

PARLIAMENTARY PROCEDURE OFFICIAL QUESTIONS

Effective August 1, 2004

(I have deleted the questions, the numbers stay the same, you will know by your old list which ones were deleted) **Additions and changes are in red**

6. What are the qualities of a "good member"? (know at least 4)

- Attend every meeting possible
- Act for the benefit of the total group
- Use correct parliamentary procedure
- Give attention to the proceedings of the meeting
- Be orderly and polite
- Refer to other members with respect, even when on a first name basis
- Discuss issues and problems rather than personalities
- Be careful not to offend others, even in a heated discussion
- Accept the decision of the majority after a vote has been taken, not undermining attempts to carry out the decision

7. What is the symbol of the chair's authority in a meeting?

Gavel

8. What is the wooden block called?

Sounder

9. What are the purposes for the strokes of the gavel?

1 tap - Announce the vote: get attention: be seated

2 taps - Call the meeting to order

3 taps - Members rise

Series of taps - Restore order

10. "The floor" means?

The person that should have the "attention of the group".

11. Does the chair have to recognize any member?

Only those who properly request recognition

12. As a courtesy, when debate begins on a motion, a presiding officer should allow who the first chance to discuss?

The person who moved the motion.

13. If the chair has waited for a reasonable time and there has been no second, what happens?

The chair should rule the motion dead and move to the next item on the agenda.

14. If a member attempts to participate in the meeting but does so improperly, how should the chair handle that?

Help the member rephrase the motion and explain how to participate correctly.

15. Motions are broken into what five classes?

- Main
- Privileged
- Subsidiary
- Incidental
- Unclassified

16. Which class is the lowest rank?

Main

17. Which class has the highest rank?

Privileged

18. What are the privileged motions **in order of rank**?

1. To fix the time to which to adjourn
2. Adjourn
3. Recess
4. To raise a question of privilege
5. To call for the orders of the day

19. What is the function of the subsidiary motions?

To modify or in some other manner help dispose of the main motion

20. What are the subsidiary motions **in rank**?

1. To lay on the table
2. To call for the previous question
3. To limit or extend debate
4. To postpone definitely
5. To refer to a committee
6. To amend
7. To postpone indefinitely

21. What are the incidental motions?

- To object to the consideration of a question
- To appeal to the decision of the chair
- To rise to the point of order
- To rise to a parliamentary inquiry
- To call for the division of the house
- To withdraw a motion
- To suspend the rule

22. What are the unclassified motions?

- To reconsider
- To rescind
- To take from the table

23. What is used by a member to formally propose that the group take some action?

A main motion

24. What are the six steps in disposing of a motion?

1. Introduce the motion
2. Second the motion
3. State the question
4. Discuss the motion
5. Vote on the motion
6. Announce the results of the vote

25. When may a motion be seconded without standing?

Small group or informal meeting

26. What are two reasons for seconding a motion?

1. A person wants to go on record as supporting the idea
2. To assure that the motion gets voted on

27. The purpose of discussion is:

1. To ask questions to the person that brought the motion up

2. To persuade the members to vote their way

28. Why might the bylaws of an organization require a delay of one or two meetings between the time a motion is introduced and the time the vote is taken?
To think it over

29. What does germane mean?
Relates to the motion on the floor

30. What does censured mean?
Reprimanded

31. To call for "question" automatically terminates discussion? True/False
False

32. What does "putting the question" mean?
Voting on the motion

33. What does "viva voca" mean?
It is Latin for "by the living voice"

34. If only one person calls for division of the house, is the chair compelled to vote again?
Yes

35. May the chair initiate a re-vote?
Yes

36. What are the countable voting methods?
• Raising hands
• Standing
• Marking ballots
• Roll call
• Mechanical device

37. Who divides the group into smaller sections for counting?
Tellers

38. Who is in charge of organizing and supervising the counting of the votes and communicating them to the chair?
Chief teller

39. What is "simple majority"?
More than half the votes cast

40. Required majorities that are greater than a simple majority are called?
Super majority

41. When can a chairperson vote?
To make or break a tie

42. If a secret ballot vote ends in a tie, does the chair get to keep his/her vote secret?
No

43. Can the group choose to vote a different way than the chair chooses?
Yes, with a simple motion

44. When can a decision be made by less than a majority?

1. When a roll call vote is demanded
2. Elections

45. What is plurality?

The most votes received

46. What is the signal that a transaction is finished?

A single rap of the gavel

47. What does the term qualified mean?

A time is specified

48. What does unqualified mean?

Starts right away

49. Unqualified adjournments are ranked as?

Privileged motions

50. When can an unqualified adjournment be moved?

Anytime except during a vote

51. Qualified adjournments are ranked as?

Main motions

52. When is a recess(qualified or unqualified) debatable and amendable?

When there is no business on the floor

53. If there is business on the floor, what are the rules for recess?

*** Requires second**

* No debatable

* Amendable only to length and the amendment is not debatable

*** Majority vote**

54. What are the rules for "to raise a question of privilege"?

* No second

* Not debatable

* Not amendable

*** Decide by chair**

55. Typically "to raise a question of privilege" is decided by the chair, when is this not true?

When the chair is in doubt

56. What is the purpose of the motion "to call for the orders of the day"?

• To compel the group to follow the agenda (formal)

• To find out the agenda (informal)

57. What are the rules of "to call for the orders of the day"?

* No second

* Not debatable

* Not amendable

*** 2/3 vote not to follow the order of the day or negative 2/3**

58. What is the purpose of laying a motion on the table?

To set aside an original main motion

59. What are the rules for laying a motion on the table?

- * Requires a second
- * Not debatable
- * Not amendable
- * **Majority vote**

60. What motion will delay action to another motion but not a specific time?
Lay on the table

61. What motion will delay action to another motion and have a specific time?
Postpone definitely

62. How soon can a motion be removed from the table?
After at least one motion has been transacted or the urgent matter has been dealt with

63. What happens to a motion that was not brought back from the table by the end of the following meeting?
It expires (dropped)

64. What is the purpose of "call for the previous question"?
Terminate debate and go directly to a vote

65. What are the rules for "call for the previous question"?

- Requires a second
- Not debatable
- Not amendable
- Require a 2/3 vote

67. Another name for "refer to a committee" is?
To commit

68. What is the purpose of referring to a committee?
To secure more detailed information

69. What are the rules for "refer to a committee"?

- Requires a second
- Debatable
- Amendable
- Requires a majority vote

70. What are the two types of committees?

1. Standing
2. Add Hoc

71. What are the two ways that committees may be instructed to act?

1. To gather information
2. The power to act

72. After a committee has reported, it may be added upon by what motions?

1. To adopt
2. To adopt in part

3. To postpone definitely
4. Enter in minutes

73. How many amendments may be on a motion at one time?
2

74. If "question" has been called out, the chairperson has three options. What are they?

1. "The chair feels that there has been adequate discussion. We will now proceed to vote."
2. Ignore the calls
3. "Is there a motion for previous question."

75. Can "call for previous question" be moved on the motion and all of its amendments?

Yes, but you must specify.

76. When can a motion be postponed definitely?

The next scheduled meeting or to later the same meeting

77. What is the purpose of postpone definitely?

It fixes a definite time for future considerations

78. All amendments must relate to the motion they are being attached to and must not change the motion from positive to negative. True/False

True

79. What are the four common ways to amend a motion?

1. Insert (MIDDLE OF SENTENCE)
2. Strike out
3. Insert and strike out
4. Add (END OF SENTENCE)

80. What are the purposes of "postpone indefinitely"?

- To stop the passage of a main motion without letting it come to a vote
- To kill the main motion

81. Can a motion that has been postponed indefinitely ever be brought back?

Only as a new motion

82. What are the rules for postpone indefinitely?

- Requires a second
- Debatable
- No amendable
- Requires a majority vote

83. What is the purpose of "object to the consideration of a question"?

Prevent discussion of matters which are not worthy of attention

84. What ability may be objected to?

A main motion

85. When must a motion be objected to?

After the motion has received a second, restated by the chair and before the first debate

86. What are the rules for object to the consideration of a question?

- No second
- Not debatable
- Not amendable
- Requires a 2/3 majority vote

87. What should be done if somebody objects to a question after the debate has begun?

They should be called out of order

88. Do you need recognition from the chair to object to a question?

No

89. What is the purpose of "appeal the decision of the chair"?

Prevents the chair from improperly controlling the action of the body

90. How often may an appeal be debated?

Each member may debate once, except the president who may start and finish debate

91. What are the rules of appealing the decision of the chair?

- * Requires a second
- * Debatable (if motion appealed is debatable)
- * Not amendable
- * **Majority vote**

92. When is there an exception to an appeal being debated?

- When it relates to improper behavior
- Priority of business
- The pending motion is not debatable

93. What is the purpose of "rise to the point of order"?

Call attention to errors made in the use of parliamentary procedure

94. What are the rules of rise to the point of order?

- * No second
- * Not debatable
- * Not amendable
- * **Decided by chair**

95. Do you need recognition from the chair before rising to the point of order?

No

96. What is the purpose of "rise to parliamentary inquiry"?

To question whether correct parliamentary procedure is being followed or to ask the proposer of a motion a question about the motion

97. Do you need recognition before rising to a parliamentary inquiry?

No

98. May you appeal the reply of the chair to the inquiry?

No, it is an opinion

99. What are the rules for parliamentary inquiry?

- * No second
- * Not debatable
- * Not amendable

*** No vote**

100. What is the purpose of the "motion to withdraw?"

- A time saver
- To avoid discussing a motion that is no longer desirable

101. Does a motion need to be seconded before it can be withdrawn?

Yes, otherwise it would die to a lack of a second

102. May you move to withdraw a motion that has been amended?

Yes, in fact it is a good way to dump all of it

103. What are the rules for withdrawing a motion?

- No second
- Not debatable
- Not amendable

104. What happens if the motion to withdraw is objected to?

It then requires a majority vote

105. What is the purpose of "to suspend the rules"?

It is the best interest of the group to temporarily suspend one or more of the written rules

106. What are the rules of "to suspend the rules"?

- Requires a second
- Not debatable
- Not amendable
- Requires a 2/3 vote

107. Rules that cannot be suspended are:

1. Rules which are actually provisions of the organizations charter and constitution
2. Parliamentary rules governing notice, quorum, and voting method
3. Rules in the by-laws unless provided for

108. Do you need recognition to suspend the rule?

Yes

109. May rules be suspended by any other means than by voting by 2/3?

Yes, by general consent. The chair would ask for general consent if there were no objections, it would pass.

110. What is the purpose of "To reconsider a motion"?

Bring back before the assembly a motion which has been previously voted upon

111. Who may move a motion to reconsider?

Only somebody from the prevailing (winning) side

112. What are the rules of "to reconsider a motion"?

- Requires a second
- Debatable only if the original motion is debatable
- Not amendable
- Requires a majority vote

113. May a motion be reconsidered at the next regular meeting?

ACCORDING TO THE RULES OF THE CDE, YES THE MOTION TO RECONSIDER CAN BE MADE ON THE SAME DAY THE MOTION WAS VOTED UPON OR THE NEXT MEETING.

114. Does the person that seconds the motion need to be on the prevailing side?
No

115. What motions may not be reconsidered? (NAME FOUR)

- Adjourn
- Suspend the rule
- Lay on the table
- Take from the table
- Reconsider
- TO RAISE A QUESTION OF PRIVILEGE
- TO RECESS
- TO CALL FOR THE ORDERS OF THE DAY
- TO RISE TO THE POINT OF ORDER
- TO RISE TO PARLIAMENTARY INQUIRY
- TO CALL FOR THE DIVISION OF THE HOUSE

116. What is the purpose of rescind?

Cancels a main motion which was passed during the current meeting or at a previous meeting

117. What is the time limit of when a motion may be rescinded?

None, but the motion cannot release the organization from something that cannot be undone

118. The motion to rescind is not retroactive. True/False

True

120. What is the purpose of "taking from the table"?

To bring back to the floor a motion which was previously laid on the table

122. Can another item of business be on the floor when "take from the table" is moved?

No, because if it passed there would be two motions on the floor at once

123. What are the rules of take from the table?

- Requires a second
- Not amendable
- Not debatable
- Requires a majority vote

124. When CAN the presiding officers change?

- When no items of business are on the floor
- The chair wishes to discuss
- It is embarrassing to preside
- The chair must leave in a hurry

125. What is a quorum?

The number of members necessary at a meeting to decide on matters according to the bylaws

126. After nominations are no longer being introduced what motion should be moved?

To close nominations

127. What can be done to save time when only one nominee for each office is made?

1. Move that the secretary be authorized to cast a vote for the entire state of nominees.
2. Second
3. Vote (majority)

128. May the secretary cast a unanimous vote if the nominations were closed?

No

129. What are the abilities that require no recognition?

- Rise to question of privilege
- Call for the orders of the day
- Object to the consideration of the question
- Appeal to the decision of the chair
- Rise to the point of order
- Rise to a parliamentary inquiry
- Division of the house

130. Who may withdraw a motion?

The person who moved the motion

131. Why should correct procedures be followed when electing officers/

To ensure a fair and orderly election

132. Where are the guidelines for elections found/

In the bylaws

133. What are five ways (methods) of voting?

- Visual hand or stand
- Voice (not countable)
- Roll call
- Secret ballot
- Mechanical device

134. What are four reasons for having parliamentary procedure?

- Rights of minority
- Rule of majority
- Courtesy of everyone
- One thing at a time

135. What is the customary or "standard" order of business? (**ACCORDING TO THE OFFICIAL FFA MANUAL**)

1. OPENING CEREMONIES
2. MINUTES OF THE PREVIOUS MEETING
3. OFFICER REPORTS
4. SPECIAL FEATURES
5. OLD/UNFINISHED BUSINESS
6. COMMITTEE REPORTS
7. NEW BUSINESS
8. CEREMONIES
9. CLOSING CEREMONIES
10. ENTERTAINMENT, RECREATION, REFRESHMENTS

136. What are the three types of votes for the motion to rescind?

- Majority vote - previous notice
- 2/3 vote - no previous notice

- Majority of ALL members