

A NATIONAL ASSOCIATION OF PARLIAMENTARIANS® PUBLICATION

**NAP MEMBERSHIP**

# **STUDY GUIDE**



The first step to learning  
how to master meetings

**NAP MEMBERSHIP:  
THE FIRST STEP TO LEARNING  
HOW TO MASTER MEETINGS**

Congratulations! You have taken an important first step in your journey to learn how to master meetings: applying for membership in the National Association of Parliamentarians (NAP).

Mastering meetings requires a well-founded understanding and knowledge of Robert's Rules of Order Newly Revised 12th edition (RONR 12th ed.). A basic understanding of the fundamentals of parliamentary procedure will ease your journey tremendously, beginning with the NAP Membership Exam.

This study guide will help you prepare to take – and pass – the NAP Membership Exam. It is intended to be used in conjunction with Robert's Rules of Order Newly Revised In Brief 3rd edition (RONRIB 3rd ed.). More importantly it will place you firmly on the path to becoming a helpful member of any organization. With this knowledge, you can be part of the solution to achieve effective and efficient meetings.

For each section, you will need to read the corresponding chapter in Robert's Rules of Order Newly Revised In Brief (chapters 1-11). After reading the chapter, practice what you've learned by defining the terms, answering the questions, and practicing using the language of parliamentary procedure. Once you are at ease with this material, you are ready to take a brief exam that will show that you have a foundation to begin learning and applying parliamentary procedure in your organization.

Enjoy your study.

*(All page references in the Study Guide and Practice Questions are to RONRIB 3rd ed.)*

## **I. Chapter 1. Why have rules?**

1. Discuss the following questions:
  - a. Why is it important to have rules for meetings?
  - b. What is the role of the chairman in a meeting?
  - c. What is parliamentary procedure? What is a parliamentary authority?
  - d. What is a deliberative assembly?
  - e. What is the prime value of parliamentary procedure?

## **II. Chapter 2. What happens at a meeting?**

1. Define the following terms:
  - a. The chair or chairman.
  - b. President.
  - c. Quorum.
  - d. Unfinished business.
  - e. Adjourn.
  - f. Recess.
  - g. Stand at ease.
2. Explain or list the following items:
  - a. Standard order of business.
  - b. Methods of handling minutes.
  - c. When to take up recommendations in a report.
  - d. When to adopt an agenda and by what vote.
3. Know/demonstrate the correct language for the following items:
  - a. Handling minutes.
  - b. Handling corrections to minutes.
  - c. Adjourning a meeting.

## **III. Chapter 3. Handling Motions**

1. Define the following terms:
  - a. Main motion.
  - b. Recognition.
  - c. Have the floor.
  - d. Yield the floor.
  - e. Pending.
  - f. Debate.
  - g. Abstentions.
2. Explain or list the following:
  - a. How an idea is introduced in a meeting.
  - b. How to get to speak in a meeting.
  - c. Who should get copies of written motions?

- d. What is the purpose of a second? What happens if there is no second?
  - e. Why should the chairman state the motion?
  - f. What are the chairman's duties before stating a motion?
  - g. What does the phrase, "Are you ready for the question" mean?
  - h. What are the three parts for announcing the result of a vote?
  - i. What happens after the chairman announces the result of a vote?
3. Know/demonstrate the correct language for:
- a. Making a motion (member).
  - b. Stating the motion (chair).
  - c. Handling debate.
  - d. Putting the question.
  - e. Announcing the result of a vote.
  - f. Announcing what the next business is.
4. Students should be able to demonstrate handling a simple motion correctly. [See review chart: RONRIB 3rd ed., pp. 26-27].

#### **IV. Chapter 4. Debate**

1. Define the following terms:
- a. Germane.
  - b. Previous question.
2. Explain or list the following:
- a. How many times and how long may a member speak on any debatable motion on the same day?
  - b. Who has preference in recognition?
  - c. What is not permissible for a member to do when trying to get recognized?
  - d. What is the rule about making a second speech?
  - e. How does the chair handle debate when there are opposite opinions that will be pressed?
  - f. What formal procedure should be followed to help prevent debate from becoming personal?
  - g. How are the time-limit rules of debate changed? What vote is required to do so?
  - h. What should the chair do when someone is recognized and says, "I call the question."? What should the chair do when a member calls out without being recognized, "Question!" or "Call the Question!"?
3. Know/demonstrate the correct language for:
- a. Handling debate – students should be able to demonstrate handling debate correctly (see example of debate chart: id. pp. 32-34).
  - b. Handling limiting or extending limits of debate.
  - c. Handling previous question (see example of previous question chart: id. p. 37).

## **V. Chapter 5. Amendments**

1. Define the following terms:
  - a. Amendments.
  - b. Secondary motions.
  - c. Secondary amendments
2. Explain/list the following items:
  - a. How should amendments be worded?
  - b. What should be done after an amendment is adopted? Is the main motion adopted at the same time?
  - c. Three methods for simple word changes in a pending main motion.
  - d. Three methods to amend a paragraph.
  - e. How may an amendment be amended?
  - f. Explain the “settled” rule.
3. Know/demonstrate the correct language for:
  - a. Amending a motion by inserting words and by adding words. (pp. 40-42)
  - b. Amending a motion by striking out words. (pp. 42-44)
  - c. Amending a motion by striking out and inserting words. (pp. 44-46)
  - d. Handling an amendment by substitution. (pp. 47-49)

## **VI. Chapter 6. Postponing and Referring to a Committee**

1. Define the following terms:
  - a. Postpone to a certain time.
  - b. Standing committees.
  - c. Special committees.
2. Explain/list the following items:
  - a. What are some reasons to postpone taking a vote on a motion?
  - b. Is the motion to postpone to a certain time amendable? If so, what can be amended? Is it debatable?
  - c. How long may a motion be postponed?
  - d. What should be included in the motion to commit or refer?
  - e. What are the two types of committees and how are they different?
  - f. How are the members chosen for each of the two types of committees?
3. Know/demonstrate the correct language for:
  - a. Making the motion to postpone to a certain time.
  - b. Making the motion to commit or refer.

## **VII. Chapter 7. Changing Our Minds**

1. Define the following terms:
  - a. Reconsider.
  - b. Rescind or amend something previously adopted.

- c. Previous notice.
  - d. Renewal of motions.
2. Explain/list the following items:
    - a. What is the fundamental rule of parliamentary procedure related to a motion that has been disposed of?
    - b. When can the motion to reconsider be made and who can make it?
    - c. How can the chair determine if a member voted on the prevailing side?
    - d. If the motion to reconsider is adopted, what happens next?
    - e. When can the motion to rescind or amend something previously adopted be made and by whom?
    - f. What vote is required to adopt rescind/amend something previously adopted?
    - g. What are the two ways to give previous notice?
    - h. When can a motion that was defeated be brought up again?
  3. Know/demonstrate the correct language for:
    - a. Making the motion to reconsider.
    - b. Making the motion to rescind.
    - c. Making the motion to amend something previously adopted.

## **VIII. Chapter 8. Voting**

1. Define the following terms:
  - a. Majority vote.
  - b. Two-thirds vote.
  - c. Majority of the entire membership.
  - d. Unanimous consent.
  - e. Plurality vote.
  - f. Division.
2. Explain/list the following items:
  - a. In what circumstances is a two-thirds vote required?
  - b. If the chair asks for unanimous consent and a member objects, what should the chair do?
  - c. Under what conditions is a member not entitled to vote?
  - d. Why is it important for a chair to be impartial?
  - e. When may the chair vote?
  - f. What happens when there is a tie vote?
  - g. What may members do when they disagree with the announced result of a vote?
  - h. When may a vote be taken by a show of hands?
  - i. What are the reasons for a counted vote (other than a ballot vote)?
  - j. When are ballot votes usually conducted?
  - k. What are the duties of the tellers?
  - l. For a ballot vote, what should the chair's instructions include?
  - m. Prepare a teller's report.

- n. Who announces the result of a ballot vote?
  - o. What should be done if a majority is not attained in ballot voting?
3. Know/demonstrate the correct language for:
- a. Taking the vote by voice, standing, show of hands, and counted. (pp. 70-74)
  - b. Handling unanimous consent with and without an objection.
  - c. Taking the vote by ballot.
  - d. Reading a teller's report and announcing the result.

## **IX. Chapter 9. Nominations and Elections**

1. Define the following terms:
- a. Nomination.
  - b. Acclamation.
2. Explain/list the following items:
- a. What are the two most common forms of nominating candidates for an office?
  - b. Do members have to stand and be recognized to make a nomination?
  - c. What is done when it seems no one else wants to nominate anyone?
  - d. How should nominating committee members be chosen?
  - e. What are the two ways to take nominations?
  - f. Who is eligible to be voted for by write-in votes?
  - g. When does an election become final?
  - h. What happens if an elected candidate declines?
  - i. When does a candidate take office?
3. Know/demonstrate the following:
- a. Handling nominations from the floor.
  - b. Closing nominations.
  - c. Giving the nominating committee's report.

## **X. Chapter 10. Basic Types of Rules**

1. Define the following:
- a. Corporate charter.
  - b. Bylaws.
  - c. Rules of order.
  - d. Parliamentary authority.
  - e. Special rules of order.
  - f. Standing rules.
2. Explain/list the following items:
- a. Which supersedes the other – the law or the organization's bylaws?
  - b. When is a corporate charter required?
  - c. Within an organization, what is its highest ranking document?
  - d. What are some provisions included in the bylaws?

- e. Which rules are best if they are the same from group to group?
  - f. What is the purpose of special rules of order?
  - g. Which rules relate to administrative details?
  - h. What happens if a custom conflicts with a written rule?
  - i. Who should have a copy of the bylaws?
3. Know/demonstrate the following:
- a. List the rules governing an assembly, ranked from highest to lowest in authority.

## **XI. Chapter 11. How Rules Are Enforced and Suspended**

1. Define the following:
- a. Point of order.
  - b. Appeal.
  - c. Suspend the rules.
  - d. Parliamentary inquiry.
2. Explain/list the following items:
- a. Whose responsibility is it to be sure the rules are followed in a meeting?
  - b. What is required for a member to be recognized to make a point of order or an appeal?
  - c. When should a point of order be made?
  - d. Who rules on a point of order?
  - e. Who is the final authority on deciding if rules have been broken?
  - f. How are debatable appeals handled?
  - g. If appealed, what kinds of situations are not debatable?
  - h. Should a member specify the rule they wish to suspend?
  - i. When can a member who wants to make a parliamentary inquiry interrupt a speaker? Is recognition by the chair required?
  - j. Can the chair's answer to a parliamentary inquiry be appealed?
  - k. What can be done if a member believes the chair's answer is incorrect.
  - l. What is the role of the parliamentarian in a meeting?
  - m. If there is a parliamentarian, who rules on the application of the rules?
3. Know/demonstrate the following:
- a. Making and handling a point of order and an appeal. (pp. 91-93)
  - b. Making and handling suspending the rules. (p. 94)
  - c. Making and handling a parliamentary inquiry. (pp. 94-95)



## XII. Table of Rules Relating to Motions

Students should know the basic rules about debate, amending, and the vote required for each of the motions in the table. (pp. 210-211)

Motion	Debate?	Amend?	Vote
Adjourn			
Amend			
Amend Something Previously Adopted			
Appeal			
Commit			
Debate, Close (Previous Question)			
Debate, Limit or Extend Limits of			
Division of Assembly (Demand a rising vote)			
Main Motion			
Postpone Definitely			
Previous Question			
Recess			
Reconsider			
Rescind			
Refer (Commit)			
Suspend the Rules (rules of order)			
Suspend the Rules (standing or convention standing)			
Voting, motions relating to			

# PRACTICE QUESTIONS



## Chapters 1 & 2: What Happens at a Meeting

1. What is the name given to the tradition of rules and customs formed by centuries of trial and error to deal with meeting problems? [RONRIB 3rd ed., p. 5]
  - a. Parliamentary procedure.
  - b. Group interaction.
  - c. Resolution.
2. Groups that meet to decide on action to be taken are known as: (p. 5)
  - a. Caucuses.
  - b. Deliberative assemblies.
  - c. Special organizations.
3. The person chosen to preside over a meeting: (p. 12)
  - a. Makes all the decisions in the meeting.
  - b. Keeps order in the meeting.
  - c. Should not designate who can speak.
4. The minimum number of members who must be present for a meeting is called: (p. 12)
  - a. The quorum.
  - b. The agenda.
  - c. The session.
5. Which items may be found in the standard order of business? (p. 13)
  - a. Approval of minutes, reports, and new business.
  - b. Opening ceremonies, old business, and awards.
  - c. Adoption of motions, code of ethics, and inspirations.
6. What does the chair say after the secretary reads the minutes? (p. 14)
  - a. "Are there any additions, corrections, or changes to the minutes?"
  - b. "Has everyone read the minutes?"
  - c. "Are there any corrections to the minutes?"
7. When the draft minutes are sent to everyone before the meeting: (p. 14)
  - a. They must still be read out loud.
  - b. They do not have to be read unless a member insists.
  - c. They are never read in the meeting.
8. What does the chair say when there are no (or no more) corrections to the minutes? (p. 14)
  - a. All in favor of approving the minutes, say aye. Those opposed, say no.
  - b. If there is no objection, the minutes are approved.
  - c. If there are no (further) corrections, the minutes are approved.

9. When a report is given in the meeting: (p. 14)
  - a. Any recommendations are considered at the end of the report.
  - b. Any recommendations are considered under new business.
  - c. Any recommendations are postponed until the next meeting.
  
10. Unfinished business on the agenda is: (p. 15)
  - a. Another name for old business.
  - b. Items on the agenda at the last meeting that were not reached before adjourning.
  - c. Items of business that have been discussed in the past.
  
11. How can a group use an agenda that is different from the standard order of business? (p. 16)
  - a. The president declares the alternative agenda to be in use.
  - b. The group must use the standard agenda.
  - c. The agenda must be adopted by the group at the start of the meeting.
  
12. What does the chair say when the meeting is done? (p. 17)
  - a. Since there is no further business, this meeting is over.
  - b. Is there any further business? Since there is no further business, the meeting is adjourned.
  - c. Good night and thank you for coming.

### **Chapter 3: Handling Motions**

13. How is an item of business proposed in a meeting? (p. 19)
  - a. Form a committee.
  - b. Make a motion.
  - c. Start a discussion.
  
14. In order to speak in a meeting, you should: (p. 19)
  - a. Raise your hand and keep it up until the chair calls on you.
  - b. After the previous speaker finishes, stand and say, "Mr. or Madam President."
  - c. After the previous speaker finishes, call out "Mr. or Madam President."
  
15. What do you say to properly make a motion? (p. 20)
  - a. I'd like to make a motion.
  - b. I think that we should ...
  - c. I move that ...

16. A second means: (p. 21)
  - a. The seconder agrees with the motion.
  - b. The seconder wants the motion to be considered.
  - c. The seconder does not want the motion to be defeated.
  
17. What is the next step after a motion is moved and seconded? (p. 21)
  - a. The chair states the motion.
  - b. The members debate the motion.
  - c. The members vote on the motion.
  
18. What are the two duties of the chair related to stating a motion? (p. 22)
  - a. Deciding who can speak on the motion and who can vote.
  - b. Determining that the motion is in order and that it is clearly phrased.
  - c. Making sure there is a second and that the motion is on the floor.
  
19. What does debate mean? (p. 23)
  - a. Discussion on the merits of the motion.
  - b. Disagreement about the motion.
  - c. Argument between two members.
  
20. What does the chair say when it appears no one else seeks recognition to speak? (p. 24)
  - a. "It's time to vote now" or "I'm going to take the vote now."
  - b. "The decision is that we will ..."
  - c. "Are you ready for the question?" or "Is there any further debate?"
  
21. If there is no further debate, what does the chair say? (p. 24)
  - a. "The question is on the adoption of the motion that ..."
  - b. "We're going to vote on the motion."
  - c. "It's time to vote on the question."
  
22. Which of the following is the correct form to announce the result of a vote? (p. 25)
  - a. The motion passes.
  - b. The ayes have it and the motion is adopted.
  - c. The next item of business is ...

#### **Chapter 4: Debate**

23. How many times may a member speak in debate on any debatable motion on the same day? (p. 29)
  - a. No limits.
  - b. Three times.
  - c. Two times.

24. How long may a member speak each time he has the floor? (p. 29)
  - a. Three minutes.
  - b. Five minutes.
  - c. Ten minutes.
  
25. Who has preference in recognition? (p. 29)
  - a. The first person to raise his or her hand.
  - b. The vice-president or the next officer in line.
  - c. The person who made the motion.
  
26. In debate, a member's speech must relate to the motion under discussion; therefore, the remarks must be: (p. 30)
  - a. Germane.
  - b. Dilatory.
  - c. Confident.
  
27. In order to avoid personal attacks in debate, rules of debate require: (p. 31)
  - a. All members to be on time for the meeting.
  - b. All speaking is directed to the chair.
  - c. All speeches must be timed.
  
28. What vote is required to change the limits of debate? (p. 34)
  - a. Majority vote.
  - b. Two-thirds vote.
  - c. Majority vote with previous notice.
  
29. The following is true of the motion to limit or extend limits of debate: (p. 35)
  - a. It is debatable and can be amended.
  - b. It is not debatable and cannot be amended.
  - c. It is not debatable and can be amended.
  
30. The motion to close debate immediately is the motion for: (p. 36)
  - a. Reconsider.
  - b. Previous question.
  - c. Rescind.
  
31. If a member calls out "Question!" or "Vote!" without seeking recognition from the chair: (p. 36)
  - a. The chair should handle this the same as the motion for the previous question.
  - b. The chair should proceed to take the vote immediately.
  - c. Should explain that this is out of order if another member is speaking or seeking recognition.

## Chapter 5: Amendments

32. When you want to modify or change the meaning of a main motion, it is called: (p. 39)
- A referral to a committee.
  - A postponement.
  - An amendment.
33. What happens next when an amendment is adopted? (p. 39)
- The main motion as amended may be debated and amended further.
  - The next item of business is taken up.
  - The main motion as amended is voted on immediately.
34. What are the three methods of simple word amendments? (pp. 40-46)
- Add, strike out, and divide.
  - Insert or add, strike out, and strike out and insert.
  - Insert or add, substitute, and strike out and insert.
35. What is a substitute amendment? (p. 47)
- It strikes out words in a paragraph.
  - It strikes out and inserts a paragraph.
  - It adds or inserts a paragraph or paragraphs.
36. What is a secondary amendment? (p. 49)
- An amendment to the amendment.
  - Voting down an amendment.
  - An amendment in the third degree.
37. An amendment must be: (p. 50)
- Offered when no business is pending.
  - Offered at the same time as the main motion.
  - Germane to the motion it amends.
38. The basic rule is after the group has voted that certain words shall or shall not be part of a motion: (pp. 50-51)
- An amendment to add more words can be offered.
  - Another amendment that raises the same question of content and effect cannot be offered.
  - An amendment to strike out and insert words is the only amendment that can be offered.

## Chapter 6: Postponing and Referring

39. If you want to put off taking a vote on a motion, you can: (p. 53)
- Make a brand-new motion on another topic.
  - Choose a committee to decide on the motion.
  - Make a motion to postpone to a certain time.
40. If you have a motion to postpone to a certain time pending: (p. 53)
- You can only debate whether or not to postpone.
  - You can continue debate whether or not the main motion is good.
  - It cannot be debated.
41. How long can a motion be postponed? (p. 54)
- Until the next regular meeting held by the third month following the present month.
  - Until the next regular meeting or the one following as long as it is within six months.
  - Only until the end of the current meeting.
42. The motion to send a motion to a committee for further study or redrafting is called the motion to: (p. 54)
- Postpone to a certain time.
  - Commit or refer.
  - Postpone indefinitely.
43. Which motion requires a majority vote? (p. 54)
- Commit or Refer.
  - Limit or Extend Limits of Debate.
  - Previous Question.
44. Which type of committee has continuing existence and function? (p. 54)
- All committees.
  - Special committee.
  - Standing committee.
45. Which type of committee is appointed for a specific task and goes out of existence when the task is completed? (p. 55)
- Special committee.
  - Standing committee.
  - All committees.
46. Which of the following statements is true about the motion to commit or refer? (p. 55)
- The motion to commit is not debatable, but it is amendable.
  - When the motion to commit is being considered, you may also debate the main motion.
  - The motion to commit is debatable and amendable.



47. How are standing committee members chosen? (pp. 55-56)
- The method is usually established in the bylaws of the organization.
  - The president always has the authority to choose committee members.
  - The board of directors always has the authority to choose committee members.
48. How are special committee members chosen? (p. 56)
- They are always appointed by the presiding officer.
  - They are always elected by the members in a meeting.
  - The method is included in the motion to commit if the bylaws are silent on the method.

## **Chapter 7: Changing our Minds**

49. Who may make the motion to reconsider? (p. 58)
- Any member.
  - A member who voted on the winning side.
  - A member who voted on the winning side or who didn't vote at all.
50. When can the motion to reconsider be made? (p. 59)
- On the same day, only if the original motion is made in a regular meeting.
  - On the same day or on the next day in regular meetings and in conventions.
  - On the same day or at the next meeting if it is a regular meeting.
51. What is the correct language to make the motion to reconsider? (p. 60)
- "We should reconsider the motion to hold a seminar in May."
  - "I move to reconsider the motion to hold a seminar in May."
  - "I move to reconsider the vote on the motion to hold a seminar in May. I voted for the motion."
52. If the motion to reconsider is adopted, what happens next? (p. 60)
- The vote on the original motion is taken immediately.
  - The original motion is back before the assembly just as it was before the original vote was taken.
  - The original motion is back before the assembly and it can be debated but not amended.
53. The motions to rescind or amend something previously adopted are like main motions, except: (p. 61)
- Previous notice must be given before they can be made.
  - A two-thirds vote is required to adopt them.
  - A two-thirds vote or a majority of the entire membership is required to adopt them if previous notice is not given.

54. The purpose of requiring previous notice for certain motions or actions is to: (p. 61)
- Force a two-thirds vote on an important motion.
  - Allow a vote to be taken up at the very same meeting as the notice is given.
  - Alert members ahead of time that a certain motion will be made.
55. Is it permitted to make a motion again if it was defeated during the current meeting? (p. 62)
- It can be made again later in the same meeting.
  - Once defeated, the motion can never be made again.
  - It can be made again at the next meeting.

## **Chapter 8: Voting**

56. More than half of the votes cast by persons entitled to vote, excluding blanks and abstentions, at a regularly called meeting is called: (p. 66)
- Majority vote.
  - Ballot vote.
  - Plurality vote.
57. What is a plurality vote? (p. 66)
- Half plus one of the members voting.
  - The largest number of votes when there are three or more alternatives.
  - The result of any vote.
58. In which of these circumstances is a two-thirds vote required? (p. 67)
- To close debate or extend limits of debate.
  - To adopt a main motion.
  - To refer to a committee.
59. To act on routine matters without putting the motion to a vote is called: (p. 68)
- Putting the question.
  - Point of order.
  - Unanimous consent.
60. When the phrase “a majority of the entire membership” is used, what does the phrase “the entire membership” mean? (p. 67)
- All members of the voting body, whether present or not.
  - All members of the voting body who are present.
  - All members of the voting body who are current on dues.

61. What does the chair say when seeking unanimous consent? (p. 68)
- Do you object to ... ?
  - Is there any objection to ... ?
  - Is it okay with everyone to... ?
62. When should a member refrain from voting? (p. 69)
- When he has not paid his dues.
  - When he has a direct personal or monetary interest not common to other members.
  - When he has proposed an idea and feels passionate about it.
63. Why should the chair appear to be impartial? (p. 69)
- So members will feel confident they will receive fair treatment.
  - So members will feel confident they elected the right chairman.
  - So members will feel confident the meeting will start and end on time.
64. When may the chair vote? (p. 69)
- At any time he or she chooses.
  - The chair can never vote.
  - When the vote is by ballot.
65. When a vote that requires a majority vote results in a tie: (p. 69)
- The motion is adopted.
  - The motion is lost.
  - The chair must vote to break the tie.
66. When a member reasonably doubts the announced result of a vote, he may (pp. 70-71)
- Complain to others that the chair is unfair.
  - Require the vote be retaken as a standing vote by calling out, "Division."
  - Not do anything because the chair has the right to rule on the vote.
67. What should the chair say to take a standing vote? (p. 71)
- "Everyone in favor, please stand up. (Pause) Everyone opposed, stand up."
  - "All those in favor, rise. (Count) All those opposed, rise. (Count)"
  - "Those in favor of the motion will rise. (Pause) Be seated. Those opposed will rise. (Pause) Be seated."
68. When may a vote by show of hands be taken? (p. 71)
- At any time.
  - Never.
  - In a small group.

69. When should a vote, other than a ballot vote, be counted? (pp. 71-72)
- All standing votes should be counted.
  - When a vote is retaken, it should be counted.
  - When the chair is uncertain about the results or when the group directs it.
70. When is a ballot vote conducted usually? (p. 74)
- In elections and when it is a close vote.
  - In elections and when it is desired to have a secret vote.
  - In elections and when there may be a conflict of interest.
71. What is the tellers' job? (p. 74)
- To distribute, collect, and count the ballots.
  - To count the ballots and announce the result.
  - To monitor the election and announce the result.
72. A tellers report for an election should contain the following information: (p. 75)
- Number of voters eligible to vote, the number of votes cast, and who won the election.
  - Number of votes cast and the names of those who won the election.
  - Number of votes, cast, number necessary for election, number of votes each person received.
73. Who announces who or what has won a ballot vote? (p. 75)
- The chairman of the nominating committee.
  - The president.
  - The chairman of the tellers.
74. What should be done if no one receives a majority of the votes in an election? (pp. 75-76)
- Take another ballot with all candidates on the ballot.
  - Drop the candidate with the lowest number of votes and take another ballot.
  - Declare the candidate with the most votes the winner.

## **Chapter 9: Nominations and Elections**

75. What are the two most common means of nominating candidates for office? (p. 78)
- Nominations from the floor and nominations by petition.
  - Nominations by nominating committee and nominations by ballot.
  - Nominations from the floor and nominations by nominating committee.
76. How are nominations from the floor made? (p. 78)
- A member calls out, "I nominate Mr. X."
  - A member is recognized by the chair and states, "I nominate Mr. X."
  - A member rises and states, "I nominate Mr. X." There must be a second.

77. How are nominations from the floor closed? (p. 78)
- a. A member must make a motion and the group votes on it.
  - b. The chair declares the nominations closed by saying, "Nominations are now closed."
  - c. The chair says, "Are there any further nominations? (Pause) If not, nominations are closed."
78. How should nominating committee members be chosen? (p. 78)
- a. By election.
  - b. Chosen by the president.
  - c. Chosen by the board of directors.
79. If there is only one candidate and the organization's bylaws require a ballot vote for an election: (p. 79)
- a. The chair may declare the nominee elected by acclamation.
  - b. The secretary may cast the electing ballot.
  - c. A ballot vote must be conducted.
80. Write-in votes may: (p. 79)
- a. Not be permitted under any circumstances.
  - b. Be cast for any eligible person.
  - c. Be cast only for persons who are nominated.
81. During an election, if a newly elected candidate is absent, when is the election final? (p. 80)
- a. When the chair announces the result if the candidate previously consented to serve.
  - b. When the chair notifies the candidate who previously consented to serve and he consents.
  - c. When all candidates are notified whether present or absent.
82. When does a candidate take office? (p. 80)
- a. As soon as the election becomes final unless the bylaws specify another time.
  - b. When he or she is installed unless the bylaws specify another time.
  - c. At the next meeting unless the bylaws specify another time.

## Chapter 10: Basic Types of Rules

83. Place the rules governing an assembly in order from highest to lowest, with the highest first and the lowest last. (p. 84)
- Law.
  - Corporate Charter.
  - Bylaws or Constitution.
  - Special Rules of Order.
  - Parliamentary Authority.
  - Standing Rules.
  - Custom.
84. If a federal, state, or local law conflicts with an organization's rules: (p. 84)
- a. The organization must go to court to resolve the issue.
  - b. The law supersedes any conflicting provision in the organization's rules.
  - c. The organization must follow its own rules.
85. The highest level of rules contained in a document of the organization is called: (p. 85)
- a. Special rules of order.
  - b. Bylaws.
  - c. Standing rules.
86. When a group needs to vary the rules from those in the parliamentary authority: (p. 86)
- a. It must amend its bylaws
  - b. It may adopt special rules
  - c. It may adopt standing rules
87. What are the rules relating to administrative details called? (p. 87)
- a. Standing rules.
  - b. Special rules.
  - c. Policies.
88. What should be done if a custom conflicts with a rule of the organization? (pp. 87-88)
- a. Follow the custom.
  - b. Follow the written rule.
  - c. The president must decide which one to follow.

## Chapter 11: Enforcing and suspending rules

89. Whose duty is it to make sure the rules are followed? (p. 90)
- The sergeant-at-arms.
  - The chair.
  - The members.
90. How does a member call attention to the chair when a rule is being violated? (p. 90)
- Stand, interrupt if necessary, and call out, "Point of order."
  - Stand, be recognized by the chair, and state, "Point of order."
  - Remain seated and call out, "Point of order."
91. What does the chair say when a point of order is raised? (p. 90)
- "Why are you interrupting the meeting?"
  - The chair says how the rule is or is not being broken.
  - "The member will state his point of order."
92. Who rules on a point of order? (p. 90)
- The assembly.
  - The board of directors.
  - The chair.
93. What can you do if you disagree with a ruling by the chair? (p. 90)
- Appeal to the group as a whole.
  - You must abide by the chair's ruling.
  - Move to suspend the rules.
94. How is a debatable appeal handled? (p. 90)
- The chair may speak twice in debate, but members may only speak once.
  - The chair may not speak and members may speak twice in debate.
  - The chair and the members may both speak twice.
95. What does the chair say to put an appeal to the vote? (p. 91)
- "All in favor of the appeal, say aye. (Pause) Those opposed, say no."
  - "Shall the appeal of the member be sustained?"
  - "Shall the decision of the chair be sustained?"
96. What motion should you make when you want to do something the rules do not permit? (p. 93)
- Move to suspend the rules.
  - Move to appeal the decision of the chair.
  - Move to limit debate.

97. How does a member ask a question about the rules and how they apply? (p. 94)
- a. Make a request for information.
  - b. Make a parliamentary inquiry.
  - c. Make a point of order.
98. When may you interrupt a speaker for a parliamentary inquiry? (p. 94)
- a. At any time.
  - b. Never.
  - c. If your question requires immediate attention.
99. What do you say when you move to suspend the rules? (p. 94)
- a. "I move to suspend the rule that limits debate."
  - b. "I move to suspend the rules that only allow two speeches."
  - c. "I move to suspend the rule to let the member speak for a third time."
100. Who provides advice to the presiding officer on conducting the meeting according to the rules? (p. 95)
- a. The vice-president.
  - b. The secretary.
  - c. The parliamentarian.



## Answer Key

1. A	26. A	51. C	76. A
2. B	27. B	52. B	77. C
3. B	28. B	53. C	78. A
4. A	29. C	54. C	79. C
5. A	30. B	55. C	80. B
6. C	31. C	56. A	81. A
7. B	32. C	57. B	82. A
8. C	33. A	58. A	83. Law, Corporate Charter, Bylaws or Constitution, Special Rules of Order, Parliamentary Authority, Standing Rules, Custom
9. A	34. B	59. C	84. B
10. B	35. B	60. A	85. B
11. C	36. A	61. B	86. B
12. B	37. C	62. B	87. A
13. B	38. B	63. A	88. B
14. B	39. C	64. C	89. B
15. C	40. A	65. B	90. A
16. B	41. A	66. B	91. C
17. A	42. B	67. C	92. C
18. B	43. A	68. C	93. A
19. A	44. C	69. C	94. A
20. C	45. A	70. B	95. C
21. A	46. C	71. A	96. A
22. B	47. A	72. C	97. B
23. C	48. C	73. B	98. C
24. C	49. B	74. A	99. C
25. C	50. A	75. C	100. C