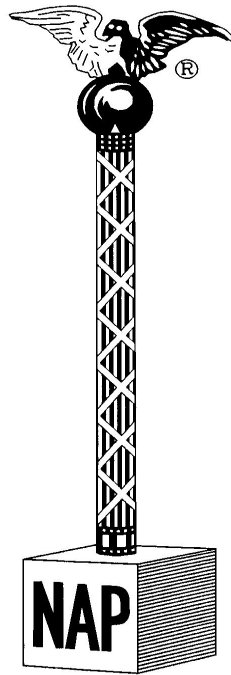


**NATIONAL ASSOCIATION
OF
PARLIAMENTARIANS®**



**STUDY QUESTIONS
FOR THE
NAP
MEMBERSHIP
EXAMINATION**

NAP VISION STATEMENT

NAP's vision is to provide parliamentary leadership to the world.

INTRODUCTION

Membership in the National Association of Parliamentarians (NAP) is open to individuals who demonstrate their continued interest in the study and practical use of parliamentary law as defined in the current edition of *Robert's Rules of Order Newly Revised* (RONR) by Henry M. Robert.

This *demonstration of interest* is evidenced by successful completion of the NAP membership examination. These 300 study questions cover the basic points of parliamentary procedure considered necessary for an individual to participate effectively in an organization.

The examination consists of 100 questions randomly selected from these 300 study questions. Most of the study questions are taken from the first 126 pages of RONR (11th ed.) and tinted pages (TP) 4-29. However, to include information on minutes and committees, 28 questions were taken from pages 134, 162, 183, 207-210, 234, 270, 287, 299, 413, 468-475, 490-505, and 627. This makes a total of 164 pages (out of over 700 pages of RONR) to be studied in preparing for the examination. Another valuable resource is *Robert's Rules of Order Newly Revised In Brief* (2nd ed.).

Numbers located next to questions throughout this document refer to corresponding page numbers in RONR (11th ed.).

A grade of 70% is necessary for successful completion of the examination.

These study questions became effective September 1, 2012. Examinations after that date will consist of 100 questions from these new study questions. Additional copies of the study questions and NAP membership application forms may be obtained from

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
213 South Main Street
Independence, Missouri 64050-3808
PH: (816) 833-3892 FAX: (816) 833-3893
Toll Free: (888) NAP-2929
E-mail: hq@nap2.org
<http://parliamentarians.org>

NAP has many competent teachers of parliamentary procedure. To locate one near you, please contact NAP headquarters at the above address.

Good luck in your quest for greater knowledge and expertise in the field of parliamentary procedure. We look forward to welcoming many new members into the ranks of those who care about the democratic principles that form the cornerstone of our American democracy.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Membership & Registration Examiners Committee 2011-2013
Nancy S. Dauster, PRP
Rochester A. Baker, PRP
Alverta L. Harty
Corwyn D. Hopke, MS, DDS, PRP
Sharon Y. Reed, PRP
John H. Rempel, MD, PRP
Patricia M. Reymann, PRP
Maurice S. Henderson, PRP, ex-officio

CONTENTS

Instructions.....	4
Parliamentary Terms	4
Deliberative Assembly and Its Rules	5
Conduct of Business.....	8
Handling a Motion	10
Motions	14
Meetings and Sessions	20
Minutes.....	21
Committees	22
Answer Key.....	24

© 2012 NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
213 South Main Street
Independence, Missouri 64050-3808
PH: (816) 833-3892
FAX: (816) 833-3893
Toll free: (888) NAP-2929
E-mail: hq@nap2.org
<http://parliamentarians.org>

All rights reserved. No part may be reproduced in any form without permission from NATIONAL ASSOCIATION OF PARLIAMENTARIANS®. Study Questions for the NAP Membership Examination.
Ninth Edition, November 2012
Printed in the United States of America

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
STUDY QUESTIONS
for the
One Hundred Question Membership Examination
based on
Robert's Rules of Order Newly Revised (11th Edition)

INSTRUCTIONS

The following instructions are included as a part of every examination:

- A. **TAKE YOUR TIME. READ ALL PARTS OF EACH QUESTION BEFORE ANSWERING.**
- B. Pen or pencil may be used.
- C. A blank sheet of paper may be used to jot down items from memory as an aid in taking the examination. This piece of paper is to be given to the monitor upon completion of the exam.
- D. Other than notes made from memory, no other aid may be used in taking the exam.
- E. The monitor is not to see the questions on the exam or give assistance of any kind.
- F. **When finished, check to be sure that you have answered every question.** Replace the examination papers in the envelope provided. Give the scratch paper to the monitor. Complete the applicant portion of the Certification Form and place it in the envelope with the examination papers. Seal the envelope and hand it to the monitor who will mail it the same day or as soon as reasonably possible.

STUDY QUESTIONS

The examination consists of 100 questions, randomly selected from the following 300 study questions.

PARLIAMENTARY TERMS

MATCHING. Match each term in Column A with a meaning in Column B by placing the letters from Column B in the proper blank spaces in Column A.

Group 1

	<u>Column A</u>	<u>Page</u>	<u>Column B</u>
1.	_____ Adjourn	68	A. Accept/agree
2.	_____ Adopt	124	B. Administrative body
3.	_____ Agenda	27	C. Close the meeting
4.	_____ Amend	63	D. Modify wording or meaning
5.	_____ Appeal	70	E. Affirmative voice vote
6.	_____ Aye	45	F. Send to a committee
7.	_____ Board	8-9	G. Assembly of delegates
8.	_____ Bylaws	12	H. Basic rules of a society
9.	_____ Commit or Refer	63	I. Members question chair's ruling
10.	_____ Convention	7	J. Order of business

Group 2

	<u>Column A</u>	<u>Page</u>	<u>Column B</u>
11.	_____ Debate	29	A. Single official gathering
12.	_____ Executive session	95	B. More than half of votes cast
13.	_____ Incidental motions	69	C. Introduces business to the assembly
14.	_____ Lay on the Table	64	D. Unorganized group
15.	_____ Main Motion	27	E. Deal with questions of procedure
16.	_____ Majority vote	4	F. Proceedings are secret
17.	_____ Mass meeting	5	G. Set main motion aside temporarily
18.	_____ Meeting	81	H. Written record of the proceedings
19.	_____ Minutes	22	I. Discussion of merits of pending question
20.	_____ Motion	27	J. Formal proposal to take action

Group 3

21.	_____ Request for Information	72	A. Call for enforcement of rules
22.	_____ Point of Order	70	B. Close debate
23.	_____ Postpone Definitely	64	C. Inquiry as to facts
24.	_____ Postpone Indefinitely	63	D. Make valid action already taken
25.	_____ Precedence	60	E. Short intermission
26.	_____ Previous Question	64	F. Members required to transact business
27.	_____ Pro tem	88	G. Postpone to a certain time
28.	_____ Quorum	21	H. Rank
29.	_____ Ratify	125	I. Dispose of the question without a direct vote
30.	_____ Recess	82	J. Temporary

Group 4

31.	_____ Regular meeting	89	A. Resume consideration of a main motion
32.	_____ Rescind	77	B. No opposition
33.	_____ Second	35	C. Person presiding
34.	_____ Secretary	22	D. Constituted to perform a continuing function
35.	_____ State the question	37	E. Place the motion before the assembly
36.	_____ Standing committee	490	F. Agreement that motion be considered
37.	_____ Take from the Table	75-76	G. Periodic business meeting
38.	_____ The chair	22	H. Recording officer of an assembly
39.	_____ Unanimous consent	54	I. Voice vote
40.	_____ Viva voce	44	J. Repeal

DELIBERATIVE ASSEMBLY AND ITS RULES

RONR (11th ed.), p. 1-19, 97-99

MATCHING. Arrange the rules of an assembly or organization, in their ranking order by placing the letters in Column B in the appropriate spaces in Column A, with (1) being the highest.

	<u>Column A</u>	<u>Column B</u>	11-19
41.	(1) _____	A. Corporate Charter	
42.	(2) _____	B. Rules of Order	
43.	(3) _____	C. Constitution/Bylaws	
44.	(4) _____	D. Standing Rules	
45.	(5) _____	E. Custom	

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

46. Members of an assembly 3
a. may attend meetings, make motions, debate, and vote.
b. may vote only if their dues are paid.
c. are required to vote.
47. The actions of any deliberative assembly are subject to 3-4
a. change by a majority vote.
b. approval of the parent organization.
c. the bylaws & other rules of its organization plus all applicable procedural laws.
48. The basic principle of decision in a deliberative assembly is that 4
a. a motion must be adopted by a two-thirds vote.
b. a motion must be adopted by a majority vote.
c. a motion must be adopted by a counted vote.
49. When a decision is to be based on more than a majority vote, a common requirement is a 4
a. two-thirds vote and/or previous notice.
b. show of hands.
c. ballot vote.
50. Two forms of a deliberative assembly are 5
a. standing and special committees.
b. committee of the whole and mass meeting.
c. convention and board.
51. According to RONR and most state statutes, electronic meetings 97-99
a. may be conducted by committees or small boards.
b. may be conducted if provided for in the bylaws, everyone can hear each other at the same time and additional rules are advisable.
c. may be provided for in the bylaws.
52. Admittance to a mass meeting 5
a. is the same as an open forum.
b. depends on whether or not a person is a member.
c. may be limited to the invited category.
53. The local assembly of an organized society is limited to persons who 6
a. have paid their dues by the deadline date.
b. are charter members.
c. are recorded on the rolls as voting members in good standing.
54. The bylaws of an organized local society usually provide that it shall hold 6
a. a certain number of special meetings each year.
b. regular meetings at stated intervals.
c. adjourned meetings on a regular basis.
55. Large boards 9
a. follow parliamentary procedure to a lesser degree than does the average deliberative assembly.
b. generally follow parliamentary procedure the same as any assembly.
c. establish their own rules of procedure apart from the larger body.

56. The corporate charter should contain only 11
- a. the name and object.
 - b. the name, object, and qualifications for membership.
 - c. what is necessary to obtain it and to obtain the desired status under the law.
57. The constitution or bylaws of a society should contain 12
- a. rules that may be suspended.
 - b. the rules necessary to conduct a meeting of an organization.
 - c. its own basic rules relating principally to itself as an organization.
58. Except for the corporate charter, the highest body of rules in a society is the 14
- a. bylaws.
 - b. parliamentary authority of the society.
 - c. standing rules.
59. The term rules of order refers to 15
- a. the bylaws.
 - b. the written rules of parliamentary procedure adopted by an assembly or organization.
 - c. the constitution.
60. Standing rules, except in the case of conventions, are 18
- a. generally adopted at the time a society is organized.
 - b. related to parliamentary procedure.
 - c. related to the details of the administration of a society.
61. A custom of an organization 19
- a. falls to the ground if a conflict with a written rule is raised by a *Point of Order*.
 - b. takes precedence over any standing rules.
 - c. is treated as if it were prescribed in the bylaws.

TRUE or FALSE. Circle **T** if the statement is true or **F** if it is false.

- T F 62. A two-thirds vote means two-thirds of those present and voting. 4
- T F 63. A series of meetings leading up to the organization of a society are in the nature of Mass meetings. 6
- T F 64. The bylaws of a local organized society should establish a procedure for calling special meetings. 6
- T F 65. While a board may or may not function autonomously, its operation is determined by responsibilities and powers delegated to it or conferred on it by the authority outside itself. 9
- T F 66. If a society has a corporate charter, it is not necessary to have a constitution or bylaws. 11-12

CONDUCT OF BUSINESS
RONR (11th ed.), p. 19–31, 38, 48, 162, 627

MATCHING. Arrange the items of business in Column B in their proper order by placing the letters in Column B in the appropriate spaces in Column A.

	<u>Column A</u>	<u>Column B</u>	
67.	(1) _____	A. Reports of Special Committees	26
68.	(2) _____	B. Special Orders	
69.	(3) _____	C. Reading and Approval of Minutes	
70.	(4) _____	D. Unfinished Business and General Orders	
71.	(5) _____	E. New Business	
72.	(6) _____	F. Reports of Officers, Boards and Standing Committees	

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

73. The quorum of an assembly 21
a. is the largest number that can be depended on to attend any meeting.
b. is two-thirds of the members present at the meeting.
c. is the minimum number of members who must be present for business to be validly transacted.
74. In the absence of a provision in the bylaws, the quorum of an organized society is 21
a. a majority of the entire membership.
b. the number most likely to attend a meeting except in bad weather.
c. a majority of those answering roll call.
75. The minimum essential officers for the conduct of business are 22
a. a presiding officer and secretary or clerk.
b. a president, secretary and treasurer.
c. the president and the treasurer.
76. The chair's announcement of the result of the vote should include 48
a. the motion is adopted (or lost) and the effect of the vote.
b. the ayes (or noes) have it. Is there any further business?
c. the ayes (or noes) have it, the motion is adopted (or lost) and the effect of the vote.
77. A "friendly amendment" 162
a. only needs to be accepted by the maker of the motion.
b. needs to be accepted by the maker of the motion and the chair.
c. must be adopted by the body, either by vote or unanimous consent.
78. A proper way to begin the debate process is for the chair to say 38
a. "Is there any discussion?"
b. "Debate is now in order."
c. "Is there any debate?"
79. Sessions of permanently organized bodies usually follow 25
a. the order of business decided upon immediately after the opening.
b. an established order of business.
c. the order of business determined by the presiding officer.

80. Calling a meeting to order is 26n
 a. not a part of the order of business.
 b. the first item of business.
 c. done by the secretary.
81. In the standard order of business the reports of officers are presented 26
 a. immediately before new business.
 b. only as time allows.
 c. immediately after approval of the minutes.
82. Reports of officers are commonly presented 627
 a. in the order in which the officers are listed in the bylaws.
 b. by the president, vice-president, secretary, and treasurer.
 c. by the treasurer, secretary, and president.
83. The *main motion* is one that 27
 a. brings business before the assembly.
 b. can be made while another motion is pending.
 c. has the highest rank.
84. Before a member in an assembly can speak in debate he must 29
 a. have paid the dues required by the organization.
 b. get the attention of the chair by raising his hand.
 c. obtain the floor.
85. A person who is not the first to rise and address the chair may be given preference in being recognized if 31
 a. the chair knows and approves of his position on a question.
 b. he asks for preferential treatment because of another engagement.
 c. he is the maker of the motion and has not spoken to the question.
86. If the chair makes a mistake in assigning the floor, a member may 31
 a. *Raise a Question of Privilege*.
 b. raise a *Point of Order*.
 c. immediately ask the assembly to *ratify* the action taken.

TRUE or FALSE. Circle **T** if the statement is true or **F** if it is false.

- T F 87. The minimum number of members who must be present at the meetings of a deliberative assembly for business to be validly transacted is the quorum of the assembly. 21
- T F 88. The quorum should be fixed at the number of members who can reasonably be expected to attend the meeting. 21
- T F 89. In meetings of a convention, unless the bylaws of the organization provide otherwise, the quorum is a majority of the delegates who have been registered at the convention. 21
- T F 90. In a mass meeting the quorum consists of those who attend the meeting. 21
- T F 91. Even in a small meeting, the presiding officer should not be addressed or referred to by name. 23
- T F 92. The presiding officer of an assembly always stands when calling the meeting to order. 25
- T F 93. The first item of business at a regular meeting is the report of officers. 26

- T F 94. The order of business in a convention is usually known as the program or agenda. 27
- T F 95. A member in an assembly may make a *main motion* or speak in debate without obtaining the floor. 29
- T F 96. A member can establish prior claim to the floor by rising just before it has been yielded. 30

HANDLING A MOTION
RONR (11th ed.), p. 32–56, 105

MATCHING. Arrange the steps in handling a motion in their proper order by placing the letters in Column B in the appropriate spaces in Column A.

- | | <u>Column A</u> | <u>Column B</u> | |
|------|-----------------|---------------------------------------|-------|
| 97. | (1) _____ | A. Chair announces result of vote. | 32-42 |
| 98. | (2) _____ | B. Chair takes vote. | |
| 99. | (3) _____ | C. Member makes a motion. | |
| 100. | (4) _____ | D. Another member seconds the motion. | |
| 101. | (5) _____ | E. Members debate the question. | |
| 102. | (6) _____ | F. Chair states the question. | |

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

103. Motions are brought before the assembly by these three steps, a member 32
- a. rises, addresses the chair, and makes a motion.
 - b. addresses the chair and makes a motion; then the chair states the question.
 - c. makes a motion, another member seconds it, and the chair states the question.
104. A proper way to present a simple main motion is to say 33
- a. “I make a motion....”
 - b. “I motion to....”
 - c. “I move that....”
105. As soon as a member has made a motion, he 34
- a. resumes his seat.
 - b. remains standing, knowing that he will be recognized first.
 - c. remains standing in case any member wishes to suggest a change in the motion.
106. When a member is unsure of the proper wording of a motion he 34
- a. may ask another member for help.
 - b. may seek assistance from the chair.
 - c. will be asked to yield the floor while he composes the motion.
107. The seconder of a motion 35
- a. should always stand and give his name.
 - b. need not obtain the floor.
 - c. does so only after being recognized.

108. The purpose of a second is 36
- a. for the chair’s guidance as to whether the chair should state the question on the motion, thus placing it before the assembly.
 - b. for the assembly’s guidance to ensure that more than one person is in favor of the motion.
 - c. ensure that the record is clear who wanted to consider the particular motion.
109. The lack of a second has become immaterial 37
- a. after the chair has stated the question.
 - b. after debate has begun.
 - c. when the maker of the motion asks for permission to withdraw it.
110. A motion is open to debate when 37
- a. the motion is seconded.
 - b. the motion has been stated by the chair.
 - c. a member has made the motion.
111. When a proper motion has been made and seconded, the chair places it before the assembly by 37
- a. putting the question.
 - b. stating the question.
 - c. having the motion repeated by the maker of the motion.
112. A proper way to state the question on a main motion is to say 37
- a. “It has been moved and seconded that [or ‘to’]...[repeating the motion].
 - b. “The question is on the motion [or ‘to’]...[repeating the motion].
 - c. “It is moved and seconded that [or ‘to’]...[repeating the motion].
113. If a member makes a motion that is not in order 39
- a. he should be ruled out of order by the chair.
 - b. it is accepted by the chair unless another member objects.
 - c. the chair may suggest an alternate motion which would be in order.
114. A motion is recorded in the minutes as 44
- a. it was stated by the maker.
 - b. the wording was improved by the chairman.
 - c. it was put by the chair finally before being voted on by the assembly.
115. The maker of a motion 42
- a. has the right to speak first in debate on the motion.
 - b. must speak first in debate.
 - c. may assign his right to speak first to another member.
116. Debate on a question must 43
- a. be confined to the merits of the pending question and any amendments.
 - b. last no longer than ten minutes.
 - c. be confined to the merits of the pending question.
117. Unless there is a rule to the contrary, a member may speak 43
- a. twice during the same day.
 - b. twice on the same question on the same day.
 - c. once during the same day.
118. In putting a question to a vote, the chair should usually call for 45
- a. the affirmative and negative votes and then for any abstentions.
 - b. abstentions first.
 - c. the affirmative and negative votes.

119. Any member has the right to 52
- require that a voice vote be retaken as a rising vote when there is some doubt as to which side prevailed.
 - question the voice vote under any circumstances.
 - demand a counted vote.
120. The chair exercises his right to vote 53-54
- at all times.
 - only when the vote is by secret ballot or when his vote would affect the outcome.
 - only when he feels strongly about a question.
121. If there is a tie vote on a *main motion*, the result is 53-54
- the motion is lost.
 - the vote is taken again.
 - the chair must vote to break the tie.

TRUE or FALSE. Circle **T** if the sentence is correct or **F** if it is false.

- T F 122. The making and seconding of a motion places it before the assembly. 32
- T F 123. If the assembly decides to do what a motion proposes, it adopts the motion, or the motion is carried. 32
- T F 124. To make a *main motion*, a member must obtain the floor when no other question is pending. 33
- T F 125. A long and complicated motion, or a resolution, should be prepared in advance and put in writing. 33
- T F 126. A motion put in writing and delivered to the chair must be read by the author of the motion. 33
- T F 127. A motion made by direction of a board or committee of more than one person requires no second from the floor. 36
- T F 128. When a member seconds a motion it means that he favors the motion. 36
- T F 129. To abstain means not to vote at all. 45
- T F 130. The member who seconds a motion does not have to agree with the motion and may in fact vote against it. 36
- T F 131. After debate has begun the lack of a second has become immaterial. 37
- T F 132. The chair may ask the secretary to read a resolution rather than doing so himself. 38
- T F 133. A resolution, because of its length or complexity, is not considered as a *Main Motion*. 105
- T F 134. With some exceptions, the chair must state the question on a motion immediately after it has been made and seconded. 39
- T F 135. If a motion is out of order the chair should say, "You are out of order." 39
- T F 136. If the chair rules that a motion is out of order, his decision is subject to an appeal. 39

T F	137. The maker of a motion can withdraw it before it is stated by the chair.	40
T F	138. The maker of a motion has the right to speak first on the question.	42
T F	139. With the permission of the chair, a member may speak longer than permitted by the rules of the body.	43
T F	140. In debate, members should refer to officers only by title and should avoid the mention of other members' names as much as possible.	43
T F	141. Members must never attack or make any allusion to the motives of members.	43
T F	142. The presiding officer may enter into debate on all motions.	43
T F	143. During debate a member must confine remarks to the pending question and avoid personalities.	43
T F	144. A vote by voice is the regular method of voting on any motion that does not require more than a majority for its adoption.	45
T F	145. The chair need not ask for the negative vote when the affirmative vote sounds loud enough.	45
T F	146. If a rising vote remains inconclusive, the chair or the assembly can order the vote to be counted.	47
T F	147. The chair's announcement of the result of a counted vote should include the number of votes on each side, whether the motion is adopted or lost, and the effect of the vote.	48
T F	148. A member has the right to require that a voice vote be retaken as a rising vote, even when there is no reasonable doubt of the result of the voice vote.	52
T F	149. <i>Unanimous consent</i> satisfies the requirement of a 2/3 vote.	56
T F	150. A call for " <i>Division</i> " immediately after a voice vote is a demand for a rising vote.	51
T F	151. A member must be assigned the floor before the member can second a motion.	35
T F	152. The use of the <i>unanimous consent</i> procedure is appropriate when it is believed that there is no minority to protect.	54

MOTIONS

RONR (11th ed.), p. 58–75, 100–126, 134, 270, 413; Tinted Pages 4–29

MATCHING. Arrange the ranking motions listed in Column B in their proper order on the appropriate blank line of Column A. The lowest ranking motion is the main motion, which is number (13).

	<u>Column A</u>	<u>Column B</u>	
153.	Highest _____	<i>Postpone to a Certain Time (Definitely)</i>	64
154.	(2) _____	<i>Lay on the Table</i>	64
155.	(3) _____	<i>Postpone Indefinitely</i>	63
156.	(4) _____	<i>Adjourn</i>	68
157.	(5) _____	<i>Amend</i>	63
158.	(6) _____	<i>Fix the Time to Which to Adjourn</i>	68
159.	(7) _____	<i>Recess</i>	67
160.	(8) _____	<i>Raise a Question of Privilege</i>	67
161.	(9) _____	<i>Commit (or Refer)</i>	63
162.	(10) _____	<i>Previous Question</i>	64
163.	(11) _____	<i>Call for the Orders of the Day</i>	67
164.	(12) _____	<i>Limit or Extend Limits of Debate</i>	64
	Lowest <u>Main Motion</u>		

FILL-IN. Indicate the vote (or action) usually required for each motion listed in Column A by placing the appropriate number or letter in the spaces directly opposite in Column B. Use the following for these answers: 2/3 = two-thirds vote; M = majority vote; C = chair rules.

RONR (11th ed.), Tinted Pages 6-9 and 12-25

	<u>Column A</u>	<u>Column B</u>
165.	<i>Postpone to a Certain Time (Definitely)</i>	_____
166.	<i>Lay on the Table</i>	_____
167.	<i>Main Motion</i>	_____
168.	<i>Postpone Indefinitely</i>	_____
169.	<i>Adjourn</i>	_____
170.	<i>Amend</i>	_____
171.	<i>Fix the Time to Which to Adjourn</i>	_____
172.	<i>Recess</i>	_____
173.	<i>Raise a Question of Privilege</i>	_____
174.	<i>Commit or (Refer)</i>	_____
175.	<i>Previous Question</i>	_____
176.	<i>Call for the Orders of the Day</i>	_____
177.	<i>Limit or Extend Limits of Debate</i>	_____

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

178. The basic form of motion by which business is introduced is 100
- a. a *subsidiary motion*.
 - b. an *incidental motion*.
 - c. a *main motion*.
179. The classes of motions that together are called *secondary* motions are the 59-60
- a. *main* motion, the *subsidiary* motions, and the *privileged* motions.
 - b. *subsidiary* motions, the *privileged* motions and the *incidental* motions.
 - c. *privileged* motions, the *incidental* motions, and the *motions that bring a question again before the assembly*.

180. A *secondary* motion must be acted upon or disposed of before 59-60
- a *main motion* is in order.
 - an *incidental* motion is in order.
 - direct consideration of the *main motion* can be continued.
181. The lowest ranking motion is 61
- Postpone Indefinitely*.
 - Main Motion*.
 - Fix the Time to Which to Adjourn*.
182. *Subsidiary* motions 62
- assist the assembly in disposing of a *main motion*.
 - are of higher rank than *incidental* motions.
 - are all debatable.
183. In a series of motions where all are pending and in order, which of the following would be voted on first? 64
- Previous Question*
 - Limit or Extend Limits of Debate*
 - Postpone Indefinitely*
184. A motion to *Postpone Indefinitely* is used when a member wishes to 126
- postpone the motion to the next meeting.
 - postpone the motion to a later time.
 - kill the main motion and avoid a direct vote on the question.
185. The motion *Amend* 63
- may be applied to any *subsidiary* motion.
 - modifies or clarifies the meaning of a pending motion before the pending motion itself is acted upon.
 - is out of order if the motion to *Postpone Indefinitely* is pending.
186. The three basic processes of amendment are 134
- insert or add, strike out, strike out and insert.
 - add, strike out and insert, substitute.
 - add, insert, strike out.
187. The motion to *Commit or Refer* 63
- is not debatable.
 - sends the *main motion* to a committee for study.
 - is not amendable.
188. To delay consideration of the *main motion* until the next regular meeting a member would move to 64
- Lay on the Table*.
 - Postpone Indefinitely*.
 - Postpone to a Certain Time*.
189. To reduce the time for debate, a member would move to 64
- Postpone Indefinitely*.
 - Object to the Consideration of a Question*.
 - Limit or Extend Limits of Debate*.

190. With a main motion pending and a motion to *Amend* being debated, which of the following motions would be out of order? 63
- Lay on the Table*
 - Limit or Extend Limits of Debate*
 - Postpone Indefinitely*
191. To consider a motion later in the same meeting, a member may move to 64
- object to the consideration of the question.
 - postpone the matter to a certain time.
 - postpone the matter indefinitely.
192. When a member wishes to have the pending matter given special study, what does the member do? 63
- Move to *Lay on the Table*
 - Move to *Postpone to a Certain Time*
 - Move to *Refer* to a committee
193. If a member wishes to propose a change in a pending question, which motion is used? 63
- Amend*
 - Refer* to a committee
 - Postpone to a Certain Time*
194. When a member wishes to bring a pending question to an immediate vote, he should 64
- rise to a *Question of Privilege*.
 - move to *Refer* the question.
 - move the *Previous Question*.
195. To put a motion aside temporarily when something else of immediate urgency has arisen a member should 64
- rise to a *Point of Order*.
 - move to *Lay on the Table*.
 - move to *Postpone Indefinitely*.
196. A subsidiary motion can be applied to any 64
- main* motion.
 - privileged* motion.
 - incidental* motion.
197. A motion to *Lay on the Table* takes precedence over 64
- other *subsidiary* motions
 - the motion to *Take from the Table*.
 - all *privileged* motions.
198. When the privileged motion to *Adjourn* is pending, the motion to 68
- Lay on the Table* is in order.
 - Limit or Extend Limits of Debate* is in order.
 - Fix the Time to Which to Adjourn* is in order.
199. When a motion to *Recess* is made while another motion is pending, it is 67
- a *privileged* motion.
 - an *incidental main* motion.
 - an *incidental* motion.

200. The effect of the adoption of the motion to *Fix the Time to Which to Adjourn* is to establish 68, 93-94
- a. a special meeting.
 - b. a regular meeting.
 - c. an adjourned meeting.
201. *Incidental* motions 69
- a. usually deal with questions of procedure arising out of another pending motion.
 - b. are not in order when another has the floor.
 - c. have rank.
202. Most *incidental* motions 69
- a. are debatable.
 - b. are not debatable.
 - c. need not be seconded.
203. If a member does not want an original main motion even discussed at a meeting, he can 70
- a. move to *Postpone Indefinitely*.
 - b. raise an *Objection to the Consideration of the Question*.
 - c. rise to a *Question of Privilege*.
204. When a motion is made up of two parts of a single subject capable of standing as separate questions, a member may request that the parts be considered and voted on as if they were distinct questions by making the motion: 270
- a. for *Division of the Question*.
 - b. to *Amend* the motion by striking out one of the parts.
 - c. to *Postpone to a Certain Time* one of the parts.
205. A single member can require a 71
- a. counted vote.
 - b. standing vote.
 - c. ballot vote.
206. A *Request to be Excused from a Duty* is 71-72
- a. a *privileged* motion.
 - b. a *subsidiary* motion.
 - c. an *incidental* motion.
207. To change what the assembly has adopted requires 75
- a. something more than was necessary to adopt it in the first place.
 - b. that the action take place before the end of the next regular meeting.
 - c. previous notice and two-thirds vote.
208. A short intermission in a meeting is 67
- a. a break.
 - b. a recess.
 - c. an adjournment.
209. An *incidental main motion* 101
- a. relates to the business of the assembly, or its past or future action.
 - b. is incidental to the pending question.
 - c. must be germane to the *original main motion*.
210. All *subsidiary* motions can be applied to an 103
- a. *original* or *incidental main motion*.
 - b. *original main motion* only.
 - c. *incidental main motion* only.

211. A *main motion* is still within the control of the assembly after 112
- rejection by a negative vote.
 - it has been laid on the table.
 - adoption.
212. If it appears that a motion will require time or study to perfect, it would be appropriate for 115
- a member to make a motion to
- Postpone Indefinitely*.
 - Commit*.
 - Postpone Definitely*.
213. When a *main motion*, an amendment and a motion to postpone the pending question to a 117
- certain time are pending, the first vote is taken on
- the motion to *Postpone to a Certain Time*.
 - the amendment.
 - the *main motion*.
214. The vote required to adopt the motion *Limit or Extend Limits of Debate* is TP 12-13
- a majority vote. TP 14-15
 - a two-thirds vote.
 - the request or call of one member.

TRUE or FALSE, Circle **T** if the sentence is true or **F** if it is false.

- T F 215. A motion refers to a formal proposal by a member, in a meeting, that the assembly 58
- take certain action.
- T F 216. *Incidental* motions have no rank among themselves. 62
- T F 217. An *incidental* motion, when in order, takes precedence over any motion that is 62
- pending.
- T F 218. *Incidental main motions* and *original main motions* differ principally in the vote 62
- necessary for adoption.
- T F 219. Modifications of the normal limits of debate on a pending motion are proposed by 64
- the motion to *Limit or Extend Limits of Debate*.
- T F 220. If the assembly desires to consider a *main motion* later in the same meeting or at 64
- another meeting, a member can move to *Postpone Indefinitely*.
- T F 221. *Previous Question* is the motion used to bring the assembly to an immediate vote on 64
- one or more pending questions.
- T F 222. The *subsidiary* motion *Previous Question* is adopted by a two-thirds vote. TP 22-23
- T F 223. It is not in order to move the *Previous Question* when a motion to *Lay on the Table* 64
- is pending.
- T F 224. The motion to *Lay on the Table* is a *privileged* motion. 64
- T F 225. The motion to *Lay on the Table* is adopted by a two-thirds vote. TP 18-19
- T F 226. A *subsidiary* motion is always applied to another motion. 64
- T F 227. *Subsidiary* motions assist the assembly in treating or disposing of a *main motion*. 62

T F	228. A <i>subsidiary</i> motion can be applied to any <i>main motion</i> .	64
T F	229. The motion <i>Amend</i> takes precedence over the motion to which it is applied.	65
T F	230. Whenever a vote is to be taken by ballot, it is in order to move that one person, for example, the secretary, cast the ballot of the assembly provided that it is adopted by a 2/3 vote.	413
T F	231. If the adopted program is not being followed, a single member can require that such a schedule be enforced.	67
T F	232. A member can <i>Raise a Question if Privilege</i> to interrupt pending business.	67
T F	233. A member can propose a short intermission by moving to <i>Recess</i> .	67
T F	234. When no business is pending, a member can propose to close the meeting entirely by moving to <i>Adjourn</i> .	68
T F	235. The motion <i>Fix the Time to Which to Adjourn</i> is not in order when business is pending.	68
T F	236. The chair rules on all questions of parliamentary procedure affecting the assembly's proceedings.	70
T F	237. A motion to have a ballot vote is a <i>privileged</i> motion.	71
T F	238. In the consideration of a resolution having a preamble, the preamble is always amended last.	108
T F	239. Apart from a motion to <i>Rescind</i> or to <i>Amend Something Previously Adopted</i> no main motion is in order that conflicts with a motion previously adopted at any time and still in force.	111
T F	240. Any <i>main motion</i> that is in conflict with the bylaws is not in order.	111
T F	241. A <i>main motion</i> that has been rejected cannot be reintroduced at a later session.	111
T F	242. The maker of a motion can accept an informal change in the motion before the question has been stated by the chair.	114
T F	243. A member speaking in debate can urge rejection of the pending motion, saying that if it is defeated he will offer a different motion.	116
T F	244. If previous notice is given at a meeting, it must be in writing.	122
T F	245. The assembly can elect by voice even if the bylaws require a ballot vote.	125
T F	246. An assembly can <i>ratify</i> only such actions of its officers as it would have had the right to authorize in advance.	125

MEETINGS AND SESSIONS

RONR (11th ed.), p. 40, 82–96, 183, 207-210, 234, 287, 299

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

247. In cases where the next session will not be held until after more than a quarterly time interval has elapsed, the only means by which a question can go over to another session is by being 91
- a. referred to a committee.
 - b. postponed to a certain time.
 - c. laid on the table.
248. An adjourned meeting is 93
- a. one that has been dissolved.
 - b. the one after lunch.
 - c. a meeting in continuation of the session of the immediately preceding meeting.
249. In organizations that hold regular business meetings throughout the year, the minutes of the annual meeting should be read and approved at the next 94-95
- a. regular meeting.
 - b. annual meeting.
 - c. special meeting.
250. An executive session is any meeting or portion of a meeting 95
- a. open only to the officers of the organization.
 - b. at which the proceedings are secret.
 - c. presided over by the secretary of the organization.
251. A motion to go into executive session requires 95
- a. a majority vote and previous notice.
 - b. a majority vote.
 - c. previous notice.

TRUE or FALSE. Circle **T** if the statement is true or **F** if it is false.

- T F 252. A meeting is said to *stand at ease* if the chair, without objection, simply permits a brief pause, without a declaration of recess. 82
- T F 253. A *Recess* is a short intermission which does not end the meeting. 82
- T F 254. Under certain circumstances, the chair can declare a meeting adjourned without a motion. 86
- T F 255. It is sometimes proper to postpone a question beyond the next session. 87
- T F 256. A standing rule can be adopted by a majority vote at any session. 87
- T F 257. Bylaws require a majority vote for suspension. 88
- T F 258. A rejected *main motion* can be brought up a second time during the same session. 88
- T F 259. One session cannot interfere with the freedom of each new session to choose its own chairman pro tem except by an election held with previous notice. 88
- T F 260. Ordinary business is out of order at an annual meeting if an organization has regular meetings. 94

T F	261. The reason for special meetings is to deal with important matters between regular meetings.	91-92
T F	262. The only business that can be transacted at a special meeting is that which has been specified in the call of the meeting.	93
T F	263. Minutes must not be taken in executive session.	95-96
T F	264. The minutes of an executive session may be approved at any regular meeting	96
T F	265. The motion to postpone a question beyond the current session is out of order when an organization meets less often than quarterly.	183
T F	266. Calls of "Question!" by members from their seats require an immediate vote on the pending question if at least one person has spoken.	207
T F	267. The purpose of the motion to <i>Lay on the Table</i> is to immediately defeat or avoid dealing with a motion.	210
T F	268. The motion to close nominations is of sufficient high privilege that it can be made even if another member is seeking the floor to make a nomination.	287
T F	269. The motion to adjourn is always a privileged motion and undebatable.	234
T F	270. During debate a member has a fundamental right to read from any paper or books as part of the member's speech.	299
T F	271. The chair, on his own initiative, may require any main motion to be in writing before he states the question.	40
T F	272. The motion to adjourn until tomorrow is debatable.	234

MINUTES
RONR (11th ed.), p. 468-475

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

273.	The secretary records in the minutes	468
	a. what was said in the meeting.	
	b. the opinion of the secretary.	
	c. what was done in the meeting.	
274.	When a count has been ordered on a motion, the secretary records in the minutes	470
	a. the number of votes on each side.	
	b. only whether the motion was adopted or lost.	
	c. the votes on each side and abstentions.	
275.	The minutes of a special meeting are approved	473-474
	a. at the next special meeting.	
	b. at the next regular meeting.	
	c. at a special meeting called for such purpose.	

276. The chair asks for approval of the minutes in the following manner: 474
- a. “Are there any corrections to the minutes?”
 - b. “Are there any additions or corrections?”
 - c. “Are there any additions or deletions?”
277. When minutes are approved by a committee appointed for that purpose, the assembly 474-475
- a. can make additional corrections.
 - b. cannot require excerpts read from the minutes.
 - c. cannot change the minutes.
278. Corrections to minutes 475
- a. may be made only immediately after they are read to the assembly.
 - b. may never be made after being accepted by the assembly.
 - c. may be made at any time a mistake is discovered.

TRUE or FALSE. Circle **T** if the statement is true or **F** if it is false.

- T F 279. Minutes should record all main motions that were made or taken up except if 469
 withdrawn.
- T F 280. The name of the seconder should be included in the minutes. 470
- T F 281. Minutes should be signed using the phrase, “Respectfully submitted.” 471
- T F 282. By a majority vote, the reading of the minutes can be dispensed with—that is, not 474
 carried out at the regular time but must be approved at some later time.
- T F 283. If a draft of the minutes has been sent to all members in advance, it is presumed that 474
 the members have read them and the minutes are not read unless requested.
- T F 284. When the minutes are approved, the word *Approved*, with the secretary’s initials and 475
 date, should be written below them.

COMMITTEES

RONR (11th ed.), p. 36, 490–505

MULTIPLE CHOICE. Circle the letter to the left of the correct choice.

285. A special committee 492
- a. is on-going from administration to administration.
 - b. ceases to exist when it makes its final report.
 - c. is always created by the chair.
286. Any vacancy occurring on a committee is filled by 492
- a. the president.
 - b. the committee itself.
 - c. the appointing power.
287. When the bylaws provide that the president shall appoint all special committees 495
- a. this power does not transfer to the chair if someone else is presiding.
 - b. a vote is taken on the appointees of special committees.
 - c. appointment may not be delayed until after adjournment.

288. A committee can appoint subcommittees, which report to the 497
- a. assembly.
 - b. committee.
 - c. board.
289. When the bylaws provide that the president shall be ex-officio a member of all 497
committees (except the audit and nominating committee):
- a. he votes last only when the vote has a bearing on the outcome.
 - b. he is counted in determining the number required for a quorum.
 - c. he has the right, but not the obligation, to participate in the proceedings of the committees.

TRUE or FALSE. Circle **T** if the statement is true or **F** if it is false.

- T F 290. When a committee is appointed “with power,” this means with power to take all 490
the steps necessary to carry out its instructions.
- T F 291. A standing committee is constituted to perform a continuing function. 490
- T F 292. The power to appoint a committee carries with it the power to appoint the chairman 492
and to fill any vacancy that may arise in the committee.
- T F 293. The person appointed first by the president is chairman of the committee. 494n
- T F 294. A committee report may contain how the committee undertook its work, facts 505
obtained, findings, and recommendations or resolutions.
- T F 295. When serving as an ex-officio member of a committee, the president may not vote 497
on motions.
- T F 296. The quorum in a committee is a majority of its membership unless the assembly 499-500
has prescribed a different quorum.
- T F 297. If the committee chairman fails to call a meeting, the committee must meet on the 499
call of any one of its members.
- T F 298. Motions to limit or close debate are not allowed in committee meetings. 500
- T F 299. During actual deliberations of the committee, only committee members have the 501
right to be present.
- T F 300. Motions made by direction of a board or duly appointed committee of the 36
assembly require a second, regardless of the size of the board or committee.

**NAP STUDY QUESTIONS 2012
ANSWER KEY**

1	C	51	b	101	B	151	F	201	a	251	b
2	A	52	c	102	A	152	T	202	b	252	T
3	J	53	c	103	c	153	Fix the Time to Which to Adjourn	203	b	253	T
4	D	54	b	104	c	154	Adjourn	204	a	254	T
5	I	55	b	105	a	155	Recess	205	b	255	F
6	E	56	c	106	b	156	Raise a Question of Privilege	206	c	256	T
7	B	57	c	107	b	157	Call for the Orders of the Day	207	a	257	F
8	H	58	a	108	a	158	Lay on the Table	208	b	258	F
9	F	59	b	109	b	159	Previous Question	209	a	259	T
10	G	60	c	110	b	160	Limit or Extend Limits of Debate	210	a	260	F
11	I	61	a	111	b	161	Postpone Definitely	211	b	261	T
12	F	62	T	112	c	162	Commit (or Refer)	212	b	262	T
13	E	63	T	113	c	163	Amend	213	a	263	F
14	G	64	T	114	c	164	Postpone Indefinitely	214	b	264	F
15	C	65	T	115	a	165	M	215	T	265	T
16	B	66	F	116	c	166	M	216	T	266	F
17	D	67	C	117	b	167	M	217	T	267	F
18	A	68	F	118	c	168	M	218	F	268	F
19	H	69	A	119	a	169	M	219	T	269	F
20	J	70	B	120	b	170	M	220	F	270	F
21	C	71	D	121	a	171	M	221	T	271	T
22	A	72	E	122	F	172	M	222	T	272	T
23	G	73	c	123	T	173	C	223	T	273	c
24	I	74	a	124	T	174	M	224	F	274	a
25	H	75	a	125	T	175	2/3	225	F	275	b
26	B	76	c	126	F	176	C	226	T	276	a
27	J	77	c	127	T	177	2/3	227	T	277	a
28	F	78	c	128	F	178	c	228	T	278	c
29	D	79	b	129	T	179	b	229	T	279	T
30	E	80	a	130	T	180	c	230	F	280	F
31	G	81	c	131	T	181	b	231	T	281	F
32	J	82	a	132	T	182	a	232	T	282	T
33	F	83	a	133	F	183	a	233	T	283	T
34	H	84	c	134	T	184	c	234	T	284	T
35	E	85	c	135	F	185	b	235	F	285	b
36	D	86	b	136	T	186	a	236	T	286	c
37	A	87	T	137	T	187	b	237	F	287	a
38	C	88	T	138	T	188	c	238	T	288	b
39	B	89	T	139	F	189	c	239	T	289	c
40	I	90	T	140	T	190	c	240	T	290	T
41	A	91	T	141	T	191	b	241	F	291	T
42	C	92	T	142	F	192	c	242	T	292	T
43	B	93	F	143	T	193	a	243	T	293	T
44	D	94	T	144	T	194	c	244	F	294	T
45	E	95	F	145	F	195	b	245	F	295	F
46	a	96	F	146	T	196	a	246	T	296	T
47	c	97	C	147	T	197	a	247	a	297	F
48	b	98	D	148	F	198	c	248	c	298	T
49	a	99	F	149	T	199	a	249	a	299	T
50	c	100	E	150	T	200	c	250	b	300	F