote.
- C. majority vote, except that a two-thirds vote is required for adoption if the program contains special orders.
- D. a majority vote provided that any special orders contained in the program must be voted on separately and adopted by a two-thirds vote.

94. Customs observed by the presiding officer do not include:

- A. referring to himself as "the chair."
- B. referring to himself as "Your President."
- C. calling all individual members by name.
- D. speaking of himself in the third person.

95. The preferred wording of the chair when putting the question is:

- A. "Those in favor of the motion, say aye. Those opposed, say no."
- B. "All those in favor, please say aye. All those opposed, like sign."
- C. "All in favor, please say aye. All opposed, say nay."
- D. "As many as are in favor, say aye. As many as are opposed, same sign."

96. Delegates to a convention are usually chosen for:

- A. each session.
- B. each annual meeting.
- C. a fixed time period.
- D. a specific area of representation.

NAP Section III

97. A convention is:

- A. a permanently constituted law-making body.
- B. the opposite of a mass meeting.
- C. several sessions on consecutive days.
- D. an assembly of delegates.

98. After the first report of a convention credentials committee is adopted, the vote required to adopt a revised roll of the voting members is:

- A. a two-thirds vote.
- B. a majority vote.
- C. a vote of a majority of all voting members already registered.
- D. none, since the credentials committee has the authority to make all necessary changes.

99. Resolutions committees:

- A. handle all motions in conventions.
- B. are of no use in political organizations.
- C. handle only motions written in "resolution" form.
- D. are sometimes required to prepare and report a platform.

100. If there is no convention rule about whether the resolutions committee must report every resolution referred to it, then the resolutions committee:

- A. may choose which resolutions to report.
- B. is required to report every resolution referred to it with the committee's recommendation to adopt, amend, or reject it.
- C. is required to report every resolution referred to it, but the committee is not required to make any recommendations.
- D. is required to report every resolution referred to it with a committee recommendation to adopt the resolution without amendment or to reject the resolution.

101. In a convention called for the purpose of organizing a society, committees not appointed in advance should be appointed by:

- A. the assembly.
- B. a special committee.
- C. the secretary.
- D. the chair.

102. The call of a meeting is a written notice of its time and place, which:

- A. has been adopted at the previous meeting of the organization.
- B. is mailed or distributed to all members of the organization a reasonable time in advance.
- C. serves to notify delegates of their election.
- D. is a bylaw requirement.

103. Business that the bylaws require to be considered at a particular meeting is:

- A. called up by the chair and the chair makes the motion.
- B. considered under the heading of Special Orders in the order of business.
- C. considered under the heading of General Orders in the order of business.
- D. brought up by the chairman of the applicable committee.

104. The motions to adopt the reports of the credentials, standing rules and program committees at a convention are:

- A. debatable but not amendable.
- B. not debatable but are amendable.
- C. neither debatable nor amendable.
- D. debatable and amendable.

NAP Section III

105. The first business in order after a mass meeting is called to order is:

- A. reading the call of the meeting.
- B. election of a chairman.
- C. election of a secretary.
- D. adoption of a resolution expressing the sense of the mass meeting.

106. The official organization of a convention is brought about by:

- A. one rap of the gavel, inspirational message and patriotic observances.
- B. adoption of the reports from the credentials, rules and program committees.
- C. call to order, minutes and report of the treasurer.
- D. invocation, pledge of allegiance to the Flag of the United States of America, and the credentials committee report.

107. Which of the following statements is incorrect in regard to adopting initial bylaws when forming a new society?

- A. No second is required to the motion to adopt the bylaws.
- B. Each article or section is adopted separately.
- C. Adoption requires only a majority vote.
- D. Bylaws take effect immediately upon adoption.

108. Which of the following statements is incorrect when Society A and Society B consolidate?

- A. Society A and Society B both vote to authorize the consolidation.
- B. A joint meeting of the two societies is held to organize a new society.
- C. A new set of bylaws are drawn up and adopted.
- D. Society A and Society B both vote to dissolve.

109. When dissolving a society, which of the following is not required?

- A. Notice to all members of record of the meeting at which voting on the dissolution will take place.
- B. Adoption of a resolution of dissolution.
- C. Adoption of a resolution disposing of assets.
- D. Adoption of a motion rescinding the bylaws.

110. A mass meeting is:

- A. a meeting of an organized group for the purpose of taking action on a particular problem.
- B. an open meeting that anyone, whether invited or not, may attend.
- C. another name for a town meeting or a public forum.
- D. a meeting of an unorganized group called to take appropriate action on a particular problem.

111. In a stock corporation, although the board of directors is elected by stockholders who hold an annual meeting:

- A. the board of directors constitutes the highest authority in the management of the corporation.
- B. the officers of the corporation constitute the highest authority in the management of the corporation.
- C. the stockholders themselves are the highest authority in the management of the corporation.
- D. None of the above are correct.

112. When a convention rule which is in the nature of a rule of order has been suspended by a majority vote:

- A. it becomes subject to amendment without debate.
- B. it is suspended until the close of the convention.
- C. applicable rules in the parliamentary authority immediately go into effect.
- D. its suspension is equivalent to rescinding the rule.

113. If the pending question composed of a series of sections relating to the same subject is being considered seriatim:

- A. a member can debate only two times on the question.
- B. a member can debate twice on each section.
- C. a member can debate once on each section and two times on the entire document.
- D. a member can debate two times on each section and once on the entire document.

114. Unless the rules state otherwise, what are the rules for speaking in debate?

- A. No member can speak more than twice to the same question on the same day.
- B. A member can speak no longer than ten minutes each time.
- C. During an appeal the presiding officer may speak twice and other members may speak only one time.
- D. All of the above are correct.

115. A question is pending and the meeting is adjourned. At the next meeting, where on the agenda will that question be placed?

- A. Right after the approval of the minutes.
- B. Unfinished business.
- C. Orders of the day.
- D. Right after the reports of the officers.

116. In the absence of a quorum, a quasi committee of the whole or a meeting in informal consideration of a question:

- A. cannot fix the time to which to adjourn.
- B. can recess.
- C. cannot adjourn.
- D. cannot adopt measures to obtain a quorum.

117. In the absence of a quorum, which of the following actions cannot be taken?

- A. Waive the prohibition against transacting business with a unanimous vote.
- B. Take measures to obtain a quorum.
- C. Fix the time to which to adjourn.
- D. Recess.

118. If a convention is called to form a new organization, permanent officers are elected:

- A. after adoption of the bylaws.
- B. after a resolution to form a permanent association.
- C. by mail ballot of all charter members.
- D. immediately after the call to order.

119. Executive session refers to:

- A. any meeting or portion thereof at which proceedings are secret.
- B. specially called meetings.
- C. meetings of the executive committee.
- D. meetings open to the public.

120. Special meetings:

- A. may be called by the president whenever an emergency arises.
- B. may be called only if the bylaws provide for special meetings.
- C. provide for transaction of any business.
- D. provide for transaction of business continued from the previous meeting.

NAP Section III

121. An agenda sent to members in advance of a meeting:

- A. is considered binding as to detail.
- B. is provided for information only.
- C. must be submitted for adoption.
- D. need not be voted upon for adoption.

122. After a convention program has been adopted, the committee may make changes by:

- A. submitting them to the convention committee.
- B. following the directions of the president.
- C. implementing only those changes made by the convention facility.
- D. bringing them before the assembly for a vote.

123. If it is desired to retain the usual limit on the length of speeches, but remove restrictions on the total number of times members can speak, the assembly can:

- A. consider the question informally.
- B. resolve itself into a committee of the whole.
- C. resolve itself into a quasi committee of the whole.
- D. vote to go into any of the above.

124. Business transacted at a special meeting which was not mentioned in the call of the meeting:

- A. must be ratified at another special meeting to become legal.
- B. is illegal, regardless of any subsequent acts of the assembly.
- C. must be ratified at another meeting to become legal.
- D. must be ratified only at the next regular meeting to become legal.

125. If a standing rule of a convention is voted on individually, the vote necessary for its adoption is:

- A. in some cases a majority and in some cases two-thirds, depending on the nature of the convention.
- B. in some cases a majority and in some cases two-thirds, depending on the nature of the rule.
- C. a majority vote.
- D. a two-thirds vote.

126. The special order for the meeting as distinguished from a special order for the meeting:

- A. is taken up immediately after the call to order.
- B. can be suspended when the hour for a special order of the meeting has arrived.
- C. is the only special order permitted at the meeting.
- D. is taken up immediately after the minutes have been approved.

127. Appeal from the decision of the chair is applicable to the:

- A. decision by the chair on a point of order while an appeal is pending.
- B. announcement of the result of a vote.
- C. response to a parliamentary inquiry.
- D. assignment of the floor.

128. Unless a time has been set for another meeting, an adjournment of a mass meeting:

- A. dissolves the assembly.
- B. is in order at any time during a meeting.
- C. is used only to terminate a session.
- D. terminates a meeting and may end a session.

129. One session cannot tie the hands of the majority at any later session or place a question beyond the reach of such a majority except by:

- A. adopting a special rule of order or amending the bylaws.
- B. a unanimous vote.
- C. a two-thirds vote.
- D. making it a special order for a later session.

130. The only motions in order prior to the adoption of the report of the credentials committee of a convention are motions:

- A. relating to the validity of the holding of the convention.
- B. that are clearly related to registration procedures.
- C. that are in order in the absence of a quorum.
- D. relating to the voting rights of delegates.

131. A consent calendar:

- A. is not to be used in any assemblies other than legislative.
- B. is not considered useful in dealing with routine matters.
- C. is called over periodically at a point established in the agenda by a special rule of order.
- D. cannot be changed after the meeting is called to order.

132. In a mass meeting, rules governing the assignment of the floor are:

- A. generally applicable except there is no appeal from the decision of the chair.
- B. not applicable.
- C. adopted as a standing rule by a two-thirds vote.
- D. set aside by a majority vote.

133. When the assigned time for taking up a topic in an agenda arrives, the chair announces that fact. Then he puts to a vote any pending questions without allowing further debate unless:

- A. someone immediately moves to amend by substitution.
- B. they are debatable questions.
- C. the debate relates to an urgent matter.
- D. someone immediately moves to lay the question on the table.

134. A mass meeting in limiting the right of attendance differs from:

- A. an organized meeting, an open hearing, and a public forum.
- B. a town meeting, a public forum, and an open hearing.
- C. a lecture group, an executive session, and a town meeting.
- D. an open hearing, a regular session, and a town meeting.

135. Motions to obtain a quorum are treated as:

- A. privileged motions.
- B. incidental motions.
- C. original main motions.
- D. incidental main motions.

136. Motions to obtain a quorum take precedence over a motion to:

- A. fix the time to which to Adjourn.
- B. recess.
- C. adjourn.
- D. none of the above are correct.

137. Which of the following postponed questions would be the first to be considered?

- A. Special order.
- B. Unfinished special order.
- C. Special order for a particular time.
- D. Special order for the same hour, made later.

138. A meeting is said to stand at ease when:

- A. there is a short intermission in the proceedings.
- B. the chair permits a brief pause without declaring a recess.
- C. there is a technical interruption of the meeting and members take a break.
- D. a sizable number of members need to leave the hall to take a break.

139. Which of the following is false with regard to a special meeting?

- A. It is set by a motion at the previous regular meeting.
- B. It is convened only to consider business mentioned in the call to the special meeting.
- C. It can take action in an emergency beyond the notice given—subject to later ratification.
- D. It is a procedure requiring authorization in the bylaws.

140. In most organizations which of the following are customarily held in executive session:

- A. membership meetings.
- B. meetings of a deliberative assembly only.
- C. subcommittee meetings.
- D. board or committee meetings.

141. Most voluntary societies with an enrolled membership should establish a quorum:

- A. of a majority of the members who have received the meeting notice.
- B. of whatever number of members are present.
- C. that is relatively small, less than a majority of the membership.
- D. of more than a majority of the membership.

142. With no rules to the contrary, the resolutions committee at a convention:

- A. meets only in executive session.
- B. must allow questions and discussion by delegates.
- C. reports to the assembly all resolutions submitted.
- D. reports to the assembly only those resolutions with which it concurs.

143. Ascertaining that a quorum is present is the duty of the:

- A. secretary. •
- B. parliamentarian.
- C. presiding officer.
- D. credentials chairman.

144. When the assembly further considers a question after it has been considered informally:

- A. a member who spoke during the informal consideration can no longer debate.
- B. all limitation of debate is expended.
- C. a member's speeches made under these procedures do not count against his right to debate on the same day under the regular rules.
- D. a member's right to debate the same question is based on the number of times he debated during the informal consideration.

145. A member who has been assigned the floor and has begun to speak, cannot be interrupted by:

- A. a point of order to notify the assembly that there is no quorum.
- B. a point of order.
- C. raising a question of privilege.
- D. an appeal in certain special circumstances.

146. The following are certain optional headings not prescribed in the usual order of business, with the exception of:

- A. opening ceremonies or exercises.
- B. announcements.
- C. program.
- D. special Orders.

NAP Section III

147. After a Call of the House has been ordered, before the quorum is established:

- A. motions not related to the call may be allowed with unanimous consent.
- B. the motion to adjourn is in order.
- C. the motion to dispense with further proceeding is in order.
- D. only motions related to the call may be allowed.

148. The program:

- A. should follow the end of the order of business.
- B. must precede the business meeting in case members wish to take action.
- C. should be given after the meeting has adjourned.
- D. may be proceeded to at any time during the meeting by special rule or practice.

149. When a question that is not pending is made an order of the day, it is usually made:

- A. a general order.
- B. a special order.
- C. a main motion.
- D. an incidental main motion.

150. When an organization has a permanent rule in the bylaws requiring all resolutions to be submitted at least six weeks in advance of the convention to the resolutions committee:

- A. no other resolutions may be introduced at the convention.
- B. the constituent societies shall not receive prior notification of the resolutions.
- C. resolutions can also be introduced at the convention if permitted by a two-thirds vote in each individual case.
- D. resolutions can also be introduced during the convention by constituent societies.

151. When a question is pending and the meeting adjourns for loss of a quorum, the question:

- A. is automatically brought up under new business at the next meeting.
- B. is automatically brought up under unfinished business at the next meeting.
- C. at the next meeting, to be considered, must be brought up as new business if it is proven introduction was made after the quorum was no longer present.
- D. falls to the ground.

152. Which of the following terms refers to closely related concepts having to do with the order in which business is taken up in a session and the pre-scheduling of the particular business?

- A. Order of business, orders of the day and agenda.
- B. Program, agenda and orders of the day.
- C. Orders of the day, order of business and program.
- D. AH of the above are correct.

153. When a motion is opened to debate, the chair recognizes first:

- A. those in favor of the motion.
- B. the member who desires to speak and has not yet spoken.
- C. the member who made the motion, if he wishes to speak.
- D. those opposed to the motion.

154. The decision to recess a meeting rather than adjourn can affect members' ability to:

- A. Take a longer lunch.
- B. Adopt the motion for the Previous Question.
- C. Suspend the Rules.
- D. Adjourn at a later time.

NAP Section III

155. When organizing a society, the first item of business at the second meeting is:

- A. the consideration and adoption of the proposed bylaws.
- B. reading of the roll.
- C. reading and approval of the minutes of the first meeting.
- D. setting a time and place for the next meeting.

156. In a voluntary society, the quorum should be:

- A. a majority of the total members.
- B. considerably less than a majority of its members.
- C. the number of members present at the meeting.
- D. a large percentage of the total members.

157. If an organization schedules the dates of its regular meetings in advance of each meeting by resolution:

- A. members must be notified at least quarterly of the schedule.
- B. members need only be notified of changes to the scheduled dates.
- C. members must be notified in advance of each regular meeting.
- D. members must be notified at least two weeks in advance of each regular meeting.

158. If an urgent item of business was advanced in order by suspending the rules, the regular order of business can be returned to before the completion of the advanced question by:

- A. calling for the orders of the day.
- B. postponing consideration of the report until a certain time.
- C. adopting a motion to lay the pending question on the table.
- D. reconsidering the motion to suspend the rules.

159. Which heading in the usual order of business is the only one generally needed for a mass meeting?

- A. Reports of Officers.
- B. Election of Chairman.
- C. Reports of Special Committees.
- D. New Business.

160. To compute the number of days' notice required in the bylaws to call a special meeting.

- A. include the day of mailing, week-ends and the day of the meeting, exclude holidays.
- B. include the day of mailing, exclude holidays and week-ends, and the day of the meeting.
- C. include the day of the meeting, holidays and week-ends and exclude the day of mailing.
- D. include the day of mailing, holidays and week-ends and exclude the day of the meeting.

161. The bylaws at the level on which a convention is authorized should:

- A. not provide for the election of alternates by constituent units.
- B. allow each constituent unit, individually, to prescribe the qualifications and the basis of determining the number of its delegates and alternates.
- C. specify its voting members.
- D. not prescribe a minimum membership requirement for representation.

162. An adjourned meeting is:

- A. one that has been declared adjourned by the presiding officer.
- B. a meeting in continuation of the session of the immediately preceding regular or special meeting.
- C. one that has been adjourned by a formal motion of a member.
- D. a special meeting.

163. If the resolutions committee is required to prepare a platform or policy for adoption, the words used for the beginning of each paragraph of the preamble are as follows:

- A. Whereas . . .;
- B. In consideration of....;
- C. Now, therefore . . .:
- D. Recalling .. .;

164. At a special meeting called to consider purchase of a new building, the following business may always be conducted:

- A. a motion to place a special limit on the length of speeches throughout the meeting.
- B. a motion to add landscaping to the new building.
- C. a motion to purchase furnishings for the new building.
- D. a motion to ratify an emergency action taken at an earlier meeting.

165. In parliamentary terms, a session:

- A. is composed of several meetings.
- B. refers only to conventions.
- C. is the complete unit of engagement in proceedings by the assembly.
- D. is each event of the members being assembled to transact business at a convention.

166. A temporary organization may set up rules providing for the hour and place for holding meetings, the number and length of speeches allowed, and a parliamentary authority to be used. If the rules about meetings specify periodic dates on which meetings are to be held:

- A. the entire series of meetings constitutes a single session.
- B. each meeting is a separate session.
- C. a chairman pro tern and a secretary pro tem are elected for each meeting.
- D. each succeeding meeting is set at the previous meeting.

167. At an adjourned meeting, all of the following apply except:

- A. the usual order of business is followed.
- B. work is taken up at the point where it was interrupted.
- C. a motion can be taken from the table.
- D. the minutes of the preceding meeting are first read and approved.

168. Rules for public sessions:

- A. may be the same as for an executive session.
- B. may invite the public to express their views, often with time limits imposed.
- C. may permit attendees to be present and to participate as members.
- D. may require the meeting to be partly public and partly private.

169. While a motion is open to debate, a member is entitled to preference in recognition if he:

- A. made the motion and has already spoken to the question.
- B. rises to give previous notice of another motion.
- C. called up the motion to Reconsider.
- D. moved to take the motion from the table.

170. While an undebatable question is immediately pending, a member seeks recognition. What is the proper course of action for the chair?

- A. Recognize the member.
- B. Ignore the member.
- C. Ask the member for what purpose he rises.
- D. Declare the member out of order.

171. When no question is pending and a member has risen seeking the floor to make a main motion, which of the following members is entitled to be recognized first if he rises and states that he rises for the purpose of:

- A. moving to reconsider.
- B. calling up a motion to reconsider.
- C. making a motion to reconsider and enter on the minutes.
- D. moving to take a question from the table.

172. If the chair is in doubt as to whom is entitled to the floor, which of the following applies?

- A. He must decide based on the principles stated in RONR.
- B. He can allow the assembly to decide the question by a vote, in which case the member who receives a majority vote is entitled to the floor.
- C. He can allow the assembly to decide the question by a vote, in which case the member who receives the largest vote is entitled to the floor.
- D. The members seeking the floor draw lots under the supervision of the secretary.

173. If the organization has no special rule, how long and how many times a day may a member speak on a debatable motion?

- A. One time for ten minutes.
- B. As often as he can obtain the floor, five minutes each time.
- C. Twice for five minutes each time.
- D. Twice for ten minutes each time.

174. At a convention, a main motion is pending; heated debate ensues. Mr. A debates once in the morning and again in the afternoon. The question is postponed until the following day. How many times may Mr. A debate this question when it arises the following day?

- A. None.
- B. Once.
- C. Twice.
- D. As often as he wishes.

175. All of the following are rules of debate except:

- A. refrain from attacking a member's motives.
- B. address all remarks through the chair.
- C. use the third person to refer to yourself.
- D. sit down if interrupted by the chair during debate.

176. How much discussion of an undebatable motion should be allowed?

- A. None.
- B. A few words of factual explanation to expedite business.
- C. Members may consult together and discuss possibilities as long as necessary before the motion is made and stated by the chair.
- D. Discussion may be allowed to continue until a member objects.

177. A question of privilege has interrupted business and is pending. Which of the following is correct?

- A. The motion is undebatable.
- B. The motion is debatable.
- C. A motion to commit is out of order.
- D. The presiding officer is permitted to participate in debate.

NAP Section III

178. The organization of a society is effected by:

- A. adoption of a resolution that the society be now formed.
- B. holding a meeting and providing for further meetings.
- C. adoption of bylaws and signing of a membership roll.
- D. adoption of a resolution that a society be formed and the signing of a membership roll.

179. A committee of the whole, lacking a quorum, can:

- A. proceed with business as usual.
- B. do nothing but recess or adjourn.
- C. do nothing but adjourn.
- D. do nothing but rise and report to the assembly.

180. The standard order of business for ordinary societies includes special orders:

- A. immediately after unfinished business and general orders.
- B. immediately before unfinished business and general orders.
- C. before reports of special committees.
- D. only for special meetings.

181. In some societies with frequent meetings for social or cultural purposes at which business may be transacted and a session every month or quarter especially for business, the term "regular meetings" applies:

- A. to all meetings.
- B. particularly to the regular business session.
- C. only to monthly not quarterly meetings.
- D. only to quarterly not monthly meetings.

182. Two or more organizations each discontinue their independent existence and a new entity is formed which includes the membership of each organization in the case of a:

- A. dissolution.
- B. incorporation.
- C. consolidation.
- D. merger.

183. In the absence of any bylaw provision, the quorum for a convention is:

- A. a majority of the delegates in actual attendance.
- B. a majority of the delegates who have been registered as in attendance.
- C. a majority of the delegates who were elected, including those not registered.
- D. a majority of the delegates and alternates who have been registered as in attendance.

184. A general order for a particular hour:

- A. does not interrupt a pending question.
- B. can never be considered before the hour.
- C. suspends the rules.
- D. does not take precedence over the motion to reconsider.

185. The minimum essential officers for the conduct of business in a deliberative assembly are a:

- A. president and a secretary.
- B. president, a secretary, and a treasurer.
- C. presiding officer and a secretary.
- D. president or vice-president and a secretary.

186. When the president of a constituent unit is unable to be present at a convention, his place is taken by:

- A. the first alternate.
- B. a delegate.
- C. no one.
- D. the first vice-president.

187. The Credentials Committee of a convention:

- A. makes a supplementary report at the beginning of each day.
- B. cannot be called upon to give a supplementary report at other times than the beginning of each day.
- C. submits a supplementary report with changes, which requires a two-thirds vote.
- D. submits its report before the opening ceremonies.

188. The Program Committee of a convention:

- A. prints a convention program as prepared by the President.
- B. does the same tasks as a local society's program committee.
- C. begins its work at least two weeks in advance of the convention.
- D. Arranges activities designed for members' education, motivation and entertainment.

189. The proper order for the opening ceremonies of a convention is:

- A. invocation, national anthem, pledge of allegiance, welcome from a local official, response by the presiding officer or his designee.
- B. national anthem, pledge of allegiance, invocation, welcome from a local official, response . by the presiding officer.
- C. pledge of allegiance, national anthem, invocation, welcome from an local official, response by the presiding officer.
- D. welcome from a local official, response by the presiding officer, national anthem, pledge of allegiance, invocation.

190. In societies, charter members:

- A. are those members who originally sponsored the organizational meeting.
- B. are limited to the first elected permanent officers.
- C. are those members present when the bylaws were adopted.
- D. are those members who signed the membership roll at the meeting where the bylaws were adopted.

191. In a convention, greater detail and precision in setting up the order of business is necessary because:

- A. the printed program must be divided into two parts -- special events and business meetings.
- B. the program must be sent in advance to delegates and constituent societies to plan caucuses.
- C. the convention arrangements committee must use it to plan the availability of facilities.
- D. timing is important if there is to be media coverage, or appearances by professional artists.

192. If a member wishes to take up a motion out of its proper order, and there are two items ahead of it, he may:

- A. Postpone all intervening items together.
- B. Lay all the intervening items on the table together.
- C. Lay the intervening items on the table individually as they arise.
- D. Ask the chair to announce the desired item next.

193. Parliamentary standing rules in a convention may be suspended by a:

- A. majority vote with debate.
- B. majority vote without debate.
- C. two-thirds vote with debate.
- D. two-thirds vote without debate.

194. If the vote had been taken, or begun, and it is found that a member rose and addressed the chair with reasonable promptness:

- A. if the chair has announced the result of the vote, it is too late for debate to resume.
- B. the member must immediately move to reconsider the question.
- C. the right to debate cannot be claimed after voting has commenced.
- D. the vote is null and void and debate begins or is resumed..

195. In cases where more than a quarterly time interval will elapse before the next regular business session, an order of the day:

- A. cannot be made for a time beyond the end of the next session.
- B. cannot be made for a time beyond the end of the present session.
- C. cannot be taken up before the end of the present session.
- D. must be reconsidered.

196. An adjournment of an assembly:

- A. terminates a meeting and may end a session.
- B. dissolves the assembly.
- C. is in order at any time during a meeting.
- D. is used only to terminate a session.

197. Through the adoption of what motion does a pending motion become an order of the day at a future time?

- A. Lay on the table.
- B. Postpone to a certain time.
- C. Suspend the rules.
- D. Reconsider.

198. Nomination and election of officers at a convention:

- A. should be followed by an installation ceremony.
- B. should take place early in the convention.
- C. should be scheduled for the final day of the convention.
- D. must be on separate days.

199. A member may both speak in debate and conclude by offering the following motions except:

- A. amend the main motion.
- B. object to the consideration of the question.
- C. adjourn.
- D. previous question.

200. When an elected delegate departs the convention:

- A. his alternate automatically becomes a voting delegate with the same duties and privileges as if he were originally so elected.
- B. the outgoing delegate must inform the recording secretary of his changed status.
- C. the alternate cannot substitute for a delegate who remains registered.
- D. the alternate must be approved by the presiding officer.

201. In a convention, parliamentary standing rules generally arise from a need to give:

- A. the minority more power.
- B. the majority more power to transact business with minimum delay.
- C. more power to the officers in the transaction of necessary business.
- D. the majority and minority equal power.

202. Every member has the right to debate twice for no longer than ten minutes on each debatable question. This right:

- A. allows the member to yield the unexpired portion of his time to another member.
- B. allows the member to reserve any portion of his time to a later time.
- C. permits a member to speak one time for twenty minutes.
- D. is not transferable.

203. Most conventions operate on a controlled schedule and transact business quickly under the general direction of the:

- A. program committee.
- B. credentials committee.
- C. standing rules committee.
- D. officers and the board of the association.

204. When the credentials committee at a convention is in doubt about which of two groups of delegates is entitled to be seated, the committee should:

- A. reach a decision by a two-thirds vote.
- B. admit both groups and report the fact of the contest to the convention.
- C. omit both groups and report the fact of the contest to the convention.
- D. submit the dispute to the convention parliamentarian.

205. When an alternate is replacing a convention delegate who has been called home from the convention, the most important thing for the alternate to do is to:

- A. report to the credentials committee evidence of the delegate's withdrawal.
- B. get the delegate's badge from the delegate.
- C. report to the convention chairman.
- D. attend the next business meeting as the delegate's replacement.

206. The bylaws committee working on bylaws for a new society should:

- A. hold open meetings for comment by all members.
- B. add other members to the committee if they are interested.
- C. ask for the opinion of a parliamentarian and attorney once the bylaws are adopted.
- D. study copies of bylaws of societies similar to the one being formed.

207. The credentials committee for a convention receives a credentials blank from a constituent unit listing a delegate who is ineligible through nonpayment of dues. The credentials committee should:

- A. inform the member that he is ineligible.
- B. advise the chapter of its right to designate an elected alternate to replace the delegate.
- C. ask the national treasurer to collect the dues.
- D. wait for the convention when the delegate can pay dues and register at the same time.

208. The maker of a motion:

- A. cannot speak against the motion.
- B. can speak against the motion if it is amended.
- C. is not limited in the number of times to speak.
- D. cannot vote against the motion.

209. When dissolving a society, which of the following is not required?

- A. Disposal of assets in accordance with state and federal tax laws.
- B. Adoption of a resolution of dissolution.
- C. Holding a public hearing.
- D. The same notice and vote as are required to amend the bylaws.

210. What business may be transacted in the absence of a quorum?

- A. Read and approve minutes.
- B. Give notice.
- C. Go into committee of the whole.
- D. Set an adjourned meeting.

211. A motion to go into executive session:

- A. can allow special invitees to attend.
- B. is a suspension of the rules.
- C. is an incidental motion.
- D. is an objection to the consideration of a question.

212. The credentials committee has a number of duties in conducting registration for a convention.

These duties do not include:

- A. receiving evidence that a member is entitled to register.
- B. issuing badges and programs.
- C. keeping the media informed of convention developments.
- D. reporting to the assembly.

213. If a member has been assigned the floor during debate on a main motion, which of the following will count against the time for that debate?

- A. Speeches made while in committee of the whole.
- B. Debate while the question is being considered informally.
- C. Response to an inquiry.
- D. Making a secondary motion.

214. An order of the day is an item of business set in advance to be taken up during a given session.

It can be made by:

- A. postponing a pending main motion to a specific time.
- B. adopting a main motion to set up a future time for consideration of a question.
- C. assigning to an item of business a specific position.
- D. all of the above.

215. The convention arrangements committee has the responsibility for:

- A. certification of delegates to the convention.
- B. rules of operating procedure for the convention.
- C. preparation of the order of business and program for the convention.
- D. securing meeting rooms, hotel, and related services.

216. A society is electing alternates for its delegates to a national convention. Which rule would be the most advisable to govern this election?

- A. Elect about half as many alternates as delegates.
- B. Make qualifications the same for both delegates and alternates.
- C. Name the delegate whom each alternate will replace.
- D. Elect more alternates than delegates needed.

217. The functions of the credentials committee at a convention require continued service through the:

- A. registration hours of the convention.
- B. first business meeting of the convention.
- C. first business meeting of each day of the convention.
- D. entire convention.

218. Which of the following is not a part of the standard order of business?

- A. Reading and approval of the minutes.
- B. Reports of special committees.
- C. Special orders.
- D. Adjournment.

219. A point of "no quorum" is a point of order, but differs in that it:

- A. is debatable.
- B. cannot interrupt a speaker.
- C. is not ruled upon by the chair.
- D. can be reconsidered.

220. In ascertaining the presence of a quorum, it is the duty of the presiding officer to:

- A. determine, although he need not announce, that a quorum is present.
- B. determine and announce that a quorum is present.
- C. determine and announce the quorum number or percent as present.
- D. proceed with the business regardless of a quorum.

221. The standard order of business for societies holding regular business sessions, which are separated by no more than a quarterly time interval, does not include:

- A. report of the board.
- B. special orders.
- C. general orders.
- D. good of the order.

222. Convention registration should be arranged by:

- A. the committee on standing rules.
- B. the program committee.
- C. the credentials committee.
- D. the convention arrangements committee.

223. A motion to go into executive session:

- A. is a question of privilege of the assembly.
- B. is undebatable.
- C. requires a two-thirds vote.
- D. yields to a question of personal privilege.

224. When does the chair call the meeting to order?

- A. When the time for the meeting has arrived, the chair immediately calls the meeting to order.
- B. If there is no quorum present, the chair adjourns the meeting.
- C. The chair calls the meeting to order after he has determined that a quorum is present.
- D. The chair determines the time for calling the meeting to order.

225. How is business brought before the assembly?

- A. Business is brought before the assembly by a motion of a member.
- B. When the president calls on the secretary to read the correspondence.
- C. After the reading of a communication, the action proposed is before the assembly.
- D. When a report with a recommendation is made by an officer, the recommendation is voted on.

226. If a quorum fails to appear at a regular meeting after the meeting is called to order:

- A. the bylaw provision that required the meeting to be held was complied with even though the meeting adjourned immediately.
- B. a motion to contact absent members during a recess would not be in order.
- C. motions to obtain a quorum are incidental motions.
- D. the prohibition against transacting business in the absence of a quorum can be waived by unanimous consent.

227. An adjournment does not end a session when:

- A. the end of the session has not been announced by the chair.
- B. a motion to reconsider has not been called up.
- C. another meeting to continue the same business or order of business has been set for a definite time.
- D. all the business has not been completed.

228. A recess of an assembly:

- A. is always scheduled in advance.
- B. is always used to designate the time between meetings of a convention.
- C. is a short intermission within a meeting.
- D. must stipulate the time to reconvene.

229. In a body having an enrolled membership composed only of persons who maintain their status as members in a prescribed manner, the quorum specified by common parliamentary law is:

- A. a majority of the membership.
- B. two-thirds of the membership.
- C. half of the membership.
- D. the number of members attending a properly announced meeting.

230. The vote necessary to change an adopted agenda is:

- A. a majority of those present.
- B. previous notice and two-thirds vote.
- C. previous notice and majority vote.
- D. a vote of a majority of the entire membership.

231. The time and place of registration for a convention should be announced in the printed convention program. Registration should:

- A. not take place at a location separate from the meeting room.
- B. not begin before the day the convention opens.
- C. be staffed by the full committee until the end of the convention.
- D. always remain open during meetings.

232. In conventions, the screening of all original main motions is sometimes given to the:

- A. arrangements committee.
- B. program committee.
- C. reference committee.
- D. president.

233. A motion to amend an adopted convention program:

- A. is in order when another has the floor.
- B. requires a two-thirds vote.
- C. is not debatable.
- D. is not amendable.

234. Before a member standing in line at the microphone to debate had the opportunity to make a second speech the previous question was ordered:

- A. the member is allowed to offer his remarks before the vote is taken.
- B. the chair should rule the motion to order the previous question out of order.
- C. the member can raise a point of order.
- D. the member cannot debate further.

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235. After the agenda is adopted by affirmative vote, it:

- A. can be reconsidered.
- B. cannot be reconsidered.
- C. cannot be amended.
- D. can be amended by majority vote.

236. In a mass meeting, if there is disagreement about the chair's decision in assigning the floor:

- A. the decision is not subject to appeal.
- B. the decision can be appealed from by two members.
- C. the decision can be appealed from by one member.
- D. the decision must be made by the assembly.

237. The quorum for a church organization with no dues structure or membership roll, and no quorum provided in the bylaws is:

- A. a majority of the members in attendance.
- B. those who attend.
- C. a majority of the membership.
- D. two-thirds of the members in attendance.

238. In the absence of a quorum, motions made to obtain a quorum are:

- A. treated as privileged motions.
- B. in order when another has the floor.
- C. debatable and amendable.
- D. All of the above are correct.

239. After an agenda has been adopted, a motion to make a matter a special order requires a:

- A. majority vote.
- B. two-thirds vote.
- C. unanimous vote.
- D. roll call vote.

240. A motion to amend a special rule of order not pending:

- A. is not debatable.
- B. can be adopted by a two-thirds vote and previous notice.
- C. can be adopted by a majority vote.
- D. is out of order.

241. When the Call of the House is ordered:

- A. the meeting is recessed.
- B. the doors are locked.
- C. an adjourned meeting is set.
- D. the rules are suspended.

242. Which of the following statements, concerning a member's right to speak and vote, is correct?

- A. A member may not speak against his own motion unless through amendment it becomes a different question.
- B. A speaker is required to speak for his motion.
- C. A member may vote for or against his motion.
- D. A member may vote and speak as he chooses so long as his debate is germane.

243. Which of the following counts as speaking in debate:

- A. asking a question.
- B. making a brief suggestion.
- C. making a secondary motion.
- D. commenting on a pending question.

244. In which case is it improper for the president to remain in the chair?

- A. When an election by voice vote is being held in which he is a candidate.
- B. When he wishes to speak in debate to the pending question.
- C. When debating an appeal from the decision of the chair.
- D. When he is the chairman of a committee and wishes to speak to a question in a committee meeting.

245. If an organization holds regular monthly business meetings except from May until September, which of the following statements is incorrect?

- A. A question may be postponed until the next regular monthly meeting.
- B. A question cannot be postponed from May until September.
- C. A question may be referred to a committee.
- D. A question may be postponed from May until September.

246. Mass meetings frequently operate with:

- A. the rules in a standard parliamentary authority.
- B. individual rules adopted by the members at the mass meetings.
- C. the bylaws initially adopted.
- D. no formally adopted rules.

247. Which of the following is true when two organizations consolidate?

- A. One organization continues while the other ceases to exist.
- B. A new entity is formed which includes the membership of both the organizations.
- C. A new set of bylaws is not necessary.
- D. The officers of the two organizations continue to serve in joint capacities for the first year after the consolidation.

248. When an undebatable motion has just been stated by the chair, preference in recognition is given to:

- A. the maker of the undebatable motion.
- B. the member who rises and addresses the chair first after the floor was yielded.
- C. a member who wishes to make a motion that would take precedence over the undebatable motion.
- D. a member wishing to refer the motion.

249. In the absence of a quorum:

- A. a notice can validly be given.
- B. the prohibition against transacting business without a quorum can be waived by unanimous consent.
- C. emergency action taken must be ratified by a later meeting at which a quorum is present.
- D. A quasi committee of the whole may continue in session

250. Motions to obtain a quorum:

- A. require a two-thirds vote.
- B. are not debatable.
- C. are not amendable.
- D. cannot be reconsidered.

251. If there are minutes of other meetings in addition to the last meeting that have not been read previously:

- A. the minutes of the last meeting are read first.
- B. the minutes of the other meetings are filed without being read.
- C. the minutes are taken in the order of date, the earlier minutes read first.
- D. the minutes are taken in the order of date, the latest minutes are read first.

252. If the minutes do not show that there is some business to come up under the heading of unfinished business:

- A. the chair should announce the heading and state that there is no unfinished business.
- B. the chair should not announce the heading.
- C. the chair should ask the assembly, "Is there any unfinished business?"
- D. the secretary should announce that there is no unfinished business.

253. An order of the day can be taken up before the time for which it is set by:

- A. suspending the rules by a two-thirds vote.
- B. suspending the rules by a majority vote.
- C. when no other business is pending.
- D. Postponing all intervening items of business.

254. The special order for a meeting:

- A. takes precedence over special orders for particular hours that may come in conflict.
- B. is taken up before the regular order of business.
- C. is taken up after the regular order of business is completed.
- D. requires a majority of the entire membership to order it.

255. When the designated hour arrives, a special order set for that particular hour interrupts any pending business, except when:

- A. a motion to reconsider a question interferes.
- B. a general order made for a particular hour has arrived.
- C. the assembly is engaged in pending business.
- D. a question of privilege is raised.

256. When the hour fixed for a general order has arrived, the order can be taken up:

- A. if other business is pending.
- B. if a general order made before this one, for a particular hour that has arrived or passed, remains undisposed of.
- C. if no special order interferes.
- D. if general orders not set for particular hours have not been reached or passed in the order of business.

257. It is customary to adopt an agenda for each session:

- A. in organizations whose meetings are held monthly for programs and business.
- B. in organizations with business meetings more frequent than a quarterly time interval.
- C. when the chair is uncertain as to the will of the assembly.
- D. in societies in which no standard or special order of business is established by rule.

258. When no question is pending, a member making a main motion must yield to another member who wishes to:

- A. take a motion from the table (if it is in order to do so).
- B. refer a matter not pending to a committee.
- C. move to rescind a previously adopted motion.
- D. discharge a committee from consideration of a motion previously referred.

259. If the chair makes a mistake and assigns the floor to the wrong person:

- A. a point of order cannot be raised.
- B. the decision of the chair in assigning the floor can be appealed from by one member.
- C. the decision of the chair in assigning the floor can be appealed from by two members.
- D. the decision of the chair in assigning the floor cannot be appealed from.

260. When a member has been assigned the floor and has begun to speak, he may be interrupted by another member by:

- A. giving notice of intent to introduce a motion requiring such notice.
- B. making a motion to reconsider.
- C. calling for the orders of the day.
- D. making a motion to reconsider and enter on the minutes.

261 .The program committee of a convention usually works closely with:

- A. the president and the parliamentarian.
- B. the credentials committee.
- C. the house committee.
- D. the local unit president and delegates.

262. In a mass meeting, the time allowed each member for debate or brief statements concerning resolutions to be drafted by a committee, is specified by:

- A. adopting a limitation of debate.
- B. the chair.
- C. the organizers of the meeting.
- D. adopting a parliamentary authority.

263. Which process of amendment is used to change the quorum in the bylaws?

- A. Strike out.
- B. Insert.
- C. Strike out and insert.
- D. Add.

264. In legislative bodies, when a quorum is not present, the motion to order a Call of the House takes precedence over everything except:

- A. lay on the table.
- B. suspend the rules.
- C. appeal.
- D. adjourn.

265. In organizations that regularly hold one-meeting sessions quarterly or more often, corrections, if any, and approval of the minutes are usually handled by:

- A. a two-thirds vote.
- B. unanimous consent.
- C. a majority vote.
- D. a show of hands.

266. Only the assembly can depart from the prescribed order of business by at least a:

- A. majority vote.
- B. voice vote.
- C. two-thirds vote.
- D. vote of the entire membership.

267. Opening exercises are scheduled:

- A. after the reading of the minutes.
- B. immediately after the meeting is called to order.
- C. after roll call.
- D. after the consent calendar.

268. A convention standing rule individually adopted by a majority vote can be amended or rescinded by:

- A. a two-thirds vote after notice on at least the preceding day.
- B. a majority of the delegates who are present.
- C. a majority of the delegates and alternates.
- D. a majority vote after notice on at least the preceding day.

269. When a vote is taken a second time for a purpose such as when a division of the assembly is demanded, debate can resume only by:

- A. a majority vote.
- B. permission of the presiding officer.
- C. unanimous consent.
- D. a two-thirds vote.

270. Which of the following is not a reason for the undebatability of the previous question or to limit or extend the limits of debate?

- A. They have a high rank in the precedence of motions.
- B. Their purpose would be defeated.
- C. Their object is to alter the debatability of pending questions.
- D. They are in the nature of suspending the rules when business is pending.

271. Debate for a member has been exhausted, he can still seek recognition for:

- A. moving the amendment or referral of a motion.
- B. speaking in the negative when other members want to speak in the affirmative.
- C. explaining details to clarify an issue.
- D. reading short excerpts from pertinent materials.

272. Debate on the motion to commit:

- A. is limited to the merits of any pending subsidiary motions.
- B. depends on the debatability of the main motion.
- C. opens the main motion and all pending motions to debate.
- D. is limited to the choice of members and nature of instructions.

273. Which of the following is a reason for the limitation of debate on the motions to commit and postpone to a certain time?

- A. Adoption of either motion will kill the main question.
- B. The main question will be open for further debate at a later time.
- C. Adoption of either motion would alter the main motion.
- D. They are in the nature of specialized motions to suspend the rules.

274. Which of the following is not allowed in debate on the motion to postpone to a certain time?

- A. The wisdom of postponement.
- B. The merits of the question to be postponed.
- C. The choice of time to which the question will be postponed.
- D. Amendments to the choice of time to which the question will be postponed.

275. Which is the incorrect way to refer to another member in debate?

- A. "The member that just spoke."
- B. By their title.
- C. By their proper name.
- D. "The delegate from ."

276. When organizing a new society, what is the significance of adopting a resolution to form a society?

- A. It is only a declaration of intent.
- B. It defines the purpose of the society.
- C. It brings the organization into being.
- D. It provides the guidance to the bylaws committee.

277. In debate a member cannot speak adversely on a prior action that is not pending, unless:

- A. a motion to take from the table is pending.
- B. a motion to object to the consideration of the question is pending.
- C. the motion to adjourn is pending.
- D. the motion to reconsider or rescind is pending.

278. A member who is speaking should be seated when the presiding officer rises to:

- A. consult with the parliamentarian.
- B. remind the member of his time limit.
- C. give a document to the secretary.
- D. give information or make a ruling.

279. In organizing a new society, its aims and structures are debated by which means?

- A. By formal debate in the process of adopting a resolution to form a society.
- B. By formal debate on the motion authorizing appointment of a bylaws committee.
- C. By informal discussion at the first organizational meeting.
- D. By formal debate in the process of adopting bylaws.

280. What is the final step in organizing a new society?

- A. Signing the membership roll.
- B. Nomination and election of permanent officers.
- C. Reading the roll of charter members.
- D. Appointing essential committees, e.g. membership and program.

281. In the organization of a permanent society, which of the following actions is not taken up at both the first and second organizational meetings?

- A. The object or purpose of the organization is discussed and voted on.
- B. Election of officers.
- C. Initiation fees and dues are collected in the name of the society.
- D. One or more essential committee chairmen are named (or authorized to be named by the chair).

282. When organizing a new society, what is the principal significance of signing the membership roll?

- A. It records who joined the society initially, i.e. who are charter members.
- B. After the adoption of bylaws, only those who join the society are entitled to vote in further proceedings.
- C. Immediate admission to membership is contingent on signing a permanent record sheet which constitutes an agreement to abide by the bylaws.
- D. It is one of the two actions which bring the organization into being.

283. Which of the following is not done at the first organizational meeting to form a new society?

- A. Election of temporary officers.
- B. Adoption of a resolution to form a society.
- C. Signing the permanent membership roll.
- D. Adoption of a motion authorizing a committee to draft bylaws.

284. Both mergers and consolidations have which of the following in common?

- A. One entity survives while one or more cease to exist.
- B. Each organization ceases to exist and a new entity is organized.
- C. New bylaws are required for the resulting organization.
- D. Each participating organization must adopt resolutions authorizing and approving the action. ;

285. In a merger or consolidation of two or more societies, which of the following is optional?

- A. Naming the officers who will serve during the first year after the merger or consolidation.
- B. Resolutions authorizing and approving the action to be taken.
- C. Stipulation of the effective date or of the conditions which must be fulfilled to make the action effective.
- D. Resolutions transferring and accepting assets and liabilities of entities which cease to

286. Under the heading of Unfinished Business and General Orders, which of the following is general orders?

- A. The question that was pending when the previous meeting adjourned while a question other than a special order was pending.
- B. Any questions which, by postponement or otherwise, were set as general orders for the previous meeting, or for a particular hour during that meeting, but were not reached before it adjourned.
- C. Matters that were postponed to the present meeting.
- D. Any questions that were unfinished business at the previous meeting.

287. A constituent unit can require that its delegates to a convention:

- A. vote for certain candidates.
- B. vote as a unit on all issues.
- C. vote for or against specific issues.
- D. All of the above are correct.

288. It is recommended that alternates to a convention:

- A. sit with their delegation during meetings.
- B. be elected to replace a specific delegate.
- C. be ranked in a specific order.
- D. refrain from replacing an officer.

289. Which of the following motions dissolves the assembly?

- A. Adjourn.
- B. Adjourn sine die.
- C. Fix the time to which to adjourn.
- D. Recess.

290. Who may attend an executive session?

- A. members, the public and special invitees.
- B. members, special invitees, and former members.
- C. members, dignitaries and specified staff members.
- D. members, special invitees and specified staff members.

291. Indicate under which of the following circumstances a member who was not the first to rise and address the chair is given preference in recognition:

- A. when the member rose first, before the previous speaker concluded.
- B. when the member moved to lay the question on the table, now that it is taken from the table.
- C. when that member is the one who called up a motion to reconsider.
- D. when that member reported a committee's recommendation now the subject of a motion.

292. Convention standing rules:

- A. apply to successive conventions unless changed.
- B. contain only parliamentary rules.
- C. require a majority vote to adopt.
- D. must not conflict with the bylaws of the society.

293. Under what circumstances can the requirement for a quorum be waived?

- A. By unanimous consent.
- B. By a three-fifths vote.
- C. By a two-thirds vote.
- D. None.

294. A distinguishing characteristic of a deliberative assembly is:

- A. it is not an autonomous group.
- B. formality is not necessary in its proceedings.
- C. the opinion of each member present has equal weight as expressed by vote.
- D. failure to concur in a decision constitutes withdrawal from the body.

295. An assembly is:

- A. the event of being assembled.
- B. the body of people assembled.
- C. a meeting.
- D. a session.

296. Which of the following statements is incorrect?

- A. A quorum is the minimum number of members who must be present at meetings for business to be legally transacted.
- B. The requirement of a quorum is the protection against unrepresentative action in the name of the body by a small number of members.
- C. If a provision for a quorum for a society with a fixed membership is not in the bylaws, the quorum is a majority of the members present.
- D. The number of members that shall constitute a quorum should approximate the largest number that can be depended on to attend any meeting **except** in extremely unfavorable conditions.

297. Which of the following statements is incorrect? During a meeting, when serious divisions of opinions arise, customs of formality:

- A. are unnecessary because they take too much time.
- B. serve to maintain the chair's necessary position of impartiality.
- C. help to preserve an objective approach to the actions taken.
- D. serve to maintain an impersonal approach to the matter.

298. In committees and boards, the quorum is a majority of the members unless a different quorum is fixed by:

- A. the bylaws.
- B. a rule of the parent organization.
- C. motion establishing the committee.
- D. All of the above are correct.

299. If it can be proven exactly when the quorum was no longer present, the point of order relating to the absence of a quorum:

- A. is not permitted to affect prior action.
- B. can be given effect retrospectively by a ruling of the presiding officer, subject to appeal.
- C. automatically makes prior action null and void.
- D. has no effect on the status of a question pending when the meeting adjourns for lack of a quorum.

300. After the secretary has read the minutes, the chair says:

- A. "Do I hear a motion to approve the minutes?"
- B. "Are there any corrections or additions to the minutes?"
- C. "Are there any corrections or deletions to the minutes?"
- D. "Are there any corrections to the minutes?"

301. Minutes become *the minutes* and assume the status as the official record of the proceedings when:

- A. advance copies of the minutes as drafted by the secretary are sent to all members.
- B. the minutes have been read.
- C. the minutes have been approved.
- D. the reading of the minutes has been dispensed with.

302. The heading of Good of the Order refers to the general welfare of the organization and includes the following, except:

- A. informal observations regarding the work of the organization.
- B. announcements.
- C. motions and resolutions relating to formal disciplinary procedures for offenses outside a meeting.
- D. general orders.

303. A motion arising out of an officer's, a board's, or a committee's report is:

- A. taken up under new business.
- B. taken up immediately.
- C. postponed until the next meeting so more information can be gathered.
- D. taken up after all committees have reported.

304. Business that is on the table can be taken from the table during:

- A. reports of officers.
- B. reports of the executive board.
- C. the consent agenda.
- D. reports of standing and special committees.

305. On an amendment proposing changes in the list of delegates to a convention, the delegates already seated:

- A. cannot remain seated.
- B. remain seated but cannot vote.
- C. can vote on all cases except their own.
- D. can vote on all cases including their own.

306. A general order for a fixed hour can be taken up:

- A. by setting aside other pending business.
- B. by proceeding immediately to the question when the hour arrives.
- C. by laying on the table any general orders made for an earlier time but not taken up.
- D. when no other business is pending and no special order interferes.

307. Rules interfering with the consideration of a special order are suspended except those relating to:

- A. an important committee report requiring full and unhurried consideration.
- B. an urgent item of new business that will require some time to debate.
- C. unanimous consent to proceed to another item or to continue with the present item.
- D. a question that has been assigned priority over all other business.

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308. A motion is postponed to 4:30 P.M. Later another motion is postponed to 4:15 P.M. If the 4:15 P.M. motion is not reached before 4:30 P.M.:

- A. the 4:30 P.M. motion is taken up before the 4:15 P.M. motion.
- B. the 4:15 P.M. motion is taken up before the 4:30 P.M. motion.
- C. the assembly decides which motion is to be considered first.
- D. the chair decides which motion is to be considered first.

309. A special order has been made for 3 P.M. Later one is made for 2 P.M. Still later one is made for 4 P.M. At 2 P.M. the special order for that time is taken up, and it is still pending at 3 P.M.:

- A. the pending 2 P.M. special order consideration is continued until completion.
- B. the 3 P.M. special order interrupts the pending 2 P.M. special order and continues until completion.
- C. the 3 P.M. special order interrupts the pending 2 P.M. special order, and continues until interrupted by the 4 P.M. special order.
- D. the 3 P.M. special order interrupts the pending 2 P.M. special order, continues until completion, then the 4 P.M. special order is taken up.

310. A motion, an amendment, and the motion to postpone the question to the next meeting are pending. A member, after recognition, may begin by debating the question and conclude by moving:

- A. to postpone indefinitely.
- B. the previous question.
- C. to refer.
- D. to amend by substitution.

311. A member who rises before the floor has been yielded:

- A. is entitled to recognition as soon as the floor is yielded.
- B. is not entitled to be recognized.
- C. is not entitled to the floor if any other member rises afterward and addresses the chair.
- D. is not entitled to the floor until all others who wish to speak have spoken.

312. After the chair has actually recognized a member, another member who should have had preference in being recognized:

- A. can rise and claim preference in recognition.
- B. cannot rise and claim preference in recognition.
- C. cannot raise a point of order even if he rose promptly.
- D. cannot appeal the chair's assignment even if he rose promptly.

313. In a contest between delegates, during an amendment to substitute a different set of delegates:

- A. none of the sets of delegates involved can enter into the debate.
- B. both sets of delegates can vote on the amendment.
- C. none of the delegates involved in the case can vote.
- D. none of the delegates involved in the case can be seated.

314. When no question is pending, which member is entitled to preference in recognition?

- A. The member who urged defeat of a motion and stated in debate that he would offer a different motion on the same subject.
- B. the member who made a motion to commit with omission of necessary details, then rises to correct the omission.
- C. the member who rises to introduce a new subject.
- D. the member who rises to object to the consideration of the question.

315. When a debatable question has been taken from the table, which member is entitled to preference in recognition?

- A. A member who has not spoken in debate.
- B. The member who moved to take the question from the table.
- C. The member who made the motion that was taken from the table.
- D. A member wishing to speak in favor of the motion.

316. When an undebatable motion that can be amended is reconsidered for that purpose, which member is entitled to preference in recognition?

- A. The member who called up the motion to reconsider.
- B. The member who made the motion to reconsider.
- C. The member who made the motion that was reconsidered.
- D. The first person to rise and address the chair.

317. When a member has been assigned the floor and has begun to speak, he can be interrupted by the following purposes except:

- A. to call a member who has the floor to order.
- B. to make a request requiring an immediate response.
- C. to call for a separate vote on a resolution which is one of a series on different subjects offered by a single motion.
- D. to move to fix the time to which to adjourn.

318. If a member is interrupted while speaking:

- A. he takes his seat, and loses his right to the floor.
- B. as soon as the interruption has been disposed of, he rises and addresses the chair.
- C. as soon as the interruption has been disposed of, the chair directs him to rise and proceed.
- D. he raises a point of order that he had been assigned the floor.

319. When no question is pending and a member has risen seeking the floor to make a main motion, another member is entitled to preference in recognition for any of the following motions, except:

- A. to move to reconsider a vote.
- B. to call up a motion to reconsider that has been made earlier.
- C. to adjourn.
- D. to make a motion to reconsider and enter on the minutes.

320. The heading "Announcements" placed in the order of business:

- A. may only be made at the point listed.
- B. does not allow members to obtain the floor to make an announcement.
- C. does not preclude the chair from making an urgent announcement at any time.
- D. allows only officers and committee chairmen to make announcements.

321. The minutes of an executive session must be approved in executive session. What is the disposition of minutes of the meeting held solely for that purpose?

- A. The brief minutes of the latter meeting are approved at the next regular meeting.
- B. The brief minutes of the latter meeting are approved at an adjourned meeting.
- C. The brief minutes of the latter meeting are approved at a special meeting.
- D. The brief minutes of the latter meeting are approved or assumed to be approved before the meeting adjourns.

322. Reports of officers and committees which are for information only and do not require action by the convention:

- A. are always read, even when printed and distributed.
- B. may be printed and distributed in advance and it may not be necessary to read the report.
- C. are never read when printed and distributed.
- D. are not questioned by the assembly.

323. A convention program should include:

- A. the location of the executive secretary's room.
- B. the location of constituent societies' hospitality suites.
- C. the location of all comfort stations and restrooms.
- D. the location of the meeting rooms and the registration desk.

324. An order of the day can be taken up before the time for which it is set:

- A. by a majority vote.
- B. by reconsidering the vote that established the order.
- C. on the demand of one member.
- D. by laying all intervening items on the table.

325. A special order for a particular hour cannot be considered before that hour except by:

- A. reconsidering the vote establishing the special order.
- B. a two-thirds vote.
- C. a motion to rescind.
- D. a majority vote.

NAP REGISTRATIO EXAM ANSWERS – 10TH EDITION – PART III

1. D	48. C	95. A	142.C	189.A	236.A	283.C
2. A	49. B	96. A	143.C	190.D	237.B	284.D
3. C	50. A	97. D	144.C	191.D	238.A	285.A
4. A	51. C	98. B	145.A	192.C	239.B	286.C
5. B	52. A	99. D	146.D	193.B	240.B	287.D
6. B	53. C	100.C	147.D	194.D	241.B	288.C
7. A	54. D	101.D	148.D	195.B	242.C	289.B
8. D	55. A	102.B	149.B	196.A	243.D	290.D
9. A	56. B	103.B	150.C	197.B	244.B	291.D
10. B	57. A	104.D	151.C	198.B	245.D	292.D
11. D	58. D	105.B	152.D	199.B	246.D	293.D
12. C	59. A	106.B	153.C	200.C	247.B	294.C
13. D	60. C	107.B	154.C	201.B	248.C	295.B
14. B	61. B	108.D	155.C	202.D	249.C	296.C
15. A	62. D	109.D	156.B	203.D	250.B	297.A
16. C	63. D	110.D	157.C	204.C	251.C	298.D
17. D	64. D	111.A	158.C	205.A	252.B	299.B
18. C	65. B	112.C	159.D	206.D	253.A	300.D
19. C	66. B	113.B	160.D	207.B	254.A	301.C
20. C	67. C	114.D	161.C	208.A	255.D	302.D
21. A	68. B	115.B	162.B	209.C	256.C	303.B
22. B	69. C	116.B	163.D	210.D	257.D	304.D
23. B	70. D	117.A	164.A	211.A	258.A	305.C
24. B	71. D	118.A	165.C	212.C	259.C	306.D
25. A	72. A	119.A	166.B	213.C	260.C	307.D
26. C	73. B	120.B	167.A	214.D	261.A	308.A
27. C	74. D	121.B	168.B	215.D	262.B	309.B
28. D	75. D	122.D	169.B	216.B	263.C	310.B
29. C	76. D	123.D	170.C	217.D	264.D	311.C
30. B	77. D	124.C	171.C	218.D	265.B	312.B
31. D	78. D	125.B	172.C	219.B	266.C	313.C
32. C	79. B	126.D	173.D	220.A	267.B	314.A
33. D	80. D	127.D	174.C	221.D	268.D	315.B
34. C	81. D	128.A	175.C	222.C	269.C	316.B
35. C	82. C	129.A	176.B	223.A	270.A	317.D
36. D	83. C	130.C	177.B	224.C	271.A	318.C
37. C	84. C	131.C	178.C	225.A	272.D	319.C
38. D	85. C	132.A	179.D	226.A	273.B	320.C
39. D	86. B	133.D	180.B	227.C	274.B	321.D
40. B	87. B	134.B	181.B	228.C	275.C	322.B
41. A	88. D	135.A	182.C	229.A	276.A	323.D
42. D	89. C	136.B	183.B	230.D	277.D	324.B
43. A	90. A	137.B	184.A	231.D	278.D	325.B
44. C	91. D	138.B	185.C	232.C	279.C	
45. D	92. C	139.A	186.D	233.B	280.D	
46. C	93. A	140.D	187.A	234.D	281.C	
47. D	94. C	141.C	188.D	235.B	282.B	

NAP REGISTRATION EXAM QUESTIONS - 10th Edition - PART IV

- 1. From the examples below, select the one which would adopt a motion requiring a two-thirds vote with the minimum number in favor:**
 - A. 49 in favor, 26 opposed.
 - B. 50 in favor, 25 opposed.
 - C. 51 in favor, 24 opposed.
 - D. 52 in favor, 23 opposed.

- 2. The unqualified term "majority vote" means:**
 - A. more than half the number of persons present, legally entitled to vote.
 - B. more than half the votes cast, excluding blanks and abstentions.
 - C. one more than half of the legally qualified membership.
 - D. at least one more than half of the votes cast.

- 3. When the chair announces that a two-thirds vote has been obtained and refuses to count the vote, how may the losing side verify the count?**
 - A. Call for a division of the assembly.
 - B. Move to have the vote counted, which requires a two-thirds vote.
 - C. Move to have the vote counted, which requires a majority vote.
 - D. A demand of a single member requires a count.

- 4. Which of the following adopts a main motion when the voting requirement of a majority is based on the number of members present, a quorum is 20 and 25 are present?**
 - A. 12 voting in favor, 11 opposed.
 - B. 11 voting in favor, 14 opposed.
 - C. 12 voting in favor, 10 opposed.
 - D. 13 voting in favor, 12 opposed.

- 5. Voting requirements based on the number present:**
 - A. are desirable because they stimulate attendance.
 - B. most accurately reflect the will of the membership.
 - C. result in decisions that will be supported by the membership.
 - D. deny members the right to maintain a neutral position by abstaining.

- 6. Voting requirements based on the number of members present:**
 - A. cause abstentions to have the same effect as a positive vote.
 - B. cause abstentions to have the same effect as a negative vote.
 - C. are advisable for elections.
 - D. are generally desirable.

- 7. All vacancies in a 12-member board are to be filled by a two-thirds vote of the legally fixed membership. There are two vacancies. What is the minimum vote needed to elect?**
 - A. Eight.
 - B. Nine.
 - C. Seven.
 - D. Six.

- 8. Election by plurality vote requires that the minimum number of candidates or propositions be at least:**
 - A. one.
 - B. two.
 - C. three.
 - D. four or more.

10. In the absence of a rule establishing the method of voting:

- A. the custom that the organization has used in the past would be followed.
- B. the custom may not be changed at that time by the assembly.
- C. a ballot vote must be called for.
- D. a motion to create a blank which would take a 2/3 vote would decide.

11. On a question of direct personal interest, a member:

- A. always votes if the vote is by ballot.
- B. should abstain from voting on the motion.
- C. can be compelled to refrain from voting by the other members.
- D. must send out notice prior to the meeting that he will abstain.

12. Before a motion has been stated by the chair:

- A. if the motion is modified, the seconder can withdraw his second.
- B. another member cannot ask the maker to modify his motion.
- C. if the motion is modified, the seconder cannot withdraw his second.
- D. the mover can withdraw or modify it with permission.

13. A motion to make unanimous a ballot vote is out of order, unless:

- A. agreed to by all members.
- B. voted on by ballot.
- C. rules are set aside.
- D. a motion to adjourn is made.

14. If the bylaws require the election to be by ballot:

- A. no vote is in order that would force disclosure of a member's vote.
- B. the vote can be taken by another method if no member objects.
- C. the vote must be taken by ballot, but if a candidate receives all but one or two of the votes cast, the vote on a motion to make the vote unanimous may be taken viva voce.
- D. viva voce voting is permitted if there is only one candidate for an office.

15. If during a ballot vote, a member votes for too many candidates for a given office:

- A. the section of the ballot for that office is illegal.
- B. the section of the ballot for that office is ignored.
- C. the votes are credited to each of the candidates for whom votes are cast.
- D. the entire ballot is illegal.

16. In recording ballots cast:

- A. unintelligible ballots are treated the same as blank ones.
- B. if a properly filled out ballot is folded with a blank ballot, it is counted as an illegal vote.
- C. if a member leaves one or more of the choices blank on a ballot, the choices filled should be credited with one legal vote.
- D. those ballots cast by persons identifiable as not being entitled to vote are illegal, and are counted in determining the votes required for a majority.

17. The tellers' report:

- A. contains the names of candidates in alphabetical order.
- B. contains the names of candidates in order of their nomination.
- C. begins with the number of votes cast.
- D. begins with the number of eligible voters.

18. When is a ballot signed?

- A. In a committee of the whole.
- B. When the vote is by machine.
- C. When ordered by one fifth of those present.
- D. When a motion is adopted "that a signed ballot be taken by tellers."

19. Which of the following is true regarding preferential voting?

- A. When voting on a single ballot of more than two choices, less preferred choices of the voters can be taken into account if no candidate receives a majority vote.
- B. It is permitted if voting by mail is provided for in the bylaws.
- C. It is not practical when voting by mail.
- D. Its results are essentially the same as a plurality vote.

20. A nominating committee, when selecting nominees for candidacy:

- A. should contact members whom it wishes to place in nomination for office before the meeting of the nominating committee.
- B. may nominate more than one candidate for an office unless the bylaws prohibit it.
- C. may not nominate for office any member of the nominating committee.
- D. may not nominate more than one candidate for each office.

21. If a portion of the membership of the board changes periodically:

- A. it becomes a new board each time a new group assumes board membership.
- B. new officers are always elected.
- C. all existing unfinished business stays in effect.
- D. both C and B are correct.

22. A special committee is discharged or ceases to exist when:

- A. a member resigns.
- B. it fails to report.
- C. its final report is submitted to the assembly.
- D. the term of the officers is over.

23. If the assembly instructs the chair to appoint a committee, how is the committee chairman selected?

- A. The last person appointed is the chairman.
- B. The committee selects its own chairman.
- C. The first person appointed is the chairman.
- D. The assembly selects the chairman.

24. When the bylaws provide that the president is ex officio a member of all committees except the nominating committee, it means that:

- A. the president is not obligated to attend meetings nor is he counted in the quorum.
- B. the president is obligated to attend meetings and is counted in the quorum.
- C. the ex-officio status conveys the same obligations as the other committee members.
- D. if the president cannot attend the meeting, he should request the vice-president to attend as his representative.

25. A vacancy in a committee is filled by:

- A. the person who is vacating the position.
- B. the president only.
- C. the committee members.
- D. the appointing power.

26. To adopt the entire report of a board or committee, as opposed to just the recommendations contained at the end of the report, requires a:

- A. majority vote.
- B. two-thirds vote.
- C. majority vote with previous notice.
- D. two-thirds vote with previous notice.

27. The vote of a majority of the entire membership:

- A. requires, previous notice.
- B. is required to rescind and expunge from the minutes.
- C. is inappropriate in conventions.
- D. is understood to mean the members present at any regular meeting.

28. A partial report of a committee:

- A. is postponed until the complete report is ready.
- B. is finished by the assembly by amendment.
- C. is handled the same way as the final report.
- D. is laid on the table.

29. The presentation of a minority report in an assembly:

- A. may be adopted by the assembly as the report of the committee.
- B. is a privilege that may be granted by the assembly.
- C. precedes the report of the committee.
- D. requires a two-thirds vote of the assembly.

30. The formal presentation of a dissenting opinion of committee members not concurring with the committee report is a:

- A. majority report.
- B. minority report.
- C. special report.
- D. dissenting report.

31. A committee of the whole in its deliberations can:

- A. adjourn or order a recess.
- B. adopt an amendment to its recommendations.
- C. appoint a subcommittee.
- D. order a roll call or vote by ballot.

32. In a committee of the whole, appeals from the decision of the chair:

- A. are debatable under the same rules as in the assembly.
- B. are not debatable.
- C. are not permitted.
- D. can be postponed.

33. If the committee of the whole originates a resolution, it concludes by voting to:

- A. recommend that the resolution be committed to a standing committee.
- B. recommend pertinent amendments to the assembly.
- C. adopt the resolution subject to ratification by the assembly.
- D. report the resolution as perfected.

34. Motions that are in order in quasi committee of the whole are:

- A. the same as in the committee of the whole.
- B. those limited by the assembly.
- C. the same as in the assembly.
- D. subsidiary and incidental motions only.

35. During informal consideration:

- A. limitations on the number of times a member can speak are removed.
- B. the presiding officer does not remain in the chair.
- C. decisions of the assembly are not final.
- D. the chair can limit the number and length of speeches.

36. The motion to consider a question informally is:

- A. debatable and it opens the merits of the question proposed to be considered for debate.
- B. debatable only as to the desirability of considering the question informally.
- C. debatable only to the extent that the motion proposed to be considered is debatable.
- D. not debatable.

37. When a motion is being considered informally:

- A. the proceedings are placed in the minutes of the formal meeting.
- B. there is no limit on the number of speeches in debate.
- C. a 2/3 vote is required to end the informal proceedings.
- D. a separate set of minutes must be approved before ending the informal consideration.

38. A member who has exhausted the number of speeches permitted him on a pending main motion:

- A. may not ask to be recognized by the presiding officer.
- B. may still seek recognition to move its referral or amendment.
- C. may speak again if permitted by a majority vote.
- D. may appeal the decision of the chair if not given another opportunity to speak.

39. When a mail vote authorized in the bylaws is to be secret:

- A. the signature required on the ballot to verify membership makes it impossible.
- B. a signature does not appear anywhere when the ballot is returned.
- C. an inner return envelope— with a space for the voter's signature placed on its face instead of on the ballot— should be sent to the voter along with the ballot, and the ballot should be returned sealed in the inner envelope.
- D. the secretary must always know how the members voted in order to record the vote correctly and ascertain that the member was eligible to vote.

40. In an assembly that has no special rule permitting a small fraction of the voters to require a two-thirds vote to be counted, the chair, in judging whether to obtain a count of the vote at his own instance:

- A. should obtain a count of the vote if requested by a single member unless the counting of the vote will unduly delay the proceedings of the assembly.
- B. must refrain from obtaining a count of the vote if the effect of the count will be to protect a minority smaller than one-third.
- C. must be careful to leave no room for anyone to doubt the result if he finds there are two-thirds on the side that prevails.
- D. must obtain a count of the vote at all times when the question being considered is of significant importance.

41. Nomination and election of officers at a convention:

- A. must be on separate days.
- B. should be followed by an installation ceremony.
- C. should be scheduled for the final day.
- D. should take place early in the convention.

42. In a society where members are permitted to serve in only one office at a time, if a member is present and elected to more than one office:

- A. he can choose which of the offices he will accept.
- B. he must accept the first office to which he was elected.
- C. the assembly will decide by vote the office to be assigned to him.
- D. he must accept all offices.

43. In an election of members of a board or committee, if less than the prescribed number receive a majority, the places are filled by:

- A. repeated balloting with all remaining on the ballot.
- B. the nominees receiving the lower number of votes removed.
- C. the proper number receiving the largest number of votes.
- D. those with a majority, with repeated balloting for the remaining candidates.

44. If the bylaws allow cumulative voting or a member to transfer votes, and three directors are to be elected, each member:

- A. may cast three votes for each director.
- B. may cast all three votes for one, two, or three candidates.
- C. is required to cast one vote for each director to be elected.
- D. may transfer his votes to another member.

45. If a member is absent when elected and has not consented to his candidacy, the election becomes final:

- A. when he is notified of his election.
- B. when he is elected.
- C. at the close of the meeting following the election.
- D. when he is notified of his election and does not immediately decline.

46. The officers who must be present for the conduct of business in any deliberative assembly are:

- A. a presiding officer and a secretary or clerk.
- B. a presiding officer and the treasurer.
- C. the president, secretary and treasurer.
- D. the president, vice-president and secretary.

47. The chair should not hesitate to put the question on a motion:

- A. that commends him.
- B. that censures him.
- C. to elect officers or appoint delegates or a committee even if he is included.
- D. to approve a contract in which he has a pecuniary interest.

48. If the assembly wishes to discuss and take a vote on a matter without the vote constituting final action, the assembly may:

- A. Take a straw vote to test the waters.
- B. Go into the committee of the whole.
- C. A vote would be taken on those only in favor of the motion.
- D. Take the vote by using preferential voting.

49. In elections by ballot:

- A. "for" or "against" spaces or boxes should be used.
- B. "for" or "against" spaces should not be used.
- C. only a "for" box may be used.
- D. only an "against" box may be used.

50. Unless the bylaws provide otherwise, a standing committee of the society reports to:

- A. the executive committee.
- B. the board of directors.
- C. the assembly.
- D. the president.

51. The phrase "to dispense with the reading of the minutes" means that:

- A. minutes need not be approved at all.
- B. the reading of the minutes for approval is not carried out at the regular time.
- C. the minutes may be approved without being read by a committee.
- D. the reading and approval of the minutes are postponed indefinitely.

52. The generally accepted distinction between a small board and a large board is that a small board is:

- A. always under ten.
- B. not more than fifteen.
- C. not more than about a dozen.
- D. a minimum of six.

53. When an ex-officio member of an executive board is a member of the society:

- A. he has all the privileges of membership, but none of the obligations.
- B. there is no distinction between him and other board members.
- C. he may serve on the board indefinitely.
- D. he is not counted in the quorum.

54. A standing committee of the assembly, established in the bylaws:

- A. may meet whenever the members happen to be in the same place at the same time.
- B. must report to the executive board prior to reporting to the assembly.
- C. may make recommendations for action to the assembly.
- D. may change its' name without amending the bylaws.

55. While members are speaking in debate, the presiding officer should:

- A. be seated unless the view between him and the members would be obstructed.
- B. be inattentive to the speaker's remarks.
- C. remain standing.
- D. interrupt a speaker because he knows more about the matter.

56. If a candidate is absent and has consented to be a candidate, an election to office becomes final:

- A. after he is notified of the election results.
- B. after all candidates have been notified.
- C. immediately upon the chair's announcement of the result of the election.
- D. immediately after the completion of any formal installation ceremony.

57. The secretary enters the name of the seconder of a motion in the minutes when:

- A. the seconder stands, receives recognition and states his name.
- B. the seconder is an officer.
- C. the assembly orders the secretary to do so.
- D. the president orders the secretary to do so.

58. A nominating ballot, when made the electing ballot, is in effect the same as:

- A. an electing ballot without any nominations.
- B. nominations by a committee.
- C. nominations from the floor.
- D. a unanimous election.

59. In an assembly that has no rule or established custom prescribing the methods of voting in elections, a motion to determine the method is:

- A. a main motion if made either before or while the election is pending.
- B. an incidental motion if made before the election is pending.
- C. an incidental main motion if made while the election is pending.
- D. an incidental main motion if made before the election is pending.

60. Standing committees of a society are created by:

- A. the board of directors.
- B. the president.
- C. a resolution adopted by a majority vote of the membership.
- D. a specific provision of the bylaws.

61. In a convention or a large meeting, that is not a public or legislative body, a sergeant-at-arms:

- A. arrests anyone who is out of order.
- B. may call a member to order.
- C. arrests absent members.
- D. handles certain physical arrangements in the hall.

62. A member has the right to change his vote:

- A. up to the time the chairman has been given the opportunity to vote.
- B. up to the time the result is announced.
- C. up to the time the next business in order has been announced.
- D. by general consent, as long as he explains his reason for wanting to change his vote.

63. A member who voted by ballot may:

- A. move to reconsider the ballot vote, if he is willing to waive the secrecy of his ballot.
- B. move that the vote be taken again by standing.
- C. demand a division.
- D. ask to change his vote after the votes have been counted.

64. In an election of members of a board or committee, if more than the prescribed number receive a majority vote:

- A. the places are filled by the proper number receiving the largest number of votes.
- B. the nominee with the lowest number of votes is dropped from the list and a second ballot is taken.
- C. the names of the nominees receiving less than the required majority vote are dropped from the list and a second ballot is taken.
- D. a second ballot must be taken with the names of all nominees listed on the ballot until the prescribed number receive a majority vote.

65. If a board has subcommittees for each branch of work, the subcommittees will report to:

- A. the assembly.
- B. the board.
- C. the president.
- D. the secretary.

66. When reports are received from committees, the secretary should not:

- A. record on them the date they were received.
- B. record what further action was taken on the report.
- C. move that the committee report be "placed on file."
- D. preserve them among the records.

67. During the proceedings in a committee of the whole:

- A. a division of the assembly is not in order.
- B. a point of order cannot be raised.
- C. an appeal from the decision of the chair is in order.
- D. limits of debate can be imposed.

68. The tellers' report should not include:

- A. the number of members eligible to vote.
- B. the number of votes cast.
- C. the number necessary for adoption.
- D. the number of votes against.

69. If a resolution is referred to a committee while a motion to postpone indefinitely is pending, the committee's report should:

- A. first state the committee's recommendation on the disposition of the resolution, then on the motion to postpone indefinitely.
- B. first state the committee's recommendation on the motion to postpone indefinitely, then as to the disposition of the resolution.
- C. state the committee's recommendation only on the motion to postpone indefinitely.
- D. state the committee's recommendation only on the resolution.

70. If a society's bylaws provide for a president-elect, having no other provisions for that office, a vacated office of president is filled by the:

- A. election of a new president, with notice to all members.
- B. first vice-president.
- C. president-elect.
- D. president-elect whose vacancy is then filled by an election.

71. When the secretary is absent:

- A. the president should appoint a secretary.
- B. the vice-president acts as secretary.
- C. the corresponding secretary takes the minutes.
- D. a secretary pro tern should be elected.

72. Correspondence of an official nature is normally read by the:

- A. corresponding secretary.
- B. recording secretary.
- C. committee chairman assigned responsibility relating to the subject correspondence.
- D. president.

73. The record of proceedings of a deliberative assembly should:

- A. reflect the secretary's opinion.
- B. be a verbatim transcript of the proceedings.
- C. contain a record of what was done at the meeting.
- D. be a record of what was said and done by the members.

74. In sessions lasting longer than one day, the minutes of each meeting:

- A. may be declared approved by the chair.
- B. do not have to be approved.
- C. may be saved and read at the next convention.
- D. are read and approved at the beginning of each day's business.

75. Even years after being approved, the minutes of a meeting:

- A. may be corrected by the board of directors.
- B. may be corrected by the motion to amend something previously adopted.
- C. may be corrected if the minutes are mailed to each member in advance.
- D. may not be corrected after 6 months.

76. Any recommendation contained in an officer's report is moved:

- A. by the officer making the report.
- B. by the secretary of the organization.
- C. from the floor by a member other than the reporting officer.
- D. by a member, seconded by the reporting officer.

77. At each general meeting of a society, the report of the treasurer:

- A. may consist simply of a verbal statement of the cash balance on hand.
- B. must include a written report for the president and secretary.
- C. requires action by the assembly.
- D. is accepted by unanimous consent.

78. Reports of other officers (e.g., Librarian) are adopted if:

- A. the members find they agree with the recommendations in the report.
- B. they are to be a permanent official document of the society.
- C. they are annual reports.
- D. they are to be placed on file by the secretary.

79. The bylaws provide that the president shall appoint all committees. This power, in the absence of the president:

- A. transfers to the occupant of the chair.
- B. transfers to the first vice-president.
- C. does not transfer to anyone.
- D. transfers to the executive board.

80. Minutes must contain:

- A. complete reports given by a committee chairman.
- B. proceedings of a committee of the whole.
- C. all secondary motions that were lost.
- D. all main motions with their disposition except normally those withdrawn.

81. The number of votes on each side should be entered in the minutes:

- A. when a division has been called for.
- B. when the vote is by a show of hands.
- C. to prove that a quorum was present.
- D. when the vote is by ballot.

82. Immediately after receiving a committee or board report, an assembly normally considers whatever action arises from it, unless:

- A. a member objects to its consideration.
- B. it contains no recommendations.
- C. the chair declares no action is necessary.
- D. there are no proposed amendments.

83. As an ex-officio member of a committee, the president:

- A. is not counted in determining that a quorum is present.
- B. may not vote or make motions.
- C. must attend all committee meetings.
- D. need not be informed of meetings.

84. A special committee appointed for deliberation or investigation should be:

- A. a small committee consisting of those in favor of the action to be carried out.
- B. a large committee representing many points of view in the organization.
- C. composed of persons who have had experience regarding the subject to be investigated.
- D. composed of members chosen for their ability to be discreet and keep matters confidential.

85. On a ballot with votes for more than one question or office:

- A. Count the number of votes cast for each segment.
- B. blank boxes cause the vote to be invalid.
- C. votes are counted as illegal if the officers' names are misspelled.
- D. All segments of the ballot are counted as illegal if a member votes for too many candidates for a given office.

86. An ex-officio member of a board who is not under the authority of the society:

- A. can make motions, but cannot vote.
- B. can debate, but cannot make motions or vote.
- C. can make motions, debate and vote but has none of the obligations of membership.
- D. is counted in determining the presence of a quorum.

87. Interruptions during the taking of a vote, such as for a point of order or parliamentary inquiry, are permitted:

- A. only before any member has actually voted.
- B. if they are incidental to one member's vote.
- C. at any time during the vote.
- D. only in roll call voting.

88. A motion to "rise" in a special committee is equivalent to:

- A. a motion to adjourn.
- B. a motion to recess.
- C. adjourning to meet at the call of the chair.
- D. a motion to adjourn sine die.

89. After a division is called for, the vote must be taken by:

- A. ballot vote.
- B. counted vote.
- C. rising vote.
- D. voice vote.

90. Minutes of an executive board:

- A. are accessible only to members of the board with no exceptions.
- B. are accessible to any member of the society on demand.
- C. are read to members of the society's assembly if ordered by a two-thirds vote.
- D. are taken in memo form and not recorded.

91. If a committee chairman fails to call a meeting of the committee:

- A. the committee cannot meet.
- B. the committee must meet on the call of the president.
- C. the committee must meet on the call of any two of its members.
- D. the committee is dissolved.

92. During meetings, the parliamentarian should:

- A. be assigned a seat next to the chair.
- B. wait for the president to ask for advice.
- C. admonish the members when errors in the proceedings occur.
- D. consult frequently with the presiding officer.

93. If a formal installation ceremony is prescribed in the bylaws:

- A. the election is not complete until after the installation.
- B. officers may not assume office until after they are installed.
- C. failure to hold the installation does not affect the time the new officers take office.
- D. the election is null and void if the installation is not held.

94. An executive board:

- A. must be provided for in the standing rules.
- B. must be provided for by a special rule of order.
- C. must be provided for in the bylaws.
- D. is composed only of the elected officers.

95. With respect to matters the bylaws do not put under its exclusive control, an executive board:

- A. can take action on issues delegated to it by the assembly at the previous meeting.
- B. should be cautious in its actions, since the assembly cannot later countermand them.
- C. can, with a two-thirds vote, modify actions taken by the assembly.
- D. must carry out any instructions given to it by the assembly.

96. An executive board can transact business:

- A. according to the same rules of procedure as in other deliberative assemblies, no matter what the size of the board.
- B. only in a regular or properly called meeting or at an adjournment thereof, of which every board member has been notified and a quorum is present.
- C. by telephone or individual interview, e-mail or fax.
- D. by mail if a quorum of the board participates.

97. When a motion is presented in the form of a resolution, the mover may use all of the following expressions, except:

- A. "I move the adoption of the following resolution."
- B. "I offer the following resolution."
- C. "*Resolved*, That..."
- D. "I move the adoption of the resolution relating to... which I have sent to the chair."

98. In a quasi committee of the whole, the presiding officer:

- A. leaves the chair and appoints a new presiding officer.
- B. remains in the chair himself.
- C. may adjourn the meeting at will.
- D. determines the time of all debate.

99. Immediately after stating the question, the chair should:

- A. recognize the first person standing and assign the floor to him.
- B. turn toward the maker of the motion to see if he wishes to be assigned the floor.
- C. ask the assembly who they wish to speak first.
- D. consult with the parliamentarian.

100. In which case is it improper for the president to remain in the chair?

- A. When a motion is made that commends or censures him with others.
- B. When an election by voice vote is being held in which he is a candidate.
- C. When debating an appeal from the decision of the chair.
- D. When an appeal from the decision of the chair is lost.

101. Instead of referring a matter to a committee, a number of break out groups with every member urged to participate is one method of debate. The groups' conclusions are reported:

- A. to the assembly for the final decision.
- B. through a moderator directly to the assembly.
- C. to a committee, which assembles the facts, and reports to the assembly.
- D. All of the above are correct.

102. A member who is in arrears in payment of his dues retains the full rights of a voting member and is legally entitled to vote, unless:

- A. he has been advised in writing that action will be taken to formally drop him from the rolls if the dues are not paid.
- B. the assembly votes by unanimous consent not to allow him to vote.
- C. he is under disciplinary suspension.
- D. the assembly votes by a two-thirds vote not to allow him to vote.

103. When a vote by ballot is not required by the bylaws, for which of the following would a ballot vote not be prescribed?

- A. A vote on charges before or after the trial of a member or an officer.
- B. A vote on the admission of a candidate to membership in the society.
- C. Non-contested elections.
- D. Whenever it is believed that members may thereby be more likely to vote their true sentiments.

104. The text of a report that is to be published which has been amended by the assembly:

- A. is published with the changes made in the text.
- B. is published as it was presented without the changes.
- C. is published showing the reported version and the changes made.
- D. is not published, but it is noted that the report was made and is attached to the official minutes.

105. If a committee is appointed from different sections of the country with the expectation that its work will be done by correspondence, its report:

- A. cannot be made.
- B. can be made upon separate consultation with every member, with unanimous consent required for agreement of the report.
- C. can contain only what is agreed to by a majority of its members.
- D. can be made with the president's approval.

106. If the committee chairman is not present:

- A. the committee's report cannot be given.
- B. the president may choose another member to make the report.
- C. the committee chairman may choose another member to make the report.
- D. the reporting member is chosen by the committee.

107. The reporting member of the committee:

- A. may not present the report orally, only in writing.
- B. must be the chairman of the committee.
- C. may announce he is submitting the report and passes it to the president or secretary to be read by a reading clerk.
- D. will be the only member of the committee to sign the report.

108. The adoption of an entire committee report by the assembly:

- A. Should be made by the chairman of the committee.
- B. has the effect of endorsing every word of the report.
- C. does not require a second.
- D. is a wise move for the assembly.

109. A motion to implement the recommendations in a committee report:

- A. may be assumed by the chair if not made by the reporting member.
- B. is made by another member at the conclusion of the report.
- C. is made by the reporting member during new business.
- D. can be made by the reporting member if he is not a member of the assembly.

110. In parliamentary procedure, the term "the chair" refers to:

- A. the vice-president.
- B. a place for invited guest.
- C. the presiding officer's station in the hall from which he or she presides.
- D. a piece of furniture placed beside the presiding officer.

111. A question arising out of a committee report on a matter referred to it is:

- A. an original main motion.
- B. an incidental main motion.
- C. a motion that brings a question again before the assembly.
- D. a privileged motion.

112. In choosing the members of a committee:

- A. a standing committee should be chosen to provide a strong group capable of handling any task that may arise within that committee's function.
- B. to implement an order of the assembly, a special committee should consist only of those in favor of the action to be carried out.
- C. for deliberation or investigation, a special committee should represent all points of view on the proposed action to be taken.
- D. All of the above are correct.

113. Who should call a meeting of the committee?

- A. The president.
- B. The committee chairman.
- C. A member of the committee.
- D. All of the above are correct.

114. If certain standing committees are enumerated in the bylaws:

- A. the assembly may create additional standing committees by a majority vote.
- B. no other standing committees may be created unless the bylaws are amended.
- C. the president may create additional standing committees.
- D. the board may create additional standing committees.

115. If the bylaws are silent on standing committees, a standing committee that has the power to act for a society may be established:

- A. by a majority vote.
- B. by a two-thirds vote.
- C. by a two-thirds vote with previous notice.
- D. by the president.

116. The regular presiding officer leaves the chair and a new chairman is appointed:

- A. in a committee of the whole.
- B. in a quasi committee of the whole.
- C. during informal consideration.
- D. during an executive session.

117. When the assembly goes into the committee of the whole, the presiding officer:

- A. calls another member to the chair.
- B. takes nominations from the floor for a chairman.
- C. leaves the meeting.
- D. remains in the chair.

118. For a vote by mail, if the vote is to be secret, the following procedure should be followed when counting the ballots:

- A. the signature on the inner envelope is checked against the list of qualified voters.
- B. the voter is checked off on the list of qualified voters as having voted.
- C. the inner envelope is opened, the ballot removed and placed, still folded, into a receptacle to await counting until all the ballots have been processed.
- D. All of the above are correct.

119. A committee of the whole is allowed to:

- A. take a roll call vote.
- B. take a recess.
- C. take a vote by ballot.
- D. rise and report.

120. A committee of the whole, lacking a quorum, can:

- A. take measures to obtain a quorum.
- B. do nothing but adjourn.
- C. change the quorum by unanimous vote.
- D. do nothing but rise and report to the assembly.

121. The quorum of a committee of the whole is:

- A. a majority of the members present.
- B. the entire membership.
- C. the same as that of the assembly.
- D. two-thirds of the members present.

122. When the bylaws provide that the president shall appoint all committees:

- A. the president is also empowered to create committees.
- B. the nominating committee should be excluded.
- C. the vice-president can appoint a special committee if presiding in the absence of the president.
- D. if the appointees are nonmembers no vote is necessary for their approval.

123. If a motion to create a committee names the members:

- A. the name of the chairman must be included.
- B. the committee always elects its own chairman.
- C. it supersedes a bylaw provision that the president appoints all committees.
- D. nonmembers of the society may be appointed.

124. Which of the following results could the presiding officer's vote affect?

- A. 40 in favor, 21 opposed; two-thirds vote required to adopt.
- B. 30 in favor, 14 opposed; two-thirds vote required to adopt.
- C. 16 in favor, 17 opposed; majority required to adopt.
- D. 25 in favor, 24 opposed; majority required to adopt.

NAP Part IV

125. If a motion to create a committee to be named by the president is adopted:

- A. if the members of the committee are named after the meeting is adjourned, they must be approved at the next meeting.
- B. the appointment of the committee may not be made after the meeting is adjourned.
- C. the appointment of the committee may be made after the meeting is adjourned if the delay is authorized by the assembly.
- D. if the appointment is made after the adjournment of the meeting, the committee may act as soon as appointed without authorization.

126. Which of the following forms of voting may be used only when expressly stated in the bylaws or if the laws of the state require it?

- A. Proxy voting.
- B. Roll call.
- C. Ballot vote.
- D. 2/3 of those present and voting.

127. If nominations for all offices have been completed, select the voting procedure to be used:

- A. Voting must be for each office individually.
- B. Voting for all offices is commonly done in a single ballot.
- C. Votes can be cast for only those nominated.
- D. Votes can be cast for any nonmember.

128. A committee report is generally submitted in writing, unless it is brief enough to be recorded in its entirety. A written committee report:

- A. is addressed and dated.
- B. is worded, "We recommend . . ."
- C. is the report of the chairman of the committee.
- D. begins with the identification of the committee.

129. The resignation of a member of a committee should be addressed:

- A. to the president.
- B. to the chairman of the committee.
- C. to the executive committee.
- D. to the appointing power.

130. Who presides at a meeting when the presiding officer temporarily vacates the chair and the only vice-president declines to preside?

- A. The vice-president presides during the election of a chairman pro tem.
- B. The secretary presides during the election of a chairman pro tem.
- C. The vice-president appoints a chairman pro tem to serve in his stead, with the approval of the assembly.
- D. The president appoints a chairman pro tem, unless members nominate other persons.

131. It is a fundamental principle of parliamentary law that the right to vote:

- A. by mail be allowed so every member will have the opportunity to vote.
- B. is limited to the members of the society who are actually present at the time the vote is taken in a legal meeting.
- C. by proxy be permitted because it is compatible with the essential characteristics of a deliberative assembly.
- D. by a procedure in which the votes of persons who attend a meeting are counted together with ballots sent in by absentees be allowed.

132. Nominations by the chair:

- A. can be amended by a member moving to strike out one or more names and inserting new ones.
- B. can be amended by a member moving to strike out one or more names and if adopted, the chair must insert other names.
- C. by a two-thirds vote, can be amended by a member moving to strike out one or more names and inserting other names.
- D. cannot be amended.

133. Appointment of members of a committee by the president:

- A. is an inherent right of the president.
- B. transfers to the vice-president if he is presiding.
- C. cannot be assumed unless provided for in the bylaws or by action of the assembly.
- D. must be approved by the assembly.

134. If the bylaws do not establish a time for the term of office to begin, it begins:

- A. immediately if the candidate is present and does not decline.
- B. after the officers are installed.
- C. at the close of the meeting at which they are elected.
- D. at the close of the fiscal year.

135. The minutes of a special meeting should be approved:

- A. at the next regular meeting.
- B. at the next special meeting.
- C. at an adjourned meeting.
- D. by the executive board.

136. If an amendment was pending when a resolution was referred to a committee and the recommendation of the committee is for postponement to a certain time, the chair states the question first on the:

- A. amendment.
- B. postponement.
- C. amendment, the resolution, then the postponement.
- D. the preamble, the amendment, then the postponement.

137. In meetings of small boards with less than twelve members:

- A. informal discussion of a subject is not permitted while no motion is pending.
- B. a vote cannot be taken without a motion's having been introduced.
- C. the chairman cannot speak in discussion without leaving the chair.
- D. all proposed actions must be approved by vote under the same rules as in other assemblies.

138. During the proceedings of a committee:

- A. the motion to reconsider is not in order.
- B. the chairman has the right to debate, but not make motions.
- C. motions to close or limit debate are generally not allowed.
- D. the committee may adopt its own rules.

139. Committee procedure:

- A. allows all members of the society to attend committee deliberations.
- B. gives the committee the power to punish its members for disorder.
- C. allows only committee members during actual deliberations of the committee.
- D. does not allow the chairman to be an active participant in the work of the committee.

140. Except for interrupting consideration of the main motion, a motion that has no effect on the disposition of the main motion is the motion to:

- A. postpone to 2 P.M.
- B. refer to the finance committee.
- C. rise to a question of privilege affecting the assembly.
- D. limit debate.

141. What device enables a large assembly to give detailed consideration to a matter under conditions of freedom approximating those of a committee?

- A. Having a ballot vote.
- B. Setting a time for adjournment.
- C. Moving to take all motions seriatim.
- D. Committee of the whole.

142. When the parliamentarian is a member of the society:

- A. and makes a ruling, the assembly is obligated to follow it.
- B. he does not vote on any question, except when the vote is by ballot.
- C. he debates and makes motions as any other member.
- D. he votes only when his vote will affect the result.

143. If a committee reports back a resolution with a substitute that it recommends for adoption, the chair states the question on:

- A. the substitution, even if a primary and secondary amendment were referred with the resolution.
- B. any primary and secondary amendment referred, then the substitute.
- C. any secondary amendment, then the substitute.
- D. the substitute, the primary and secondary amendments that were referred are ignored.

144. Strictly speaking, nominations are not necessary:

- A. when all the current officers have agreed to continue serving.
- B. when an election is by ballot or roll call.
- C. when an organization does not have a nominating committee.
- D. since it is practical to proceed to an election without first making nominations.

145. If a parliamentarian is needed by an organization:

- A. the assembly should elect the person.
- B. the board of directors should elect the person.
- C. the president should be free to appoint someone in whom he has confidence.
- D. the president, with the approval of the board of directors, should appoint the person.

146. A committee of the whole:

- A. may refer a matter to another ordinary committee.
- B. may order a counted rising vote.
- C. rises and reports when it wishes to bring the meeting to an end.
- D. may impose disciplinary measures on its members.

147. A right of the president is to:

- A. debate all motions.
- B. stop debate when it continues too long.
- C. vote either to break or to cause a tie.
- D. serve on the nominating committee.

NAP Part IV

148. In an election of committee members:

- A. the election must be held by ballot.
- B. if no more than the prescribed number are nominated, the chair declares them elected.
- C. if more than the prescribed number are nominated, they are voted on in alphabetical order.
- D. if no more than the prescribed number are nominated, the chair asks for unanimous consent to elect the committee.

149. A committee that ceases to exist when the assembly receives its final report is:

- A. a committee on protocol.
- B. a standing committee.
- C. membership committee.
- D. a special committee.

150. A committee report includes recommendations at the end of the report. The reporting member, at the conclusion of the committee report, should:

- A. move to accept the report.
- B. move to adopt the report.
- C. move to receive the report.
- D. move the adoption of the recommendations.

151. The members of a nominating committee should be:

- A. composed of all the members of the executive committee, except the president.
- B. elected by the organization.
- C. appointed by the chair.
- D. appointed by the chair and approved by vote of the organization.

152. The minutes of an organization are:

- A. a review of the meeting.
- B. a summary of events.
- C. an official record of the proceedings.
- D. a digest of the reports.

153. A roll call vote:

- A. need not be recorded.
- B. cannot be ordered in committee of the whole.
- C. may be ordered by the chair.
- D. requires a two-thirds vote.

154. The chair may vote:

- A. when a plurality will adopt.
- B. when charges are preferred against him.
- C. when he has a direct interest in the question.
- D. to create a tie.

155. Honorary membership confers:

- A. none of the rights of regular membership.
- B. the right to attend meetings, but not to speak.
- C. the right to attend meetings and to speak.
- D. the right to attend meetings, to speak, and to vote.

156. When counting ballots, two filled-out ballots folded together are:

- A. counted as one illegal vote.
- B. counted as two illegal votes.
- C. ignored.
- D. reported as spoiled ballots.

157. When methods are suggested for selecting members of a committee, the first method to be voted on is:

- A. appointment by the chair.
- B. election by ballot.
- C. nomination by the chair.
- D. nominations from the floor.

158. When taking a voice vote, the following form is correct:

- A. those in favor say "Aye," those opposed say "Nay."
- B. those in favor say "Aye," those opposed say "No."
- C. those in favor say "Yes," those opposed say "No."
- D. those in favor say "Aye," those opposed same sign.

159. A motion to consider informally may be applied to:

- A. any debatable motion that is introduced.
- B. the main motion and its amendments.
- C. the main motion only.
- D. the main motion and any debatable subsidiaries.

160. When there is no rule providing for a ballot vote in an election:

- A. any member may demand a ballot vote.
- B. the elections committee makes the decision.
- C. the assembly may order a ballot vote.
- D. the vote is taken by voice.

161. In a meeting, the presiding officer should stand:

- A. when a member is speaking in debate.
- B. during the business meeting.
- C. while putting the question to vote.
- D. when the tellers are collecting the ballots.

162. In a meeting, the presiding officer should remain seated:

- A. while explaining his reasons for his ruling on a point of order.
- B. when speaking during debate on an appeal or a point of order he has submitted to the judgment of the assembly.
- C. when a member is speaking in debate.
- D. when nominations are being made.

163. In a committee elected by ballot, the position of chairman:

- A. is never selected by the committee members.
- B. can be treated as a separate position on the same ballot that elects the committee.
- C. can be elected from the committee members on a second ballot after the results of the first ballot has been announced.
- D. B and C are correct.

164. When tellers are counting ballots, blank ballots are:

- A. counted as a ballot cast.
- B. entered on the tellers' report as blank ballots.
- C. ignored.
- D. entered on the tellers' report as illegal votes.

165. May a member nominate more than one person for a committee or an office?

- A. No.
- B. Yes, after everyone else has had an opportunity to nominate a candidate.
- C. Yes, if he nominates all candidates at the same time.
- D. No, if the required number have been nominated.

166. When the assembly goes into quasi committee of the whole, the presiding officer:

- A. appoints a chairman.
- B. remains in the chair.
- C. takes a seat in the assembly.
- D. asks for nominations for a secretary.

167. When the assembly goes into informal consideration, the presiding officer:

- A. appoints a chairman.
- B. remains in the chair.
- C. reports to the assembly the actions taken.
- D. allows each member to debate one time only.

168. During committee proceedings, the previous question:

- A. requires a majority vote.
- B. requires a majority vote of the entire committee.
- C. is not in order.
- D. may not be reconsidered.

169. The secretary may be instructed to cast the ballot of the assembly if:

- A. notice has been given.
- B. ordered by the assembly.
- C. instructed by the chair.
- D. the bylaws do not require a ballot vote.

170. The bylaws indicate that a responsibility of the board of directors is to control the finances of the organization. A group of members do not agree with the way the board is spending money for the headquarters office. At the annual membership meeting, those members stand up and state their objection. What action can those members take at the annual membership meeting?

- A. By a majority vote, the members can instruct the board how the funds for the headquarters office shall be allocated.
- B. By a two-thirds vote, the members can instruct the board how the funds for the headquarters office shall be allocated.
- C. The members can make recommendations as to how the money should be allocated, but have no authority to require the board to follow their instructions.
- D. The bylaws can be suspended to allow the members to instruct the board how the funds for the headquarters office shall be allocated.

171. When an ex-officio member of a board ceases to hold the office that entitles him to such membership, how is his membership on the board affected?

- A. Membership on the board continues as a director.
- B. Membership on the board terminates at the conclusion of the fiscal year.
- C. Membership on the board terminates at the conclusion of the term for other board members.
- D. Membership on the board terminates automatically.

172. Minutes should include:

- A. the names of the maker and the seconder of each important motion.
- B. any proceedings of a committee of the whole.
- C. the reasons given by the chair for his rulings on points of order.
- D. a complimentary closure above the secretary's signature.

173. In voting procedure, the chair must:

- A. take the negative vote only if the issue is controversial.
- B. announce the result of each vote.
- C. leave the chair on a motion to elect delegates if he is included.
- D. vote first on a roll call vote.

174. A call for a counted rising vote to be taken after an uncounted rising vote:

- A. requires a motion, which needs a second and a majority vote to pass.
- B. must be granted on the demand of a single member if he doubts the vote.
- C. is appropriate only for motions requiring a two-thirds vote.
- D. may be granted or denied by the presiding officer, the decision being made at his sole discretion.

175. "Action in this manner is in accord with the principle that rules are designed for the protection of the minority and generally need not be strictly enforced when there is no minority to protect." This quote refers to:

- A. ballot voting.
- B. unanimous consent.
- C. previous notice.
- D. adjourn sine die.

176. All the following are true of action by unanimous consent except:

- A. it requires the presence of a quorum.
- B. it may be used when a two-thirds vote is required.
- C. no member can move to reconsider the action taken.
- D. it may be assumed by the chair.

177. In case of a tie vote on an ordinary main motion:

- A. the presiding officer, who is a member, must vote to break the tie.
- B. the motion is lost.
- C. another vote must be taken.
- D. the vote can be reconsidered if moved by one who voted in the affirmative.

178. As an alternative to voting by voice, a vote by show of hands:

- A. can be used in small boards or committees.
- B. cannot be used in assemblies.
- C. may not be used to verify an inconclusive voice vote.
- D. may be used for a division of the assembly.

179. After the report of the voting itself, the complete announcement of a vote should include all of the following, except:

- A. declaration that the motion is adopted or lost.
- B. statement indicating the effect of the vote.
- C. instructions to enter the motion in the minutes.
- D. announcement of the next item of business.

180. The secretary is the recording officer of the assembly and the custodian of its records, except those specifically assigned to others. Additional duties include:

- A. keeping on file all committee reports.
- B. making the minutes and records available to members upon request.
- C. in the absence of the president and vice-president(s), calling the meeting to order and presiding until the immediate election of a chairman pro tern.
- D. All of the above are correct.

181. The negative voice vote has just been taken on a motion to donate \$100 to the Red Cross. What is the last point at which a member may demand a division?

- A. Before the chair says, "The ayes have it.. ."
- B. Before the chair says, "... and the motion is adopted."
- C. Before the chair says, "The treasurer is directed to send \$100 to the Red Cross."
- D. Before the chair says, "The question now before the assembly is the motion of the budget committee to transfer \$300 to the Postage Fund."

182. A presiding officer, who is a member of the assembly:

- A. votes on all questions.
- B. protects his impartiality by voting only when his vote would affect the outcome.
- C. never votes.
- D. votes only in case of a tie.

183. If the bylaws or rules do not prescribe how the members of committees shall be selected:

- A. the method can be specified in the motion to establish a special committee.
- B. the president appoints all committees.
- C. the method can be decided by unanimous consent or a majority vote at the time the committee is appointed.
- D. A and C are correct.

184. A resolution (A) with a primary amendment (B) and a secondary amendment (C) pending is referred to committee. When the committee reports to the assembly, it recommends a substitute (D) for the resolution. In what order should the motions be considered if all are adopted?

- A. Substitute (D) first. If it is adopted, no further vote is necessary.
- B. Substitute (D), secondary amendment (C), primary amendment (B), resolution (A).
- C. Substitute (D), then substitute (D) as main motion.
- D. Secondary amendment (C), primary amendment (B), substitute (D), then substitute (D), if approved, as the main motion.

185. Which statement concerning ex-officio members of boards is correct?

- A. They are never counted in the quorum.
- B. They may speak and vote on all issues.
- C. Presidents are automatically ex-officio members of boards.
- D. They have an obligation to attend meetings, even if they are not under the authority of the society.

186. May standing committees be established in addition to those enumerated in the bylaws without a provision authorizing their appointment in the bylaws?

- A. Yes, by a special rule of order.
- B. Yes, in the standing rules.
- C. Yes, by a vote of a majority of the entire membership.
- D. No.

187. Which of the following is not debatable?

- A. To postpone the pending question to the afternoon meeting.
- B. To adjourn promptly at 5:00 P.M.
- C. To dispense with the reading of the minutes.
- D. To discharge a committee.

188. If the bylaws give no directive on the subject of the method of voting in elections, the:

- A. election must be by voice.
- B. assembly may decide.
- C. election must be by ballot.
- D. chair may make the decision.

189. As a compromise between the rights of the individual and the rights of the assembly, the principle is that a two-thirds vote is required to adopt any motion that:

- A. prevents the introduction of a question for consideration.
- B. takes away membership or office.
- C. suspends or modifies a rule of order previously adopted.
- D. All of the above are correct.

190. If a standing committee's assigned function affects a rule of parliamentary procedure in any of the three ways specified in RONR, how can it be established?

- A. By the bylaws.
- B. By a special rule of order.
- C. By a standing rule.
- D. A and B are correct.

191. In some organizations the financial reports are audited by elected officer(s) known as:

- A. warrant officer(s).
- B. warden(s).
- C. trustee(s).
- D. manager(s).

192. When a committee chairman signs a report alone, his signature:

- A. indicates that not all members agree to the report.
- B. certifies that the report has been adopted by the committee.
- C. certifies that all members of the committee agree to the report.
- D. indicates that a partial report is being submitted.

193. Standing committee reports are called for:

- A. in alphabetical order.
- B. in the order of their appointment.
- C. as they are listed in the bylaws.
- D. in the order of their importance.

194. A recommendation from a committee to postpone indefinitely a motion with a pending amendment is handled by the chair in the following manner:

- A. the chair states the question on the amendment.
- B. the chair puts the question on the motion to postpone indefinitely.
- C. the chair states the question on the motion to postpone indefinitely.
- D. the chair puts the question on the amendment.

195. Putting the question on amendments "in gross" means:

- A. taking one vote on all pending amendments.
- B. taking an individual vote on each amendment when they have been offered by one motion.
- C. putting the question on the amended main motion incorporating amendments agreed to by a committee of the whole.
- D. putting one amendment to a vote when more than one is pending.

196. A report from a standing committee which contains only information should be:

- A. adopted by the assembly.
- B. filed without action.
- C. opened to debate and amendment by the assembly.
- D. returned to the committee for further consideration.

197. When the minority of a committee wishes to make a formal report:

- A. without objection, the chair should call for it as soon as he states the question on the committee report.
- B. the chair should put the question on receiving the minority report.
- C. the chair should call for the minority report before the report of the committee so that the latter may rebut the minority's report.
- D. the assembly should recommit the question with instructions to reach a consensus.

198. What parliamentary term applies to discussion on the merits of a pending question?

- A. Question.
- B. Discussion.
- C. Debate.
- D. All of the above are correct.

199. In a committee meeting, the motion to reconsider:

- A. must be made by one who voted on the prevailing side.
- B. may be made by one who voted on the losing side.
- C. may be made by any member.
- D. may be made by a member who did not vote.

200. A second implies that the seconder:

- A. agrees that the motion should come before the meeting.
- B. agrees that the motion should be entered in the minutes.
- C. agrees that the motion should be implemented without change.
- D. will refrain from speaking against the motion.

201. When the chair has been authorized to appoint committee members, what action by the chair is required to enable the committee to act?

- A. asking the secretary to send out announcements.
- B. the names of the committee members must be announced to the assembly.
- C. telling the members of the committee to elect a chairman.
- D. giving explicit instructions as to their report.

202. The chairman of a special committee appointed by the chair is automatically the first person named, unless:

- A. the chair does not mention this when naming the committee members.
- B. he or she is not a member of the society.
- C. he or she declines the position.
- D. all of the above are correct.

203. When a committee report concludes with a recommendation, the proper course to be followed is for:

- A. the chair to put the question.
- B. a member of the committee to second the resolution.
- C. the reporting member to move that the recommendation be adopted.
- D. a person, not a member of the committee, to second the resolution.

204. If the existence of an error or material omission in the minutes becomes reasonably established after their approval—even many years later—the minutes can then be corrected by means of the motion to:

- A. suspend the rules.
- B. rescind.
- C. amend something previously adopted.
- D. objection to the consideration of a question.

205. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. Which of the following rules governing such meetings applies to their procedure?

- A. All members are required to obtain the floor before making motions or speaking.
- B. Motions need not be seconded.
- C. There is a limit to the number of times a member can speak to a question.
- D. The chairman should always rise while putting questions to vote.

206. A board report should be signed by:

- A. all of the members of the board.
- B. the president and the vice-president.
- C. the president or chairman of the board and its secretary.
- D. the secretary.

207. The report of the nominating committee:

- A. may be amended.
- B. should be adopted.
- C. is not adopted.
- D. may not include as a nominee a member of the committee.

208. The bylaws provide that no officer shall serve more than two consecutive terms in office. The vice-president became president on the death of his predecessor, then was elected and served a term on his own. Would he then be eligible to be elected to another consecutive term?

- A. No, he has served two terms.
- B. Yes, he has only served the term for which he was elected.
- C. Yes, if he served less than half of the earlier term.
- D. Yes, if he served less than two thirds of the earlier term.

209. If the bylaws are silent as to the method of filling a vacancy in the specific case of the presidency, which of the following officers automatically becomes president for the remainder of the term?

- A. Secretary.
- B. Vice-president.
- C. President-Elect.
- D. Director.

210. Each new session may elect a chairman pro tern without previous notice for:

- A. the current session.
- B. the next session.
- C. no more than two sessions.
- D. the remainder of the term of the current officers.

211. If any of the following conditions apply, a committee must be established by the bylaws or a special rule of order:

- A. the committee has standing authority to act for the society on matters of a certain class.
- B. all business of a certain class is automatically referred to it.
- C. a rule of parliamentary procedure is affected by its assigned function.
- D. All of the above are correct.

212. A member should not object merely for dilatory purposes. If a member is uncertain of the effect of an action proposed for unanimous consent, he can:

- A. call out, "I reserve the right to object."
- B. after recognition, reserve the right to object.
- C. move that a formal vote be taken.
- D. rise for information.

213. Which statement is true about elections by mail ballot?

- A. The voter must sign his ballot to ensure against votes being cast by illegal voters.
- B. Preferential voting is a method preferred over plurality voting.
- C. The person designated to receive returned ballots should open them and prepare a preliminary tellers' report in order to save time when the tellers meet.
- D. None of the above are correct.

214. If a member is elected to an office and declines the election:

- A. the person receiving the next highest votes is named to the office.
- B. There must be further notice for election at the next meeting.
- C. The election is incomplete and another vote can be taken immediately.
- D. The rules "to fill a vacancy" apply.

215. When preferential voting is used, which of the following statements is correct?

- A. It affords greater freedom of choice than by repeated balloting.
- B. In the event of a tie in the winning position, another distribution is made.
- C. The tellers' report consists of a table listing all candidates with the number of ballots contained in each count after each successive distribution.
- D. As in other methods of voting, preferential voting may be authorized by a majority vote.

216. Which of the following is not required to be in the minutes?

- A. The name of the society.
- B. The names of those making motions.
- C. The names of those seconding motions.
- D. The name of the presiding officer.

217. The committee which examines the financial records of an organization is the:

- A. finance committee.
- B. budget committee.
- C. auditing committee.
- D. rules committee.

218. The chair must always call for the negative vote:

- A. on a non-controversial motion of a complimentary or courtesy motion.
- B. on nearly unanimous votes.
- C. when the negative vote cannot possibly affect the result.
- D. All of the above are correct.

219. "Are you ready for the question?" is the phrase that should be:

- A. repeated after each member has debated the question.
- B. used after all proper motions have been made, seconded and stated by the chair.
- C. used after pausing to allow the maker of the motion to claim the floor.
- D. used to indicate the vote will be taken.

220. If the president and all vice-presidents are absent when a meeting is supposed to start, who normally calls the meeting to order?

- A. Immediate past president.
- B. Parliamentarian.
- C. Secretary.
- D. Sergeant-at-arms.

221. If the bylaws do not require election by ballot, and if there is more than one nominee for a given office:

- A. the vote may be by viva voce, a rising vote, or a show of hands.
- B. the nominees are voted on in alphabetical order.
- C. a plurality will elect.
- D. All of the above are correct.

222. Minutes and records of the assembly are available to members:

- A. only with the permission of the secretary.
- B. only with the permission of the president and the secretary.
- C. upon request of the secretary, but only at a reasonable time and place.
- D. only at a regular or special meeting called for that purpose.

223. To accept the report of the committee:

- A. is the same as adopting it.
- B. is the same as receiving it.
- C. has no meaning.
- D. is a matter of courtesy.

224. Special committees of the assembly:

- A. may be discharged by the board.
- B. are always appointed "with power."
- C. may make a partial report.
- D. are dissolved at the close of the annual meeting.

225. What right does "privileges of the floor" convey?

- A. Admittance to the assembly.
- B. The right to debate.
- C. The right to read a paper.
- D. The right to a parliamentary inquiry.

226. The nominating committee has submitted a list of nominees for president and the chairman has asked for additional nominations. When no one responds, the chairman should:

- A. declare the nominations closed.
- B. ask for a motion to close nominations.
- C. ask for general consent to close nominations.
- D. ask the committee chairman to move to close nominations.

227. As a general principle, a board cannot:

- A. delegate its authority.
- B. act for the society when necessary.
- C. appoint subcommittees.
- D. establish its own rules.

228. Power is delegated to the executive board of the organization by:

- A. adoption of special rules of order.
- B. a provision in the bylaws.
- C. adoption of standing rules.
- D. All of the above are correct.

229. A standing committee that has the power to act for a society may be created apart from the bylaws by:

- A. a majority vote.
- B. a two-thirds vote.
- C. a two-thirds vote with previous notice.
- D. the president.

230. When a special committee is appointed to implement an order of the assembly, it should be:

- A. large and composed of members who live or work in close proximity to each other.
- B. large and composed of members on both sides of the issue.
- C. small and composed of members on both sides of the issue.
- D. small and composed of members in favor of the action taken.

231. Discussion without a motion:

- A. is allowable in particularly orderly assemblies.
- B. is allowable without permission of the assembly.
- C. is not subject to a point of order.
- D. violates one of parliamentary procedure's most powerful tools for expediting business.

232. In a committee of the whole, a member may:

- A. speak only once.
- B. serve as chairman.
- C. move to lay the question on the table.
- D. dissolve the assembly if disorderly.

233. One difference between the committee of the whole and informal consideration is:

- A. informal consideration does not require recognition.
- B. informal consideration requires a majority vote.
- C. informal consideration does not require a second.
- D. informal consideration permits imposition of regular limitations of debate.

234. To second a motion:

- A. is an important step that must be documented in the minutes.
- B. indicates that at least two members favor the motion.
- C. is mandatory for the consideration of any question.
- D. the word "support." may be used.

235. A second is not required:

- A. for a member to order a counted vote on a division of the assembly.
- B. to consider an appeal from the decision of the chair.
- C. to move the previous question.
- D. after the chair states the question and debate has begun.

236. In the election process, it is recommended practice to:

- A. require the nominating committee to nominate more than one candidate for an office.
- B. limit the voting to the two leading candidates.
- C. declare the nominating ballot the electing ballot.
- D. require that the names of all nominees remain on each repeated balloting.

237. When announcing the result of a vote on which a count has been ordered, the chair should say:

- A. "There are 33 in the negative and 29 in the affirmative. The negative has it and the motion is lost."
- B. "There are **33** in the negative and 29 in the affirmative. There is less than a majority in the affirmative and the motion is lost."
- C. "There are 29 in the affirmative and **33** in the negative. The negative has it and the motion is lost."
- D. "There are 29 in the affirmative and **33** in the negative. There is a majority in the negative and the motion is

238. A division of the assembly is a:

- A. show of hands.
- B. voice vote.
- C. rising, counted vote.
- D. rising vote.

239. Unanimous consent:

- A. implies that every member is in favor of the proposed action.
- B. should not be used, even in routine business.
- C. may mean that the opposition acquiesces.
- D. is not the same as general consent.

240. To verify a voice vote, the chair:

- A. cannot order a counted vote.
- B. should retake it as a rising vote.
- C. can be compelled to take a counted vote on the demand of one member.
- D. can order the vote be retaken by ballot.

241. When an assembly votes to adopt a committee report, which of the following is true?

- A. Only resolutions contained in the committee's report have been adopted.
- B. The motion to agree to the report is normally made by the reporting member and requires no second.
- C. The report has only been read, and subsequent action must be taken to enact any suggestions in the report.
- D. It endorses every word of the report, including the committee's reasoning, as the organization's own statement.

242. If two members of a nominating committee disagreed with the report of the majority of the nominating committee for some or all of the offices, these members:

- A. could not submit nominees for office.
- B. could, as a group, propose other nominees if nominations from the floor are permitted.
- C. as a minority, could obtain a petition with the required ten signatures to submit nominations.
- D. could present a minority report even if nominations from the floor are prohibited.

243. Under what circumstances should the president read a communication?

- A. Always.
- B. When it is addressed to him.
- C. When the content or source is especially important.
- D. Never, that is the secretary's duty.

244. In a small board or committee:

- A. informal discussion of a subject is permitted while no motion is pending.
- B. motions need not be seconded.
- C. the chairman can speak in debate without rising or leaving the chair.
- D. All of the above are correct.

245. Which of the following statements in regard to proxy voting is incorrect?

- A. Proxy voting is not permitted in ordinary deliberative societies unless the laws of the state require it.
- B. A proxy is a power of attorney given by one person to another to vote in his stead.
- C. A proxy is the person who holds the power of attorney.
- D. Proxy voting is compatible with the essential characteristics of a deliberative assembly.

246. A rising vote should be used:

- A. in verifying the result of a voice vote.
- B. when the basic requirement is a majority.
- C. in an election of officers.
- D. to open nominations.

247. Honorary office or membership:

- A. need not be specifically provided for in the bylaws.
- B. is perpetual, unless rescinded or qualified in the bylaws.
- C. prohibits holding a regular office in the society.
- D. is automatic for all presidents when they go out of office.

248. The minutes should contain:

- A. only main motions that were adopted.
- B. all secondary motions that were adopted or lost.
- C. a summary of the guest speaker's remarks.
- D. all notices of motions.

249. A withdrawn motion does not appear in the minutes unless:

- A. amendments to the motion have been adopted.
- B. the motion had been postponed from a previous meeting.
- C. postpone indefinitely was pending at the time of withdrawal.
- D. the question had been divided.

250. The minutes of an adjourned meeting are approved:

- A. at a special meeting called for that purpose.
- B. at the next regular or adjourned meeting, whichever comes first.
- C. only at another adjourned meeting.
- D. only at the next regular meeting.

251. To approve the minutes without having them read:

- A. requires the rules to be suspended.
- B. can be decided by the president.
- C. can be decided by the executive committee.
- D. All of the above are correct.

252. When a draft of the minutes of the preceding meeting is sent to all members:

- A. the members must make corrections to that draft and send it in to the secretary.
- B. the president does not ask for corrections to the minutes at the next meeting.
- C. they are read unless there is an objection.
- D. they are not read unless requested to be read.

253. Minutes to be published should contain:

- A. reports of committees printed exactly as submitted.
- B. a list of speakers on each side of every question.
- C. an abstract or the text of each speaker's address.
- D. All of the above are correct.

254. If members abstain from voting:

- A. they may express their reasons for not voting.
- B. they must explain their reasons for not voting.
- C. an explanation of the reasons for not voting is not required, nor allowed.
- D. the number of abstentions is counted and recorded in the minutes.

255. After completion of an election, the ballots:

- A. are automatically destroyed by the chairman of the tellers.
- B. are filed with the secretary for six months.
- C. are retained by the chairman of the tellers for a year.
- D. can be ordered to be destroyed by a majority vote.

256. Without a special rule, during debate on a highly controversial issue, the vote required for the assembly to order:

- A. the vote to be taken by mail ballot is a two-thirds vote.
- B. the vote to be taken by signed ballot is a majority vote.
- C. the vote to be taken by signed ballot is a two-thirds vote.
- D. the vote to be taken by roll call is a two-thirds vote.

257. If a committee is appointed to approve the minutes:

- A. the minutes are not read at the next meeting.
- B. the report of the committee is adopted at the next meeting.
- C. the assembly cannot make additional corrections.
- D. a member cannot ask for an excerpt to be read for information.

258. When voting machines are to be used:

- A. use the same type of machine every election.
- B. clear the machines as soon as everyone has voted.
- C. have available only the exact number of machines that are required.
- D. have a machine available for the voters' inspection on a day previous to the election.

259. The society can order the minutes of the board of directors to be produced and read to the assembly by a:

- A. majority vote with notice.
- B. majority vote of the entire membership.
- C. two-thirds vote.
- D. All of the above are correct.

260. The record book(s) in which the bylaws and any amendments thereto are entered is kept by the:

- A. president.
- B. bylaws committee chairman.
- C. secretary.
- D. vice-president.

261. The treasurer can disburse funds:

- A. only by authority of the society or as the bylaws prescribe.
- B. when they are listed in the budget.
- C. upon direction of the president.
- D. if a financial report is made at every meeting.

262. When the committee sets an adjourned meeting:

- A. it is considered as having adjourned to meet at the call of the chair.
- B. it is advisable to notify absent members of the adjourned meeting.
- C. it is required that absent members be notified of the adjourned meeting.
- D. the meeting can be set for a time after the next regularly scheduled committee meeting.

263. Ordinary committees are:

- A. standing and special committees.
- B. nominating committees.
- C. committee of the whole.
- D. only committees that are vested with power.

264. A special committee:

- A. should be appointed to perform a "special" task that falls within the assigned function of an existing standing committee.
- B. ceases to exist at the close of the annual meeting if its task is not completed.
- C. that has not reported, ceases to exist when new officers assume their duties at the next annual meeting.
- D. has the power to punish its members for improper conduct related to its proceedings.

265. The presiding officer of an assembly should be chosen principally for his/her:

- A. ability to preside.
- B. knowledge of parliamentary procedure.
- C. knowledge of the bylaws and standing rules.
- D. tact and common sense.

266. 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. serving notices of fines.
- C. arresting absent members in the event of a call of the house.
- D. calling the roll to see what members are present.

267. A popular motion has been placed before the assembly and is being debated. Which of the following members who rise and address the chair should be assigned the floor?

- A. The first to rise and address the chair.
- B. The maker of the motion who has not already spoken.
- C. A member who is in favor of the motion.
- D. A member who is against the motion.

268. In an election in which no candidate received a majority on the first ballot:

- A. on the succeeding ballot, drop all but the top three names.
- B. on the second ballot, drop all but the top two names.
- C. leave all names on all succeeding ballots.
- D. leave all names on the next three ballots, then drop all but the top two names.

269. If the assembly wishes to adjourn before an election is complete:

- A. regardless of the time interval, the election can be completed at the next regular business meeting.
- B. a special meeting should be called to complete the election.
- C. an adjourned meeting should be provided for to complete the election.
- D. there is no election, the current officers must continue in office.

270. If the tellers' report of an election shows that there have been more ballots cast than there are eligible voters present:

- A. another vote must be taken immediately.
- B. if the results of the election would not be affected, the vote could stand.
- C. if the results would affect the election, by unanimous consent the election may be declared valid.
- D. the chair could make the decision whether or not to reballot.

271. When the vice-president presides and the president is also on the platform, how is the vice-president addressed?

- A. Mister/Madam Vice-President.
- B. Mister/Madam President.
- C. Mister/Madam Chairman.
- D. Mister/Madam Speaker.

272. When the vice-president presides in the absence of the president, how is he/she addressed?

- A. Mister/Madam Vice-President.
- B. Mister/Madam President.
- C. Mister/Madam Chairman.
- D. Mister/Madam Speaker.

273. The vice-president was presiding in the absence of the president. A motion was adopted that the president appoint a committee of three. How is the committee named?

- A. The vice-president, acting as president, appoints the committee.
- B. The motion should be postponed to a meeting at which the president is in attendance.
- C. The vice-president should appoint the committee with approval of the assembly.
- D. The president appoints the committee.

274. Which of the following forms of voting may not be chosen by the chair without a rule or order of the assembly?

- A. A division of the assembly that is counted.
- B. A division of the assembly that is not counted.
- C. A ballot vote.
- D. A vote by show of hands.

275. A motion that was considered and adopted without having been seconded:

- A. is out of order.
- B. is valid.
- C. must be seconded after adoption to make it legal.
- D. 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."

276. A member has the right to change his vote:

- A. by unanimous consent, as long as he explains his reason for wanting to do so.
- B. up to the time the chairman has been given the opportunity to vote.
- C. up to the time the results are finally announced.
- D. up to the time the next business in order has been announced.

277. If a society must deal with a problem that has intensely divided the organization, it may be able to accomplish more under the chairmanship of an invited nonmember who is skilled in presiding. Such an arrangement can be made:

- A. by a unanimous vote of the assembly.
- B. only if permitted in the bylaws.
- C. with a majority vote of the assembly.
- D. with the approval of the assembly if the president and vice-president(s) concur.

278. Special committees are called on to report:

- A. in the order of their appointment.
- B. in order of their importance.
- C. in alphabetical order.
- D. under Special Orders.

279. An office carries with it only the rights necessary for executing the duties of the office, however:

- A. a nonmember holding office has no accompanying rights.
- B. the assembly may, by a majority vote, remove one or more rights of a member of the society.
- C. a member holding office is not deprived of his rights as a member.
- D. the assembly may, by a two-thirds vote, remove one or more rights of a member of the society.

280. When a board or committee reports on a matter that was referred to it, regardless of whether the matter was referred as a pending question or as a subject on which no question was pending, the following motion cannot be applied to its consideration:

- A. amend.
- B. postpone indefinitely.
- C. objection to the consideration of a question.
- D. recommit a pending question.

281. What is the relative rank of the five different kinds of committees?

- A. Standing committee, special committee, committee of the whole, quasi committee of the whole, informal consideration.
- B. Committee of the whole, quasi committee of the whole, informal consideration, standing committee, special committee.
- C. Committee of the whole, quasi committee of the whole, standing committee, informal consideration, special committee.
- D. committee types are not ranked.

282. If those responding to a roll call vote do not total a sufficient number to constitute a quorum:

- A. it does not matter if a quorum was declared at the beginning of the meeting.
- B. the secretary enters the names of enough members who are present but did not vote to reflect the attendance of a quorum during the vote.
- C. the secretary must enter all names whether or not the member voted.
- D. the president may decide whether a quorum should be shown.

283. It is not proper to have a ballot which allows voting for or against a nominated candidate because:

- A. an election is a vote on filling a blank and voters must either vote for a nominee or write in a candidate.
- B. strictly speaking nominations are not necessary.
- C. each member is free to vote for any eligible person.
- D. a member may vote yes or no for a candidate, the statement made in this question is false.

284. What rules should be used if the attendance at a board meeting varies?

- A. When the attendance is more than twelve, use formal rules.
- B. When the attendance is less than twelve, use less formal rules.
- C. Follow the same established rules regardless of how many members are present.
- D. Use formal rules at all times.

285. In an appeal from the decision of the chair:

- A. the chair can vote to create a tie.
- B. the chair cannot vote to create a tie.
- C. the chair can vote to break a tie.
- D. the chair cannot vote to break a tie.

286. When voting on a question, if there is only one member voting in the negative, that member:

- A. has the right to explain his vote.
- B. does not have the right to explain his vote.
- C. is required to give an explanation of his vote.
- D. is not required, but may give an explanation of his vote.

287. A recommendation in a committee report:

- A. should be moved by the reporting member.
- B. should be moved by another member of the committee.
- C. should be moved by a member not on the committee.
- D. can only be moved by the chairman of the committee.

288. If it is voted to dispense with the reading of the minutes:

- A. they cannot be read at the meeting the vote was taken.
- B. they can be ordered to be read by a majority vote at any later time during the meeting.
- C. they can be ordered to be read by a two-thirds vote at any later time during the meeting.
- D. the minutes are approved at that time without having been read.

289. If the auditor's report consists only of an endorsement on the financial report to the effect that it has been found correct:

- A. the treasurer can simply read out this certification as he concludes his report.
- B. the report must be read by the secretary.
- C. the report must be read by the person or persons who audited the books.
- D. because of its importance, it must be read by the president.

290. If the tellers are uncertain as to how to credit a vote, the decision is made by the:

- A. chairman of the tellers.
- B. parliamentarian.
- C. president.
- D. assembly.

291. In a small group, a show of hands is an alternate method that can be used:

- A. in place of a rising vote.
- B. in place of a voice vote.
- C. cannot be used.
- D. A and B are correct.

292. Every member who has an opinion on a question should express it by vote:

- A. and can be compelled to vote.
- B. but cannot be compelled to vote.
- C. and cannot abstain without a good reason, which he must state.
- D. and has a right to explain if he abstains.

293. If the chair is in doubt on a voice vote or a show of hands:

- A. he may retake the vote by rising, but the vote may not be counted at his own instance.
- B. he may retake the vote by a rising counted vote at his own instance.
- C. a member may demand a counted vote.
- D. he may request permission by unanimous consent to have a rising counted vote.

294. In all but small assemblies, while a counted vote is being taken:

- A. no member can be prevented from entering the hall.
- B. no member can be prevented from leaving the hall.
- C. a member cannot enter or leave the hall.
- D. a member may leave after he has voted.

295. By modifying the concepts of a majority vote and a two-thirds vote, other bases for determining a voting result can be defined. Which of the following enter into the definition of such modifications?

- A. The set of members to which the proportion applies.
- B. The proportion that must concur.
- C. The size of the membership of the society.
- D. A and B are correct.

296. The decision to vote on a question by ballot, may be made by:

- A. the president.
- B. the maker of the motion.
- C. the demand of one member.
- D. a majority vote.

297. When an assembly uses "voters* cards":

- A. the procedure must be in the bylaws.
- B. the voters' card may never be used for a "call for division."
- C. the authorization of the use of voters cards depends on expected conditions in the meeting.
- D. the voter cards must always be a dark color.

298. When the vote is by ballot, the presiding officer, if a member of the society:

- A. can always vote at the time when other members do.
- B. can declare the polls reopened if he has not had an opportunity to vote before the polls closed.
- C. can vote again to break a tie.
- D. can vote again to create a tie.

299. In recording ballots cast, the tellers should follow this procedure:

- A. a blank ballot is counted as one illegal vote.
- B. two or more ballots filled-out and folded together are counted as two illegal votes.
- C. a blank ballot folded with a filled-out ballot is one vote for the candidate on the filled-out ballot.
- D. two filled-out ballots folded together are credited as one vote for the candidate written on the ballot.

300. Ballots are counted as illegal:

- A. if the name is misspelled.
- B. if cast for a fictional character.
- C. if the ballot is blank.
- D. if a member leaves one or more of the choices blank on a ballot containing several questions or more than one office to be filled.

301. The chairman of tellers:

- A. Does not read the number of votes cast for each nominee.
- B. Declares the candidates elected.
- C. Does not read the report if there is no election.
- D. Reads the report and hands it to the chair.

302. The tellers' report:

- A. is entered in full in the minutes.
- B. is entered in the minutes with only the names of the elected candidates listed.
- C. should include the number of members eligible to vote.
- D. should not count illegal votes in the number of votes cast.

303. A board has the character of a deliberative assembly, except:

- A. its powers are delegated to it by an authority outside itself.
- B. boards have no minimum size and are frequently smaller than most other assemblies.
- C. it may or may not function autonomously.
- D. All of the above are correct.

304. When there is an executive committee within and subordinate to it, the executive board may be called the:

- A. board of directors.
- B. board of managers.
- C. board of trustees.
- D. All of the above are correct.

305. If a society has an executive board, the board:

- A. is composed of only the elected officers.
- B. must be provided for in the bylaws.
- C. can set its own powers and responsibilities.
- D. cannot have staggered terms for its members.

306. It is generally advisable to provide in the bylaws for a board to:

- A. be empowered to act for the society between regular meetings of the society.
- B. have complete control in some cases over certain phases of the society's business.
- C. adopt its own standing rules of administration.
- D. All of the above are correct.

307. The executive board has the authority to:

- A. define the board's duties and powers.
- B. make provisions for meetings of the board.
- C. countermand an action of the assembly.
- D. perform duties as assigned by the bylaws or the assembly.

308. The executive board commonly consists of:

- A. the elected officers.
- B. the elected officers and directors appointed by the president.
- C. the elected officers and standing committee chairmen.
- D. the elected officers and directors who are elected at the same time and in the same way as the other officers.

309. The amount of power delegated to an executive board is determined by:

- A. the size of the board.
- B. whether the board is an elected or appointed body.
- C. how often the society as a whole meets.
- D. how close the members of the board live to each other.

310. If the bylaws give the board exclusive authority in certain matters:

- A. the board cannot delegate that authority to a subordinate group.
- B. the board must follow instructions given it by the society in these matters.
- C. by a two-thirds vote, the society can countermand actions taken by the board in these matters.
- D. cannot appoint committees to work under its supervision.

311. At the conclusion of a roll call vote, before the result is announced:

- A. the number of those who answered "present" is not reported to the chair.
- B. the names of those who failed to answer can be called again.
- C. anyone who entered the room after his name was called cannot vote.
- D. a change of vote is not permitted at this time.

312. In most ordinary societies having executive boards:

- A. it is 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. 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.
- D. the bylaws must make provision for filling the position of president and secretary of the board.

313. Without a specification in the bylaws, a board of directors in an organization with a parent assembly or membership body:

- A. can appoint an executive committee.
- B. can modify any action taken by the society.
- C. can elect its own officers.
- D. can appoint committees.

314. Usually the composition of the executive committee:

- A. is never placed in the bylaws.
- B. is a specified number of board members that would never include the President.
- C. is specified in the bylaws.
- D. is seldom necessary for an organization.

315. When a committee reports back proposed amendments to a resolution which was referred with a pending amendment:

- A. the reporting member of the committee moves the adoption of the proposed amendments immediately after the report.
- B. the chair ignores the pending amendment and takes the vote on the amendments proposed by the committee.
- C. after the pending amendment has been voted on, the reporting member moves the adoption of the amendments proposed by the committee.
- D. it is not necessary to move the adoption of the proposed amendments of the committee.

316. Proposed action on an emergency issue may be approved by members of a board by:

- A. individual contact by telephone.
- B. absentee vote.
- C. individual interview of every member of the board.
- D. only a vote in a meeting, a quorum being present.

317. The vote necessary to order the board minutes to be read to the assembly is:

- A. the demand of one member.
- B. a majority vote.
- C. a two-thirds vote.
- D. none; the board minutes are always read to the assembly under Reports of Officers and Board Reports.

318. The executive secretary:

- A. is appointed by the executive committee.
- B. is appointed by the president.
- C. is elected by the parent body.
- D. receives his directions only from the president.

319. A plurality that is not a majority vote never elects anyone to office except as:

- A. provided for in special rules of order.
- B. provided for in the bylaws.
- C. provided for in standing rules.
- D. agreed to by a unanimous vote.

320. Nominations by petition:

- A. are used exclusively by political organizations.
- B. preclude any involvement by a nominating committee.
- C. require a specified number of members to nominate.
- D. are received by the secretary, tallied and recorded as an election.

321. If the office of president-elect is expressly provided for in the bylaws:

- A. members never vote on any candidate for the office of president.
- B. the president is elected one entire term in advance.
- C. the member who has served his full term as president-elect automatically becomes president.
- D. All of the above are correct.

322. A member of the assembly who acts as its parliamentarian:

- A. has the same duty as the presiding officer to maintain a position of impartiality.
- B. is never permitted to vote, not even in a ballot vote.
- C. may, like the presiding officer, cast a deciding vote.
- D. does not lose his right to vote, but always votes last.

323. The executive committee is:

- A. "a committee within a committee."
- B. "a board within a board."
- C. a subcommittee of the executive board upon adoption of a motion to that effect.
- D. one of the special committees.

324. If members responding to a roll call vote do not total a sufficient number to constitute a quorum, the chair may:

- A. postpone the vote until the next meeting.
- B. ask for a re-vote to be sure the tally is correct.
- C. direct the Secretary to enter the names of enough members who are present but not voting to reflect the attendance of a quorum during the vote.
- D. Since a quorum is reflected at the beginning of the meeting, it does not matter.

325. Historical accounts prepared by the historian:

- A. become a part of the official history upon presentation and approval of the membership.
- B. are included in their entirety in the minutes of the meeting.
- C. do not become part of the official history of the society until the assembly formally adopts them.
- D. are never subject to amendments or changes.

NATIONAL REGISTRATION EXAM ANSWERS, 10TH EDITION – PART IV

1. B	55. A	109. A	163. D	217. C	271. A	325. C
2. B	56. C	110. C	164. C	218. B	272. B	
3. C	57. C	111. B	165. B	219. C	273. D	
4. D	58. A	112. D	166. B	220. C	274. C	
5. D	59. D	113. B	167. B	221. A	275. B	
6. B	60. D	114. B	168. C	222. C	276. C	
7. A	61. D	115. C	169. D	223. A	277. D	
8. C	62. B	116. A	170. C	224. C	278. A	
9. C	63. A	117. A	171. D	225. A	279. C	
10. A	64. A	118. D	172. C	226. A	280. C	
11. B	65. B	119. D	173. B	227. A	281. B	
12. A	66. C	120. D	174. A	228. B	282. B	
13. B	67. C	121. C	175. B	229. C	283. A	
14. A	68. A	122. B	176. C	230. D	284. C	
15. A	69. D	123. D	177. B	231. D	285. A	
16. C	70. B	124. D	178. A	232. B	286. B	
17. C	71. D	125. C	179. C	233. D	287. A	
18. D	72. B	126. A	180. D	234. D	288. B	
19. A	73. C	127. B	181. D	235. D	289. A	
20. B	74. D	128. D	182. D	236. D	290. D	
21. A	75. B	129. D	183. B	237. C	291. D	
22. C	76. C	130. D	184. D	238. D	292. B	
23. C	77. A	131. B	185. B	239. C	293. B	
24. A	78. B	132. B	186. D	240. B	294. C	
25. D	79. C	133. C	187. C	241. D	295. D	
26. A	80. D	134. A	188. B	242. B	296. D	
27. B	81. D	135. A	189. D	243. C	297. C	
28. C	82. B	136. B	190. D	244. D	298. A	
29. B	83. A	137. D	191. C	245. D	299. C	
30. B	84. B	138. C	192. B	246. A	300. B	
31. B	85. A	139. C	193. C	247. B	301. D	
32. A	86. C	140. C	194. A	248. D	302. A	
33. D	87. A	141. D	195. A	249. B	303. D	
34. C	88. D	142. B	196. B	250. B	304. D	
35. A	89. C	143. B	197. A	251. A	305. B	
36. B	90. C	144. B	198. C	252. D	306. D	
37. A	91. C	145. C	199. D	253. D	307. D	
38. B	92. A	146. C	200. A	254. C	308. D	
39. C	93. C	147. C	201. B	255. D	309. C	
40. C	94. C	148. C	202. C	256. B	310. A	
41. D	95. D	149. D	203. C	257. A	311. B	
42. A	96. B	150. D	204. C	258. D	312. B	
43. D	97. C	151. B	205. B	259. D	313. D	
44. B	98. B	152. C	206. C	260. C	314. C	
45. D	99. B	153. B	207. C	261. A	315. C	
46. A	100. A	154. D	208. C	262. B	316. D	
47. C	101. D	155. C	209. B	263. A	317. C	
48. B	102. C	156. A	210. A	264. C	318. C	
49. B	103. C	157. B	211. D	265. A	319. B	
50. C	104. C	158. B	212. A	266. C	320. C	
51. B	105. C	159. B	213. B	267. B	321. D	
52. C	106. D	160. C	214. C	268. C	322. A	
53. B	107. C	161. C	215. C	269. C	323. B	
54. C	108. B	162. C	216. C	270. B	324. C	

NAP REGISTRATION EXAM QUESTIONS - 10th Edition ■ PART V

1. The only limitations on rules that an organized society can adopt might arise from:

- A. rules in the parliamentary authority.
- B. rules of a subordinate body.
- C. national, state, or local law.
- D. existing rules.

2. Incorporation by a society is advisable for all of the following reasons except for:

- A. the right to inherit property.
- B. obtaining and holding property.
- C. exemption from tax and revenue laws.
- D. the capability to sue or be sued.

3. A corporate charter is not:

- A. drafted by an attorney.
- B. a legal instrument setting forth the name and object of the society and other information required for incorporation.
- C. referred to as the Certificate of Incorporation, Articles of Incorporation, or Articles of Association.
- D. issued by a national or state organization granting the right to form a local or subordinate unit.

4. Amendments of an existing corporate charter require:

- A. adherence to the requirements of the laws of the state of incorporation.
- B. adherence to the procedures in the parent organization's rules.
- C. the same vote required to amend the bylaws.
- D. a court order.

5. A corporate charter:

- A. is always required before bylaws are adopted.
- B. is unnecessary in any organization.
- C. should not be drafted before bylaws are adopted.
- D. should be drafted by an attorney.

6. Special rules of order:

- A. modify the rules contained in the parliamentary authority.
- B. cannot conflict with the rules in the parliamentary authority.
- C. do not supersede any rules in the parliamentary authority.
- D. must be adopted with and placed within the society's bylaws.

7. The bylaws comprise the highest body of rules in societies as normally established today, except for:

- A. rules of order adopted by the organization.
- B. special rules of order.
- C. the corporate charter.
- D. standing rules.

8. Bylaws:

- A. in the nature of rules of order cannot be suspended.
- B. may be suspended if they relate to the duties of officers in connection with meetings.
- C. must authorize all powers assumed by the organization.
- D. prescribe administrative functions of the organization.

9. Rules of order relate to:

- A. details of the administration of a society.
- B. details of conventions only.
- C. the orderly transaction of business in meetings and to the duties of officers in that connection.
- D. disciplinary procedures only.

10. Information contained in another parliamentary manual that is in conflict with the adopted parliamentary authority:

- A. has no bearing on the case at hand.
- B. has some bearing on the case at hand.
- C. may be referred to the assembly for vote.
- D. may be considered as persuasive.

11. Rules of order cannot be suspended with a two-thirds vote:

- A. if placed within the bylaws.
- B. if adopted as special rules of order.
- C. if protecting a minority of one-third or less of those voting.
- D. if contained in the parliamentary authority.

12. Standing rules are usually adopted:

- A. before officers are elected.
- B. at the first regular meeting.
- C. if and when the need arises.
- D. at the time the society is organized.

13. At a meeting of an organization with a membership of 250 with 210 attending, a motion is pending to suspend a standing rule. With 174 voting, what is the minimum number of votes required to adopt the motion?

- A. 88.
- B. 106.
- C. 116.
- D. 126.

14. Rules contained in the bylaws cannot be suspended unless:

- A. previous notice has been given for the motion to suspend the rules.
- B. the particular rule specifically provides for its own suspension, or unless the rule properly is in the nature of a rule of order.
- C. the society has consistently ignored the rules.
- D. a motion is adopted to waive the bylaw rule.

15. Suspension of rules of order requires:

- A. a two-thirds vote.
- B. a majority vote.
- C. one member's demand.
- D. the chair's decision.

16. Standing rules are adopted or suspended by:

- A. a majority vote, with previous notice.
- B. a majority vote, without previous notice.
- C. a two-thirds vote, with previous notice.
- D. a two-thirds vote, without previous notice.

17. The fundamental instrument establishing an unincorporated society is the:

- A. special rules of order.
- B. adopted parliamentary authority.
- C. standing rules.
- D. bylaws.

18. Rules clearly identifiable as in the nature of rules of order that are placed within the bylaws and that do not protect a minority of less than one-third of those voting can be suspended by a:

- A. majority vote without debate.
- B. majority vote with debate.
- C. two-thirds vote without debate.
- D. two-thirds vote with debate.

19. Standing rules of an ordinary society:

- A. relate to details of administration.
- B. relate to procedure.
- C. apply only to conventions or annual meetings.
- D. are amended according to the bylaws of the society.

20. When not pending, special rules of order that are separate from the bylaws may be amended by a:

- A. majority vote with previous notice.
- B. two-thirds vote with previous notice.
- C. majority vote.
- D. two-thirds vote.

21. Rules which can be suspended by a two-thirds vote are:

- A. a rule of order protecting a minority of one-third or less of those voting.
- B. special rules of order.
- C. procedural rules prescribed by federal, state or local laws.
- D. bylaw provisions that are not in the nature of rules of order.

22. If notice is given of several bylaw amendments which conflict so that all cannot be given effect, and the order of arrangement is adopted by a motion and a formal vote:

- A. the motion is not subject to a motion to reconsider.
- B. a later, separate amendment may be offered as a substitute for a pending one.
- C. the motion is not in order, only the chair can arrange the order of consideration.
- D. a two-thirds vote is required to alter the arrangement.

23. During a properly called meeting, except as its bylaws provide, the assembly:

- A. can suspend the bylaws.
- B. has full and sole power to act for the organization.
- C. can only act on items listed on the agenda.
- D. can only act on business presented by a committee.

24. Provisions of a temporary nature or relating to mechanics of transition from old to revised bylaws should:

- A. be included within the bylaws.
- B. be read by the chair.
- C. be read by the reporting member.
- D. not be included within the bylaws.

25. A complete revision of bylaws is adopted by:

- A. a two-thirds vote.
- B. previous notice and a two-thirds vote.
- C. the vote required to amend the existing bylaws.
- D. a majority vote, as when adopting the original set.

26. The current bylaws require a three-fourths vote to amend. A revision would require:

- A. a majority vote.
- B. a two-thirds vote with previous notice.
- C. a two-thirds vote.
- D. a three-fourths vote.

27. If a discrepancy arises as to the full, properly punctuated and exact name of an incorporated society, the location of the official name is in:

- A. a current copy of the bylaws.
- B. the corporate charter.
- C. the earliest available minutes.
- D. the earliest known available copy of the bylaws.

28. The amount of dues, if stated in the bylaws, should generally be included in which article?

- A. Finances.
- B. Object.
- C. Executive Board.
- D. Members.

29. If an established custom is in conflict with the parliamentary authority or other written rules:

- A. the custom falls to the ground if a Point of Order citing the conflict is raised.
- B. all action taken under the custom before the Point of Order was raised becomes null and void.
- C. the custom can be made a valid rule by a majority vote.
- D. all action taken under the custom before the Point of Order was raised must be ratified by a two-thirds vote.

30. Attendance at meetings or participation in activities may be made a requirement for continued membership in an organization only by including this provision in the:

- A. the corporate charter.
- B. the bylaws.
- C. the standing rules of the organization.
- D. a special rule of order.

31. After composing a set of bylaws, a very critical review should be given by the full committee:

- A. to make sure enough officers are listed.
- B. to eliminate any remaining inconsistencies or ambiguities.
- C. to be sure that dues are listed.
- D. to number and letter the articles and sections.

32. The bylaw article on meetings should not include:

- A. when elections take place.
- B. designation of regular, annual, and special meetings and quorum requirements.
- C. the hour at which the meetings are to be held.
- D. the day on which regular meetings are held.

33. An executive committee is established in the bylaws in:

- A. the same article that establishes the board of directors.
- B. a separate article that immediately precedes the article establishing the board of directors.
- C. a separate article that immediately follows the article establishing the board of directors.
- D. the article on committees.

34. A president, empowered by the bylaws to appoint such special committees or additional standing committees as the society shall direct:

- A. is not authorized to appoint other committees on his own initiative.
- B. is authorized to appoint other committees on his own initiative.
- C. must obtain the board's approval of the committee members he appoints.
- D. must obtain the society's approval of the committee members he appoints.

35. If an ambiguity exists in the bylaws:

- A. intent plays no role as to the interpretation.
- B. a unanimous vote is required to change the meaning.
- C. a majority vote decides the question.
- D. that area of the bylaws can be amended by unanimous consent.

36. A proposal to amend a portion of a section of the bylaws opens:

- A. the entire section to amendment.
- B. the entire section to debate.
- C. only the portion of the section for which notice was given for amendment.
- D. consequential sections to amendment.

37. If notice is given of several bylaw amendments which conflict so that all cannot be given effect, the chair should present the:

- A. amendments in the order in which they were received.
- B. most inclusive amendment first.
- C. least inclusive amendment first.
- D. amendment most likely to be adopted first.

38. When the bylaws provide that the president shall be ex officio a member of all committees, this should be provided in the section on:

- A. committees.
- B. duties of the president.
- C. officers.
- D. executive committee.

39. When the adoption of a bylaw amendment would eliminate a current office, which of the following is correct?

- A. The current officers are automatically excluded from the effect of the amendment.
- B. There is no procedure to protect the officer currently in office.
- C. The text of the amendment to be included in the bylaws should include language such as: 'This amendment will take effect at the end of the current term of office.'
- D. A motion specifying that 'the amendment will not affect an officer already elected' can be adopted prior to voting on the amendment.

40. The extreme penalty that an organization or society can impose on a member is:

- A. a large fine, if authorized in the bylaws.
- B. expulsion from membership in the society.
- C. suspension of membership.
- D. a reprimand from the assembly.

41. If the bylaws require election of the officers to be by ballot, and there is only one nominee for office:

- A. voting for a 'write-in' candidate is not allowed unless permitted by the bylaws.
- B. a ballot vote must be taken.
- C. there must be at least two nominees for each office; another candidate must be nominated.
- D. the vote may be taken by acclamation.

42. The "managers" at a trial:

- A. need not be members of the society.
- B. act as prosecutors.
- C. present evidence against the accused.
- D. make every effort to secure a conviction.

43. In dealing with disorder in a meeting, the chair should:

- A. drown the member(s) out with his voice.
- B. use the gavel to restore order.
- C. always maintain a firm, calm and deliberate tone.
- D. argue with the member(s).

44. In the case of improper conduct by a member in a meeting, another member:

- A. without waiting for recognition, may call the member to order.
- B. after recognition, may call the member to order.
- C. request the chair to warn the offending member.
- D. must call a point of order, for only the chair may call a member to order.

45. An accused member has the right to due process, which includes the rule that:

- A. he be informed of the charge.
- B. a member cannot be forced to testify against him.
- C. non-members are not allowed to testify against him.
- D. all witnesses are sworn.

46. The authority to impose a penalty for a breach of order by a member in a meeting belongs to:

- A. the sergeant-at-arms.
- B. the chair.
- C. the assembly.
- D. the committee investigating the improper conduct.

47. If a member is called to order and refuses to apologize or withdraw objectionable statements, the chair:

- A. may not impose any penalty upon the member.
- B. may require the member to leave the hall.
- C. should require the member to make an apology.
- D. could expel the member from the organization.

48. After repeated breaches of order, an offending member may be ordered to leave during the consideration of his penalty by:

- A. the presiding officer.
- B. any two members.
- C. a majority vote.
- D. a two-thirds vote.

49. The chair, acting alone, has full authority to order that:

- A. disruptive nonmembers leave the hall.
- B. an offending member be removed.
- C. disruptive members or nonmembers alike be removed.
- D. a more severe penalty than leaving be imposed on a disruptive member.

50. In the case of a grave offense against the assembly by a member during a meeting, a formal trial with witnesses is not necessary because:

- A. the secretary records it all in the minutes.
- B. the board appoints an investigative committee that will determine the penalty.
- C. witnesses are present and make up the body that will determine the penalty.
- D. officers present make up the body that will determine the penalty.

51. A trial of a member must always be held in:

- A. a regular meeting of the society.
- B. a special meeting.
- C. executive session.
- D. a special committee.

52. If the regular presiding officer of an organized society fails to perform the duties of the chair properly in a meeting, a motion can be made to:

- A. declare the chair vacant.
- B. declare the vice-president as the presiding officer.
- C. censure the presiding officer.
- D. elect another member to serve as a temporary presiding officer.

53. Which of the following is not an example of a corporate charter?

- A. Certificate of Incorporation.
- B. Articles of Association.
- C. A legal instrument of incorporation.
- D. A certificate or charter issued by an incorporated national organization granting the right to form a local or subordinate unit.

54. For most societies, the adoption of a manual on parliamentary procedure has the effect of providing the society with:

- A. standing rules.
- B. bylaws.
- C. rules of order.
- D. special rules of order.

55. The object of the unincorporated society is expressed in the bylaws:

- A. concisely, in a single sentence.
- B. together with the names of the charter members of the organization.
- C. in numbered paragraphs, closed with periods.
- D. with specific and restrictive boundaries.

56. The number of articles in the suggested model bylaws in *Roberts Rules of Order Newly Revised* is:

- A. 10.
- B. 12.
- C. 9.
- D. 7-

57. How does the fact of incorporation affect the contents of a society's bylaws?

- A. The bylaws of a subordinate unit need not conform to any provisions in the bylaws of a superior body, only to the corporate charter.
- B. The name and object as set forth in the corporate charter must be included in the bylaws.
- C. The corporate charter supersedes all other rules of the society.
- D. Incorporation does not affect the content of a society's bylaws.

58. A proviso to a bylaw amendment:

- A. should be included in the body of the bylaws.
- B. can be proposed after an amendment to the bylaws has been adopted.
- C. is not attached to the bylaws after its adoption.
- D. is adopted by a majority vote.

59. If the society is to have an executive committee, the full board is usually designated as the:

- A. board of directors.
- B. board of management.
- C. executive board.
- D. board of trustees.

60. A committee to draw up proposed bylaws should generally be:

- A. small, no more than two or three.
- B. large, and should include those who have writing ability and who have a special interest in the rules of the assembly.
- C. composed of past presidents.
- D. members of the executive committee.

61. The bylaws of a subordinate unit need to conform to those of a superior body:

- A. only on clearly requisite points.
- B. in every respect.
- C. only on the object or purpose of the superior body.
- D. only on membership requirements.

62. The hour at which meetings are to be held should:

- A. be specified in the bylaws.
- B. be specified in special rules of order.
- C. be specified in the standing rules.
- D. not be specified in any document.

63. Special meetings may be called only:

- A. by the president.
- B. by the board of directors.
- C. if specified in the bylaws.
- D. by a certain number of members.

64. When the meaning of a bylaw is clear, the society cannot change that meaning except:

- A. by a unanimous vote.
- B. by a nine-tenths vote.
- C. by amending the bylaws.
- D. by a two-thirds vote.

65. When a particular work is adopted as the parliamentary authority, what any other book may say on any point:

- A. may be persuasive, but is not binding upon the society.
- B. is of equal authority.
- C. can replace the adopted parliamentary authority for one meeting only.
- D. may not be considered under any circumstances.

66. When a provision of the bylaws is susceptible to two meanings, one of which conflicts with or renders absurd another bylaw provision, and the other does not:

- A. the first one must be taken as the true meaning.
- B. the latter one must be taken as the true meaning.
- C. both will be brought to the membership to decide the true meaning by a two-thirds vote.
- D. the parliamentarian should be asked to determine the true meaning.

67. If the bylaws authorize certain things specifically:

- A. other things of the same class are thereby prohibited.
- B. other things of the same class are authorized.
- C. by a two-thirds vote, other things may or may not be prohibited.
- D. by a two-thirds vote, other things may or may not be authorized.

68. If the bylaws state that a member shall be dropped from membership on a board if he misses three consecutive meetings, the board:

- A. can fine the member instead.
- B. cannot vote to retain the member.
- C. may impose more severe penalties.
- D. may waive the rule.

69. Notice of revision of the bylaws is notice that a new document will be submitted that will be open to amendment as fully as if the society were adopting bylaws for the first time. This statement means:

- A. that there is no scope of notice.
- B. the revision will be adopted as new bylaws with a majority vote.
- C. the existing bylaws are also open to amendment.
- D. that amendments are limited to the area between what is in the existing bylaws and what is proposed to be changed in the revision.

70. The bylaws, with previous notice, indicate that a member may propose a change to the bylaws. A member, wishing to propose an amendment, sends a letter only to the secretary and requests that notice of the amendment be sent with the call of the next meeting. What would be the appropriate action for the secretary?

- A. Obtain the approval of the president.
- B. Send the notice of the amendment with the call of the next meeting at the expense of the organization.
- C. Send the notice of the amendment with the call of the next meeting at the expense of the requesting member.
- D. Do not send the notice, but place that member's name on the agenda for the next meeting.

71. In prescribing the vote necessary for the adoption of an amendment to the bylaws, the expression should be:

- A. a vote of two thirds of the members.
- B. a vote of a majority of the members.
- C. a two-thirds vote.
- D. a majority vote of the members present and voting.

72. During consideration of bylaw amendments, those changes required in numbering articles, sections, or cross-references that cannot result in a change of meaning:

- A. can be delegated to the secretary or a committee if necessary.
- B. should be delegated to a committee.
- C. should be made by amendment after the entire document has been considered.
- D. should be made by the chair with unanimous consent.

73. It is not necessary to include articles on the name and object in the bylaws:

- A. when the name and object are stated in the corporate charter.
- B. when the bylaws are preceded by a preamble which states the name and object.
- C. when the society is not incorporated.
- D. If the bylaws are printed in the yearbook.

74. Except as the bylaws may provide otherwise, an elected officer can be removed from office only through the procedure of holding a formal trial if the bylaws provide that officers:

- A. "serve for a term of ___ year(s) or until their successors are elected."
- B. "serve for a term of ___ year(s) and until their successors are elected."
- C. "can not serve more than ___ consecutive terms in the same office ."
- D. "can not serve more than one term in the same office."

75. When the bylaws provide that members may be active, associate or honorary, the term "member" is used to apply to:

- A. active, associate and honorary members.
- B. only to active members.
- C. only to active and associate members.
- D. active, affiliate, associate and honorary members.

76. If a motion is made that is clearly outside the object of the society as defined in the bylaws:

- A. it cannot be considered.
- B. the chair decides if it is in order.
- C. it requires a two-thirds vote to admit it for the assembly's consideration.
- D. the assembly may decide by majority vote whether to admit it for consideration.

77. Which of the following statements is correct?

- A. The time when a bylaw amendment takes effect cannot be delayed by the assembly.
- B. Any adopted bylaw amendment becomes part of the bylaws immediately upon its adoption.
- C. A society cannot amend its bylaws so as to affect the emoluments and duties of officers already elected.
- D. The secretary can amend captions or headings under the rules applicable to bylaws if such changes would have any effect on the meaning.

78. If a motion to adopt a revision of the bylaws is defeated:

- A. the vote may be reconsidered.
- B. the original bylaws may then be amended at the same meeting.
- C. the committee on revision must draft another document.
- D. the vote may not be reconsidered.

79. If a society has adopted bylaws that do not designate a parliamentary authority; one may be adopted by:

- A. the same vote required to adopt the original bylaws.
- B. the same vote required to adopt a special rule of order.
- C. the same vote and notice required to amend the bylaws.
- D. a majority vote without notice.

80. The precedence of the various rules of a society is as follows:

- A. constitution, corporate charter, bylaws, rules of order, standing rules.
- B. corporate charter, constitution, bylaws, standing rules, rules of order.
- C. corporate charter, constitution, bylaws, rules of order, standing rules.
- D. corporate charter, bylaws, standing rules, special rules of order, rules of order.

81. If the bylaws do not require previous notice for their amendment, but notice has been given, the proposed amendment may be modified beyond the scope of the notice:

- A. by a majority vote.
- B. by a two-thirds vote.
- C. by a vote of a majority of the entire membership.
- D. by a unanimous vote.

82. Depending on state law, what is a principal advantage of incorporating a society?

- A. The corporate charter allows suspension of the bylaws in certain instances.
- B. Officers and members are protected from personal liability under obligations that may be incurred by the organization.
- C. To comply with the state statute in most states that incorporation is required.
- D. The society becomes automatically exempt from state sales tax.

83. It is now the recommended practice to combine all of the society's basic rules relating principally to itself as an organization in a single instrument called the:

- A. bylaws.
- B. corporate charter.
- C. constitution.
- D. rules of order.

84. If the president is ex officio a member of all committees except the nominating committee, he has all the rights of the other committee members, except:

- A. voting within the committee.
- B. attending meetings of the committee, unless invited.
- C. receiving notice of the meetings.
- D. being counted in the quorum of the committee.

85. If an offender is ordered removed from the hall by force, and the ejected party is maltreated, who would ordinarily be held liable for the damages?

- A. The president who directed the removal.
- B. The organization.
- C. The person who applied the excessive force.
- D. The Sergeant at Arms.

86. The bylaws provide that regular meetings are held on the first Thursday of each month, and that the executive board may "fix the hour and place of meetings." The board:

- A. may change the meeting to a different day.
- B. may cancel the meeting in case of an emergency.
- C. may change the time or location, or both, of a meeting.
- D. may change the time or location of a meeting, but not both for the same meeting.

87. Special rules of order do not:

- A. supplement or modify rules in an organization's adopted parliamentary authority.
- B. supersede any rules in the parliamentary authority with which they may conflict.
- C. include setting the hour at which meetings begin.
- D. include rules setting the society's own order of business.

88. Adopting or amending special rules of order placed within the bylaws requires:

- A. a two-thirds vote.
- B. a vote of a majority of the entire membership of the organization.
- C. following the procedure for amending the bylaws.
- D. a majority vote.

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89. To suspend an ordinary standing rule for the duration of the current session requires a:

- A. majority vote without debate.
- B. majority vote with debate.
- C. two-thirds vote without debate.
- D. two-thirds vote with debate.

90. The written rules of parliamentary procedure formally adopted by an assembly are referred to as:

- A. standing rules.
- B. rules of order.
- C. general orders.
- D. special orders.

91. The bylaws of a society require previous notice and set the annual dues at \$10.00. A motion is being debated to amend the bylaws to increase the dues to \$25.00. Which amendment to the pending motion may be permitted at this point?

- A. An amendment to augment the \$25.00 proposed with an additional initiation fee.
- B. An amendment to strike the proposed \$25.00 and insert \$30.00.
- C. An amendment to strike the proposed \$25.00 and insert \$15.00.
- D. An amendment to strike out \$10.00 and insert \$8.00.

92. The bylaws provide that "No officer shall be eligible to serve more than two consecutive terms in the same office." For the purposes of determining eligibility to continue in office, an officer is considered to have served a full term if he has served:

- A. at least six months of the term.
- B. more than half of the term.
- C. at least one-third of the term.
- D. at least one-fourth of the term.

93. When charges are preferred against a member, and he has been notified of the date of the trial:

- A. there is no change in his membership status until he is proven guilty.
- B. all his rights as a member are suspended, except as they relate to the trial.
- C. he is not allowed to have a nonmember as legal counsel.
- D. he is informed of the penalties that may be imposed if he is found guilty.

94. A member who used disorderly words in an assembly can be removed by:

- A. an order of the chair.
- B. vote of the assembly.
- C. vote of the assembly after trial.
- D. suspension of membership only.

95. If no article on committees is included in the bylaws, committees are established:

- A. by the president.
- B. by the executive board.
- C. by the executive committee.
- D. as directed by the society.

96. Article IV of the bylaws should provide for:

- A. required dues, and when payable.
- B. the dates on which meetings are to be held.
- C. the method of electing officers.
- D. provision for honorary membership.

97. Bylaws should require for their amendment:

- A. notice of a proposed amendment to be given at the previous meeting.
- B. after notice, approval by a two-thirds vote of the members present and voting.
- C. notice to be given of a proposed change in the standing rules.
- D. notice of any provisos to be considered with amendments.

98. Rules of order:

- A. define the primary characteristics of an organization.
- B. prescribe how the organization functions.
- C. cannot be suspended.
- D. provide a firm basis for resolving questions of procedure.

99. Except as the bylaws may provide otherwise, the election of an officer can be rescinded if the bylaws provide that officers:

- A. "serve for a term of ___ year(s) or until their successors are elected."
- B. "serve for a term of ___ year(s) and until their successors are elected."
- C. "serve for a term of ___ year(s)."
- D. "cannot serve more than one term."

100. Any limitation or standing delegation of the power of the assembly with respect to the society as a whole can be accomplished by:

- A. adoption of a special rule of order.
- B. provision in the bylaws.
- C. adoption of a standing rule.
- D. adoption of a parliamentary authority.

101. If certain standing committees are enumerated in the bylaws of a society, it may have no others unless established by:

- A. a special rule of order requiring notice and a two-thirds vote.
- B. a standing rule adopted by majority vote without notice.
- C. a bylaw amendment.
- D. the executive board.

102. If bylaws or other rules do not prescribe how the members of special committees are selected, the members can be selected by:

- A. the chair's appointment of the committee members.
- B. the committee chairman's appointment of the committee members.
- C. a specification in the motion that established the committee.
- D. the chair's appointment of the committee members with the approval of the Board.

103. If a temporary occupant of the chair fails to perform the duties of the chair properly during a meeting:

- A. a motion cannot be made to censure him.
- B. a motion cannot be made to declare the chair vacant.
- C. a member cannot raise a point of order.
- D. a motion can be made to declare the chair vacant and to elect a new chairman.

104. Notice has been given of an amendment to the bylaws which will strike out a certain section. A member wishes to retain this section with changes that may be outside the scope of the notice. The member should:

- A. give advance notice of the changes he proposes.
- B. get the group to vote down the original amendment and then offer the changes he proposes.
- C. offer his changes as amendments to the amendment originally proposed.
- D. promise to offer the changes he proposes if the group will vote down the amendment to strike out.

105. Standing rules can be amended:

- A. only by unanimous vote.
- B. only by procedures stated in the bylaws.
- C. only by a two-thirds vote.
- D. upon the same conditions as any ordinary act of the society.

106. A society has the right to exclude:

- A. members, whose dues are in arrears, from attending all of its meetings.
- B. members, whose dues are in arrears, from attending the annual meeting and special meetings.
- C. nonmembers from attendance only during voting.
- D. nonmembers from all of its meetings.

107. Bylaw articles are commonly designated by:

- A. Arabic numerals.
- B. capital letters, A. B. C, etc.
- C. Roman numerals.
- D. no numbers, just headings.

108. If a trial committee finds the accused not guilty, the assembly:

- A. can impose a penalty.
- B. cannot impose a penalty.
- C. can, by a two-thirds vote, overturn the findings of the trial committee.
- D. can, by a unanimous vote, overturn the findings of the trial committee.

109. If a trial committee finds the accused guilty and recommends a penalty, the assembly:

- A. cannot reduce the recommended penalty.
- B. cannot decline to impose any penalty.
- C. can increase the penalty.
- D. cannot increase the penalty.

110. If the society adopts resolutions ordering a trial, formal notification to the accused:

- A. is not necessary if the accused was present when the resolutions were adopted.
- B. is sent by the secretary of the society.
- C. is sent by the managers of the trial.
- D. is sent by the chairman of the Committee on Discipline.

111. Ordinarily, an amendment to the bylaws would go into effect:

- A. immediately upon its adoption.
- B. at the end of the meeting in which it was adopted.
- C. at the end of the fiscal year in which it was adopted.
- D. at the end of the fiscal year for financial changes, others at the end of the calendar year.

129. If an organization schedules its meetings by resolution:

- A. no less than fifteen days notice is required.
- B. adoption of the resolution is all the notice that is required.
- C. the number of days' notice should be prescribed in the standing rules.
- D. the number of days' notice should be prescribed in the bylaws.

130. Without direction from the assembly, the chair has the authority to:

- A. impose a penalty on an offending member.
- B. order an offending member removed from the hall.
- C. in cases of disorder, rule that a nonmember be excluded from the meeting.
- D. do none of the above.

131. When the chair "names" an offender:

- A. the chair's declaration is entered in the minutes.
- B. the chair's penalty is imposed.
- C. the offender is not addressed by name.
- D. the matter cannot then be dropped.

132. If the presiding officer orders the removal of a nonmember from the hall because of disorderly conduct:

- A. the nonmember can refuse to leave the hall.
- B. the police may not intervene if the nonmember refuses to depart.
- C. the nonmember may appeal from such an order of the presiding officer.
- D. the nonmember may not appeal from such an order of the presiding officer.

133. In a mass meeting, if any person attempts to disrupt the proceedings in a manner hostile to the announced purpose of the meeting:

- A. the chair must get permission from the assembly to have him removed from the hall.
- B. he is treated as a nonmember, and the chair can act alone to order his removal from the hall.
- C. he has rights with reference to the proceedings of the meeting.
- D. he may appeal any order of removal from the hall.

134. A ballot vote can be taken on the imposition of a penalty for an offending member:

- A. by a unanimous vote.
- B. by a majority vote of the members present.
- C. on the demand of a single member.
- D. upon the request of the offending member.

135. What vote is required for expulsion from membership?

- A. A majority vote.
- B. A majority vote, after notice to the offending member.
- C. A unanimous vote of the members present.
- D. A two-thirds vote.

136. At a trial of a member:

- A. nonmembers may be permitted to attend.
- B. hearsay evidence is not admissible.
- C. the proceedings must always be held in executive session.
- D. nonmembers are not allowed to testify.

137. Members cannot be assessed any additional payment aside from dues, except:

- A. upon a motion adopted by a two-thirds vote.
- B. upon a motion adopted by a majority vote with notice.
- C. by unanimous consent.
- D. as the assessment is provided for in the bylaws.

138. When the accused has been notified of his trial:

- A. all his rights as a member of the society are suspended.
- B. he retains the right to attend meetings.
- C. he retains the right to vote.
- D. he retains the right to speak in debate.

139. If the members in a state or national body are specified in the bylaws as local units or constituent clubs:

- A. individuals are not members.
- B. the voting body is composed of the officers and delegates.
- C. past presidents are voting members.
- D. only delegates from local units or constituent clubs may vote.

140. In interpreting bylaws, a prohibition or limitation prohibits everything:

- A. less than the limitation.
- B. greater than what is limited.
- C. of the same class.
- D. less than what is prohibited.

141. A section of the bylaws authorizing the calling of special meetings:

- A. must state that no business other than that which is stated in the call may be transacted, if that rule is to apply.
- B. must establish the quorum for all special meetings which should be easier to obtain than the quorum for regular meetings.
- C. is not required since the president is authorized to call special meetings.
- D. should state the number of days' notice required.

142. A trial by a society:

- A. can legally establish the guilt of the accused.
- B. can permit hearsay evidence.
- C. cannot make members testify against the accused.
- D. cannot permit an accused member to resign before the trial.

143. The bylaws provision for previous notice of an amendment to bylaws:

- A. does not restrict amendment of the proposed bylaw amendment to changes within the scope of the notice.
- B. should specify submission at "a" previous meeting.
- C. should specify submission at "the" previous meeting.
- D. always requires that the exact wording of the amendment be given.

144. If, after a trial, a member is expelled, the society may disclose:

- A. nothing at all regarding either the trial or the expulsion.
- B. the fact that the expelled person is no longer a member.
- C. the charges of which the expelled person is found guilty.
- D. any facts that were brought out during the trial.

145. Dividing the basic rules of an organization into a constitution and bylaws is an appropriate practice only when:

- A. the constitution and the corporate charter are combined in a single document.
- B. the constitution duplicates much of the corporate charter.
- C. the bylaws contain the most essential provisions.
- D. the constitution is made more difficult to amend.

146. General statements in bylaws:

- A. are preferred in drafting bylaws.
- B. should be quoted as of authority against specific statements.
- C. have less authority than specific statements in interpretation.
- D. have more authority than specific statements in interpretation.

147. If a bylaw is ambiguous, its meaning should be decided by the:

- A. presiding officer.
- B. society's parliamentarian.
- C. society's board of directors.
- D. society's membership.

148. If the bylaws provide "that officers shall serve for two years or until their successors are elected," any one of the officers' elections can be rescinded and a successor can be elected for the remainder of the term:

- A. only by a unanimous vote.
- B. at any regular meeting.
- C. only after failure to perform their duties.
- D. not at all.

149. In organizations where disciplinary matters may arise with some frequency, a Committee on Discipline:

- A. does not investigate the disciplinary problems.
- B. can impose a penalty if the accused is found guilty.
- C. reports recommended disciplinary measures to the society for action.
- D. conducts a trial on all disciplinary problems.

150. "Naming" an offender amounts to:

- A. reprimanding a member for disorderly conduct.
- B. removing a visitor from the assembly.
- C. calling a member to order.
- D. preferring charges.

NAP REGISTRATION EXAM ANSWERS - 10th Edition- PART V

- | | | |
|-------|--------|--------|
| 1. C | 51. C | 101. C |
| 2. C | 52. C | 102. C |
| 3. D | 53. D | 103. D |
| 4. A | 54. C | 104. A |
| 5. D | 55. A | 105. D |
| 6. A | 56. C | 106. D |
| 7. C | 57. C | 107. C |
| 8. B | 58. D | 108. B |
| 9. C | 59. A | 109. D |
| 10. A | 60. B | 110. B |
| 11. C | 61. A | 111. A |
| 12. C | 62. C | 112. C |
| 13. A | 63. C | 113. D |
| 14. B | 64. C | 114. B |
| 15. A | 65. A | 115. D |
| 16. B | 66. B | 116. B |
| 17. D | 67. A | 117. A |
| 18. C | 68. B | 118. C |
| 19. A | 69. A | 119. B |
| 20. B | 70. B | 120. A |
| 21. B | 71. C | 121. B |
| 22. A | 72. A | 122. D |
| 23. B | 73. A | 123. B |
| 24. D | 74. B | 124. B |
| 25. C | 75. A | 125. D |
| 26. D | 76. C | 126. C |
| 27. B | 77. B | 127. B |
| 28. D | 78. A | 128. C |
| 29. A | 79. B | 129. D |
| 30. B | 80. C | 130. C |
| 31. B | 81. C | 131. A |
| 32. C | 82. B | 132. D |
| 33. C | 83. A | 133. B |
| 34. A | 84. D | 134. C |
| 35. C | 85. C | 135. D |
| 36. C | 86. C | 136. C |
| 37. C | 87. C | 137. D |
| 38. A | 88. C | 138. A |
| 39. D | 89. A | 139. A |
| 40. B | 90. B | 140. B |
| 41. B | 91. C | 141. D |
| 42. C | 92. B | 142. B |
| 43. C | 93. B | 143. C |
| 44. A | 94. B | 144. B |
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**TIPS FOR EFFECTIVE STUDY
AND
LEARNING RETENTION**

Appendix A

- Test Taking Techniques for Parliamentarians
- Tips for Taking and Passing Examinations
- Rapid Research to the Rescue - Review for Part I of the Registration Examination

TEST TAKING TECHNIQUES FOR PARLIAMENTARIANS

Parliamentarians frequently discover that, to get ahead in their profession, they must take tests. Practically all professional groups demand a demonstrated level of proficiency for their members, and tests remain the number one method of determining qualifications to practice within the profession. Unfortunately, parliamentarians often discover to their dismay that knowing the field and writing a good test are two entirely different things. Some perfectly competent parliamentarians consistently fail to perform well on tests.

ADVANCE PREPARATION FOR PARLIAMENTARY EXAMINATIONS

Regardless of your level of professional competence in the field, you must recognize that specific preparation is required for any test. You cannot afford to rely on past experience alone. You will need to spend several weeks, perhaps months, being a student of parliamentary procedure. Plan to devote two to four hours per day to your studies. The following list of procedures will help guide your advance preparation.

1. Find out the exact format of the test. The principal types are objective (such as multiple choice and true-false) and open book (which may involve locating quoted material and citing page references). Each of these formats requires the development of different skills for doing well on the test.

Objective questions test specific knowledge as well as the ability to read carefully. If it has been a long time since you took objective tests, you may need considerable practice in reading objective questions. Learn to look for the key words that indicate whether a statement may be true or false. Learn to identify exceptions to the general rule. Practice reading and interpreting negatively stated questions, such as "Which of the following is not an example of ... ?" It is unlikely that words on the test will be underlined for you, so you need to practice looking for the key words that can lead you to the correct answer.

Open book questions require intimate familiarity with the sources to be used during the test. Study the over-all organization of the book as well as the organization of points within chapters. If there is an index, find out how complete it is. Notice which topics are not properly catalogued in the table of contents or the index. Practice looking up obscure points.

2. Review the study questions. Get used to the writing style of the examiners. Look for key phrases and types of sentence construction that appear repeatedly. The more familiar you are with the writing style of your examiners, the more comfortable you will feel during the examination.

3. Set specific study goals for yourself. Regardless of your current level of expertise or the amount of time to be spent doing advance preparation, you must realistically admit that you will probably not go into the examination knowing "everything." Avoid lamenting about things you don't know. Instead, focus on the areas that you intend to master. Resolve to become an "expert" in certain areas in which you were heretofore weak. You might decide, for example, that you will completely master any and all material related to incidental main motions, voting procedures for ballot elections, and the organization of a convention of delegates. When test questions covering these topics appear on the test, you will immediately know the answers and your quick response to these questions will allow you to spend more time dealing with other parts of the examination.

You will, of course, also need to focus your studies on other areas. In some areas you will become "expert"; in other areas you will seek to gain only a reasonable level of proficiency. The important thing is that you decide ahead of time what your goals will be for this examination. Once having attained these goals, you will be confident that you are "ready" to take the test.

4. Set aside a definite time, preferably two to four hours per day every day, for study. Stick to your schedule. Recognize that two hours per day for seven days per week is much more effective than two seven-hour study days.

5. Master specifics; avoid generalities; overlearn the material. You should not assume that anything in your required reading is so trivial that it could not appear on the examination. Your job is to learn, even overlearn, the material. The examiners will decide which material is too trivial to warrant testing. In the past, you have learned to master material that will be useful to your practice in the field. But now, in preparing for a test, you must focus on material that you previously neglected because you could not see any immediate use for it. If you have never been involved in a mass meeting, this is a good time to focus on procedures for mass meetings.

6. Practice "active" rather than passive learning. The worst thing you can do to prepare for a test is to sit down in a comfortable chair and read a book. Effective study requires that you consciously interact with the material that you are attempting to master. This means that you must literally "work with" the material, not just read it. Following is a list of suggested techniques for active learning:

a. Role play the examiners who will prepare your test. If you were the examiner, what points would you test? Often you will find that the points you decide to emphasize are very close to the points that actually appear on the test. I suggest that you "play the examiner" by using the following three-step procedure:

(1) Make up a test of approximately the same length, and in the same general format, that you expect to take. Be sure that this test is difficult. Don't make the mistake of preparing "easy" tests. Your tests must be difficult so that the "real thing" will seem easy by comparison. Think of the baseball hitter who warms up with two bats so that once he goes to the plate, his bat feels light.

(2) Take the test. Allow yourself the same amount of time, or less, than will be allowed in the actual examination.

(3) Grade your test by looking up every answer to every question (even if you are certain that you know the answer) and marking every page number.

Using this technique obviously takes time, but it will be time well spent. Making up practice tests for yourself forces you to make decisions about what is important and what is not important. You will be surprised at how much of the "unimportant" material remains in your memory for the examination. The fact that you were forced to make a judgment about the material is what counts.

b. Practice "teaching" the material to someone else. Preparing a lecture is simply one form of active learning. If you have friends who are willing to sit through this for you, prepare and deliver lectures to them on important points that you think may be tested. Your lectures should be followed by question and answer periods. If the questioning reveals blank spots in your knowledge, by all means fill in these blank spots by doing additional study.

c. If possible, organize a small study group. The give and take of trying out test questions on each other will provide the kind of active learning that you are seeking. Occasionally it is a

good idea to engage in argument over points that may occur on the test. If you are forced to take a position and defend it you are likely to remember it on a test.

TEST-TAKING TECHNIQUES

On the day of the examination you must be physically and mentally ready to take the test. Your best form of preparation the night before the test is to get a good night's rest. Immediately before the test you should have a light meal. Overeating may cause drowsiness; not eating at all may increase tensions connected with the examination. Physical and mental alertness are most important to you now. Try to isolate yourself from any stressful situations just prior to taking the examination. Save important decisions until after the examination is over. Try to focus all of your attention on the immediate objective, to write a good test.

During the test itself, panic is your worst enemy. To avoid panic, you need to develop your own agenda. Decide in advance what you are going to do and don't deviate from your plan. A careful measured approach to test-taking is the best antidote for panic. Here are some pointers to help you use your time wisely.

1. Read the instructions. Never do anything on a test until you have read and understood the instructions. Is there only one correct answer for each question? Does any segment of the examination have a separate time limit? How will various segments of the examination be weighted in terms of points? Read any instructions carefully for answers to these and other questions related to taking the test.

2. Plan a time budget. You need to budget your use of time and energy in answering questions. If this is a timed examination, approximately how many minutes must be allotted for each question? Note how many questions you must answer to complete 25%, 50%, and 80% of the examination. As you progress, then, be sure that you are working within the allotted time for each portion of the test. Try to allow time at the end to check your answers and fill in any blanks.

3. As a general rule, you should not try to answer questions in the order in which they appear on the examination. Remember that you are following Your agenda. Begin, then, by looking for the "easy" questions and answer these first. Answering questions that you feel certain about will help build your confidence for the rest of the examination. Also, you will probably spend less time on these "easy" questions. You will then have more time to spend on the difficult questions, and you will feel less pressured to finish the examination within the prescribed time limit.

4. If the examination procedures allow you to write on the examination papers, it is a good idea to mark up the examination as you proceed. Underline or circle such key words as "not", "sometimes", "always", "usually", etc. Write question marks next to questions that seem ambiguous. If you have a "hunch" write it down so that you will not forget it; your "hunch" need not necessarily be your final answer.

5. Answer every question. When it appears that a question has been poorly written, answer the question anyway. The examiners who write questions do occasionally make mistakes, so it is possible that an objective question may have more than one correct answer. Don't panic. Make a note of the problem, make your own interpretation of the question, then answer the question as you have interpreted it. Chances are good that other examinees will have the same problem that you are having, and that credit will be given for more than one possible answer. If you leave the question blank, however, you are almost certain to be penalized.

**PAGE REFERENCES FOR
ANSWERS TO
STUDY QUESTIONS**

Appendix B

- PART II - Motions and Related Procedures
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- PART III - Meetings, Sessions, Conventions, and Related Procedures
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- PART IV - Officers, Elections, Voting, Boards and Committees, and Related Procedures
- PART V - Rules of the Assembly and Related Procedures

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