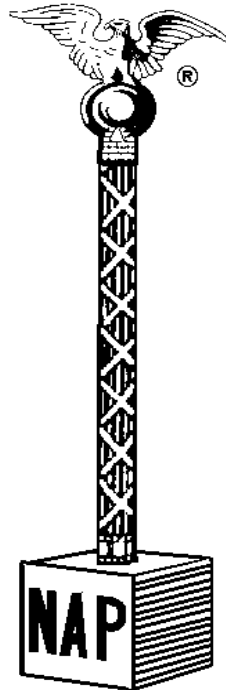


NATIONAL ASSOCIATION OF PARLIAMENTARIANS®



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 121 pages of RONR (10th ed.) and tinted pages (TP) 4-29. However, to include information on minutes and committees, 27 questions were taken from pages 135, 201, 451-458, 471-485, and 608. This makes a total of 175 pages (out of over 700 pages of RONR) to be studied in preparing for the examination.

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

These study questions will become effective on May 1, 2005. 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[®]
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Good luck in your quest for greater knowledge and expertise in the field of parliamentary law. 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[®]
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NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
STUDY QUESTIONS
 For The
 One Hundred Question Membership Examination
 Based On
Robert's Rules of Order Newly Revised, 10th 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	65	A. Accept/agree
2.	_____ Adopt	118	B. Administrative body
3.	_____ Agenda	26	C. Close the meeting
4.	_____ Amend	60	D. Modify wording or meaning
5.	_____ Appeal	67	E. Affirmative voice vote
6.	_____ Aye	44	F. Send to a committee
7.	_____ Board	8	G. Assembly of delegates
8.	_____ Bylaws	12	H. Basic rules of a society
9.	_____ Commit or Refer	60-61	I. Members question chair's ruling
10.	_____ Convention	6	J. Order of business

Group 2

	<u>Column A</u>	<u>Page</u>	<u>Column B</u>
11.	_____ Debate	28	A. Single official gathering
12.	_____ Executive session	92	B. More than half of votes cast
13.	_____ Incidental motions	66	C. Introduces business to the assembly
14.	_____ Lay on the Table	61	D. Unorganized group
15.	_____ Main Motion	26	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	79	H. Written record of the proceedings
19.	_____ Minutes	21	I. Discussion of merits of pending question
20.	_____ Motion	26	J. Formal proposal to take action

Group 3.

21.	_____ Point of Information	69	A. Call for enforcement of rules
22.	_____ Point of Order	67	B. Close debate
23.	_____ Postpone Definitely	61	C. Inquiry as to facts
24.	_____ Postpone Indefinitely	60	D. Make valid action already taken
25.	_____ Precedence	58	E. Short intermission
26.	_____ Previous Question	61	F. Members required to transact business
27.	_____ Pro tem	87	G. Postpone to a certain time
28.	_____ Quorum	20	H. Rank
29.	_____ Ratify	119	I. Dispose of the question without a direct vote
30.	_____ Recess	80	J. Temporary

Group 4.

31.	_____ Regular meeting	87	A. Resume consideration of a main motion
32.	_____ Rescind	74	B. No opposition
33.	_____ Second	34	C. Person presiding
34.	_____ Secretary	21	D. Constituted to perform a continuing function
35.	_____ State the question	36	E. Place the motion before the assembly
36.	_____ Standing committee	472	F. Agreement that motion be considered
37.	_____ Take from the Table	73	G. Periodic business meeting
38.	_____ "The chair"	21	H. Recording officer of an assembly
39.	_____ Unanimous consent	51	I. Voice vote
40.	_____ Viva voce	43	J. Repeal

DELIBERATIVE ASSEMBLY AND ITS RULES
RONR (10th ed.), p. 1-18

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>	
41.	(1) _____	A. Corporate Charter	Page 10-18
42.	(2) _____	B. Rules of Order	
43.	(3) _____	C. Bylaws	
44.	(4) _____	D. Standing Rules	
45.	(5) _____	E. Constitution	

MATCHING. Arrange the typical articles of bylaws 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>	<u>Page</u>
46.	ARTICLE I _____	A. Meetings	13
47.	ARTICLE II _____	B. Parliamentary Authority	
48.	ARTICLE III _____	C. Object	
49.	ARTICLE IV _____	D. Officers	
50.	ARTICLE V _____	E. Executive Board	
51.	ARTICLE VI _____	F. Amendment	
52.	ARTICLE VII _____	G. Committees	
53.	ARTICLE VIII _____	H. Name of Organization	
54.	ARTICLE IX _____	I. Members	

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

55. Members of an assembly 3
 a. may make motions, debate, and vote.
 b. may vote only if their dues are paid.
 c. are required to vote.
56. 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 and other rules of its organization plus all applicable procedural laws.
57. 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.
58. 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.
59. 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.
60. According to RONR and most state statutes, electronic meetings 482
 a. may be conducted by committees or small boards.
 b. may be conducted if provided for in the bylaws and everyone can hear each other at the same time.
 c. may be provided for in the bylaws.
61. 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.

62. The local assembly of an organized society is limited to persons who
 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. 6
63. The bylaws of an organized local society usually provide that it shall hold
 a. a certain number of special meetings each year.
 b. regular meetings at stated intervals.
 c. adjourned meetings on a regular basis. 6
64. Large boards and large committees
 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. 9
65. The corporate charter should contain only
 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 11
66. The constitution or bylaws of a society should contain
 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. 12
67. Except for the corporate charter, the highest body of rules in a society is the
 a. bylaws.
 b. parliamentary authority of the society.
 c. standing rules. 14
68. The term rules of order refers to
 a. the bylaws.
 b. the written rules of parliamentary procedure adopted by an assembly or organization.
 c. the constitution. 15
69. Standing rules, except in the case of conventions, are
 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. 18
70. A custom of an organization
 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. 17

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

- T F 71. A two-thirds vote means two-thirds of those present. 4
- T F 72. A series of meetings leading up to the organization of a society are in the nature of mass meetings. 6

T F	73. The bylaws of a local organized society should establish a procedure for calling special meetings.	Page 6
T F	74. Boards have no minimum size.	8
T F	75. If a society has a corporate charter, it is not necessary to have a constitution or bylaws.	11

CONDUCT OF BUSINESS
RONR (10th ed.), p. 19–30

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>	
76.	(1) _____	A. Reports of Special Committees	25
77.	(2) _____	B. Special Orders	
78.	(3) _____	C. Reading and Approval of Minutes	
79.	(4) _____	D. Unfinished Business and General Orders	
80.	(5) _____	E. New Business	
81.	(6) _____	F. Reports of Officers, Boards and Standing Committees	

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

82.	The quorum of an assembly	20
	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 legally transacted.	
83.	In the absence of a provision in the bylaws, the quorum of an organized society is	20
	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.	
84.	The minimum essential officers for the conduct of business are	21
	a. a presiding officer and secretary or clerk.	
	b. a president, secretary and treasurer.	
	c. the president and the treasurer.	
85.	The chair's announcement of the result of the vote should include	46
	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) the effect of the vote, the next item of business.	
86.	In actual parliamentary proceedings, the presiding officer refers to himself as the	23
	a. president.	
	b. presiding officer.	
	c. chair.	

	Page
87. To call a meeting to order, the presiding officer should say: a. "Are you ready to begin?" b. "The meeting has started." c. "The meeting will come to order."	24
88. Sessions of permanently organized bodies usually follow 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.	24
89. Calling a meeting to order is a. not a part of the order of business. b. the first item of business. c. done by the secretary.	25
90. In the standard order of business the reports of officers are presented a. immediately before new business. b. only as time allows. c. immediately after approval of the minutes.	25
91. Reports of officers are commonly presented 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.	608
92. The <i>main motion</i> is one that a. brings business before the assembly. b. can be made while another motion is pending. c. has the highest rank.	26
93. Before a member in an assembly can speak in debate he must a. have paid the dues required by the organization. b. get the attention of the chair by raising his hand. c. obtain the floor.	28
94. A person who is not the first to rise and address the chair may be given preference in being recognized if 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.	30
95. If the chair makes a mistake in assigning the floor, a member may a. <i>raise a Question of Privilege.</i> b. <i>raise a Point of Order.</i> c. immediately ask the assembly to <i>ratify</i> the action taken.	30

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

T F	96. The minimum number of members who must be present at the meetings of a deliberative assembly for business to be legally transacted is the quorum of the assembly.	20
-----	---	----

		Page
T F	97. The quorum should be fixed at the number of members who can reasonably be expected to attend the meeting.	20
T F	98. 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 as in attendance.	20
T F	99. In a mass meeting the quorum consists of those who attend the meeting.	21
T F	100. Even in a small meeting, the presiding officer should not be addressed or referred to by name.	22
T F	101. The presiding officer of an assembly always stands when calling the meeting to order.	24
T F	102. The first item of business at a regular meeting is the report of officers.	25
T F	103. The order of business in a convention is usually known as the program or agenda.	26
T F	104. A member in an assembly may make a <i>main motion</i> or speak in debate without obtaining the floor.	28
T F	105. A member can establish prior claim to the floor by rising just before it has been yielded.	29

HANDLING A MOTION
RONR (10th ed.), p. 31–54

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. RONR (10th ed.), p. 31-40

	<u>Column A</u>	<u>Column B</u>	
106.	(1) _____	A. Chair announces result of vote.	31-40
107.	(2) _____	B. Chair takes vote.	
108.	(3) _____	C. Member makes a motion.	
109.	(4) _____	D. Another member seconds the motion.	
110.	(5) _____	E. Members debate the question.	
111.	(6) _____	F. Chair states the question.	

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

112.	Motions are brought before the assembly by these three steps, a member	31
	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.	
113.	A member makes a motion, in simple cases, by saying	32
	a. "I move that..."	
	b. "I wish to move that..."	
	c. "This member moves that..."	

114. As soon as a member has made a motion, he 32
- 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.
115. When a member is unsure of the proper wording of a motion he 33
- 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.
116. The seconder of a motion 34
- a. should always stand and give his name.
 - b. need not obtain the floor.
 - c. does so only after being recognized.
117. A second implies that the seconder 34
- a. agrees that the motion should come before the meeting.
 - b. agrees with the content of the motion.
 - c. wishes to speak second in debate.
118. The lack of a second has become immaterial 35
- 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.
119. A motion is open to debate when 36
- a. the motion is seconded.
 - b. the motion has been stated by the chair.
 - c. a member has made the motion.
120. When a proper motion has been made and seconded, the chair places it before the assembly by 36
- a. putting the question.
 - b. stating the question.
 - c. having the motion repeated by the maker of the motion.
121. The basic form used by the chair in stating the question is 36
- a. "The motion just made and seconded is..."
 - b. "It is moved that..."
 - c. "It is moved and seconded that..."
122. If a member makes a motion that is not in order 37
- 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.
123. A motion is recorded in the minutes as 42-43
- 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.

	Page
124. The maker of a motion	41
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.	
125. Debate on a question must	41
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.	
126. Unless there is a rule to the contrary, a member may speak	41
a. twice during the same day.	
b. twice on the same question on the same day.	
c. once during the same day.	
127. In putting a question to a vote, the chair should usually call for	43
a. the affirmative and negative votes and then for any abstentions.	
b. abstentions first.	
c. the affirmative and negative votes.	
128. Any member has the right to	49
a. require that a voice vote be retaken as a rising vote when there is some doubt as to which side prevailed.	
b. question the voice vote under any circumstances.	
c. demand a counted vote.	
129. The chair exercises his right to vote	50-51
a. at all times.	
b. only when the vote is by secret ballot or when his vote would affect the outcome.	
c. only when he feels strongly about a question.	
130. If there is a tie vote on a <i>main motion</i> , the result is	51
a. the motion is lost.	
b. the vote is taken again.	
c. 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	131. The making and seconding of a motion places it before the assembly.	31
T F	132. If the assembly decides to do what a motion proposes, it adopts the motion, or the motion is carried.	31
T F	133. To make a <i>main motion</i> , a member must obtain the floor when no other question is pending.	32
T F	134. A long and complicated motion, or a resolution, should be prepared in advance and put in writing.	32
T F	135. A motion put in writing and delivered to the chair must be read by the author of the motion.	32

		Page
T F	136. A motion made by direction of a board or committee of more than one person requires no second from the floor.	35
T F	137. When a member seconds a motion it means that he favors the motion.	34-35
T F	138. To abstain means not to vote at all.	43
T F	139. The member who seconds a motion does not have to agree with the motion and may in fact vote against it.	34-35
T F	140. After debate has begun the lack of a second has become immaterial.	35
T F	141. The chair may ask the secretary to read a resolution rather than doing so himself.	36-37
T F	142. A resolution, because of its length or complexity, is not considered as a <i>Main Motion</i> .	101
T F	143. With some exceptions, the chair must state the question on a motion immediately after it has been made and seconded.	37
T F	144. If a motion is out of order the chair should say, "You are out of order."	37-38
T F	145. If the chair rules that a motion is out of order, his decision is subject to an appeal.	38
T F	146. The maker of a motion can withdraw it before it is stated by the chair.	38
T F	147. The maker of a motion has the right to speak first on the question.	41
T F	148. With the permission of the chair, a member may speak longer than permitted by the rules of the body.	41
T F	149. In debate, members should refer to officers only by title and should avoid the mention of other members' names as much as possible.	42
T F	150. Members must never attack or make any allusion to the motives of members.	41
T F	151. The presiding officer may enter into debate on all motions.	42
T F	152. During debate a member must confine remarks to the pending question and avoid personalities.	41
T F	153. A vote by voice is the regular method of voting on any motion that does not require more than a majority for its adoption.	44
T F	154. The chair need not ask for the negative vote when the affirmative vote sounds loud enough.	43
T F	155. If a rising vote remains inconclusive, the chair or the assembly can order the vote to be counted.	45
T F	156. 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, the effect of the vote, and the next item of business.	46

T F	157. A member has the right to demand that a voice vote be retaken as a rising vote, even when there is no reasonable doubt of the result of the voice vote.	Page 49
T F	158. <i>Unanimous consent</i> satisfies the requirement of a 2/3 vote.	53
T F	159. A call for “ <i>Division</i> ” immediately after a voice vote is a demand for a rising vote.	49
T F	160. A tie vote is a lost vote.	51
T F	161. The use of the <i>unanimous consent</i> procedure is appropriate when it is believed that there is no minority to protect.	51

MOTIONS
RONR (10th ed.), p. 55–78, 95–120 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>	
162.	Highest _____	<i>Postpone to a Certain Time (Definitely)</i>	61
163.	(2) _____	<i>Lay on the Table</i>	61
164.	(3) _____	<i>Postpone Indefinitely</i>	60
165.	(4) _____	<i>Adjourn</i>	65
166.	(5) _____	<i>Amend</i>	60
167.	(6) _____	<i>Fix the Time to Which to Adjourn</i>	65
168.	(7) _____	<i>Recess</i>	65
169.	(8) _____	<i>Raise a Question of Privilege</i>	65
170.	(9) _____	<i>Commit (or Refer)</i>	60-61
171.	(10) _____	<i>Previous Question</i>	61
172.	(11) _____	<i>Call for the Orders of the</i>	64-65
173.	(12) _____	<i>Limit or Extend Limits of Debate</i>	61
	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; R = request of one member.

RONR (10th ed.), Tinted Pages 6, 8, 12, 14, 16, 18, 20, 22, and 24

<u>Column A</u>	<u>Column B</u>
174. <i>Postpone to a Certain Time (Definitely)</i>	_____
175. <i>Lay on the Table</i>	_____
176. <i>Main Motion</i>	_____
177. <i>Postpone Indefinitely</i>	_____
178. <i>Adjourn</i>	_____
179. <i>Amend</i>	_____
180. <i>Fix the Time to Which to Adjourn</i>	_____
181. <i>Recess</i>	_____
182. <i>Raise a Question of Privilege</i>	_____
183. <i>Commit or (Refer)</i>	_____
184. <i>Previous Question</i>	_____
185. <i>Call for the Orders of the Day</i>	_____
186. <i>Limit or Extend Limits of Debate</i>	_____

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

187. The basic form of motion by which business is introduced is Page
55, 95
- a. a *subsidiary motion*.
 - b. an *incidental motion*.
 - c. a *main motion*.
188. The classes of motions that together are called *secondary* motions are the 55-56
- 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*.
189. A *secondary* motion must be acted upon or disposed of before 57
- a. a *main motion* is in order.
 - b. an *incidental* motion is in order.
 - c. direct consideration of the *main motion* can be continued.
190. The lowest ranking motion is 58
- a. *Postpone Indefinitely*.
 - b. *Main Motion*.
 - c. *Fix the Time to Which to Adjourn*.
191. *Subsidiary* motions 60
- a. assist the assembly in disposing of a *main motion*.
 - b. are of higher rank than *incidental* motions.
 - c. are all debatable.
192. In a series of motions where all are pending and in order, which of the following would be voted on first? 60-61
- a. *Previous Question*
 - b. *Limit or Extend Limits of Debate*
 - c. *Postpone Indefinitely*
193. A motion to *Postpone Indefinitely* is used when a member wishes to 121
- a. postpone the motion to the next meeting.
 - b. postpone the motion to a later time.
 - c. kill the main motion and avoid a direct vote on the question
194. The motion *Amend* 60
- a. may be applied to any *subsidiary* motion.
 - b. modifies or clarifies the meaning of a pending motion before the pending motion itself is acted upon.
 - c. is out of order if the motion to *Postpone Indefinitely* is pending.
195. The three basic processes of amendment are 129
- a. insert or add, strike out, strike out and insert.
 - b. add, strike out and insert, substitute.
 - c. add, insert, strike out.

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196. The motion to <i>Commit or Refer</i>	60-61
a. is not debatable.	
b. sends the <i>main motion</i> to a committee for study.	
c. is not amendable.	
197. To delay consideration of the <i>main motion</i> until the next regular meeting a member would move to	61
a. <i>Lay on the Table</i> .	
b. <i>Postpone Indefinitely</i> .	
c. <i>Postpone to a Certain Time</i> .	
198. To reduce the time for debate, a member would move to	61
a. <i>Postpone Indefinitely</i> .	
b. <i>Object to the Consideration of a Question</i> .	
c. <i>Limit or Extend Limits of Debate</i> .	
199. With a <i>main motion</i> pending and a motion to <i>Amend</i> being debated, which of the following motions would be out of order?	60-61
a. <i>Lay on the Table</i> .	
b. <i>Limit or Extend Limits of Debate</i> .	
c. <i>Postpone Indefinitely</i> .	
200. To consider a motion later in the same meeting, a member may move to	61
a. refer the matter to a committee.	
b. postpone the matter to a certain time.	
c. postpone the matter indefinitely.	
201. When a member wishes to have the pending matter given special study, what does the member do?	60-61
a. Move to <i>Lay on the Table</i> .	
b. Move to <i>Postpone to a Certain Time</i> .	
c. Move to <i>Refer</i> to a committee.	
202. If a member wishes to propose a change in a pending question, which motion is used?	60
a. <i>Amend</i>	
b. <i>Refer</i> to a committee	
c. <i>Postpone to a Certain Time</i>	
203. When a member wishes to bring a pending question to an immediate vote, he should	61
a. rise to a <i>Question of Privilege</i> .	
b. move to <i>Refer</i> the question.	
c. move the <i>Previous Question</i> .	
204. To put a motion aside temporarily when something else of immediate urgency has arisen a member should	201
a. rise to a <i>Point of Order</i> .	
b. move to <i>Lay on the Table</i> .	
c. move to <i>Postpone Indefinitely</i> .	
205. A <i>subsidiary</i> motion can be applied to any	62
a. <i>main</i> motion.	
b. <i>privileged</i> motion.	
c. <i>incidental</i> motion	

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206. A motion to <i>Lay on the Table</i> takes precedence over	61
a. other <i>subsidiary</i> motions	
b. the motion to <i>Take from the Table</i> .	
c. all <i>privileged</i> motions.	
207. When the <i>privileged</i> motion to <i>Adjourn</i> is pending, the motion to	65
a. <i>Lay on the Table</i> is in order.	
b. <i>Limit or Extend Limits of Debate</i> is in order.	
c. <i>Fix the Time to Which to Adjourn</i> is in order.	
208. When a motion to <i>Recess</i> is made while another motion is pending, it is	65
a. a <i>privileged</i> motion.	
b. an <i>incidental main</i> motion.	
c. an <i>incidental</i> motion.	
209. The effect of the adoption of the motion to <i>Fix the Time to Which to Adjourn</i> is to establish	65, 90-91
a. a special meeting.	
b. a regular meeting.	
c. an adjourned meeting.	
210. <i>Incidental</i> motions	66
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.	
211. Most <i>incidental</i> motions	67
a. are debatable.	
b. are not debatable.	
c. need not be seconded.	
212. If a member does not want an <i>original main motion</i> even discussed at a meeting, he can	68
a. move to <i>Postpone Indefinitely</i> .	
b. raise an <i>Objection to the Consideration of the Question</i> .	
c. rise to a <i>Question of Privilege</i> .	
213. When a motion is made up of two parts capable of standing as separate questions, a member can	68
a. make a motion for <i>Division of the Question</i> .	
b. move to <i>Amend</i> the motion by striking out one of the parts.	
c. speak in debate against the question.	
214. A single member can require a	68
a. counted vote.	
b. standing vote.	
c. ballot vote.	
215. A <i>Request to be Excused from a Duty</i> is	69
a. a <i>privileged</i> motion.	
b. a <i>subsidiary</i> motion.	
c. an <i>incidental</i> motion.	

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216. To change what the assembly has adopted requires	73
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.	
217. A short intermission which does not end a meeting is	65
a. a break.	
b. a recess.	
c. an adjournment.	
218. An <i>incidental main motion</i>	96
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 <i>original main motion</i> .	
219. All <i>subsidiary</i> motions can be applied to an	98
a. <i>original</i> or <i>incidental main motion</i> .	
b. <i>original main motion</i> only.	
c. <i>incidental main motion</i> only.	
220. A <i>main motion</i> is still within the control of the assembly after	107
a. rejection by a negative vote.	
b. it has been laid on the table.	
c. adoption.	
221. If it appears that a motion will require time or study to perfect, it would be appropriate for a member to make a motion to	110
a. <i>Postpone Indefinitely</i> .	
b. <i>Commit</i> .	
c. <i>Postpone Definitely</i> .	
222. When a <i>main motion</i> , an amendment and a motion to postpone the pending question to a certain time are pending, the first vote is taken on	112
a. the motion to <i>Postpone to a Certain Time</i> .	
b. the amendment.	
c. the <i>main motion</i> .	
223. The vote required to adopt the motion <i>Limit or Extend Limits of Debate</i> is	TP 12
a. a majority vote.	
b. a two-thirds vote.	
c. 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	224. A motion refers to a formal proposal by a member, in a meeting, that the assembly take certain action.	55
T	F	225. <i>Incidental</i> motions have no rank among themselves.	59
T	F	226. An <i>incidental</i> motion, when in order, takes precedence over any motion that is pending.	59

		Page
T F	227. <i>Incidental main motions</i> and <i>original main motions</i> differ principally in the vote necessary for adoption.	61
T F	228. Modifications of the normal limits of debate on a pending motion are proposed by the motion to <i>Limit or Extend Limits of Debate</i> .	61
T F	229. If the assembly desires to consider a <i>main motion</i> later in the same meeting or at another meeting, a member can move to <i>Postpone Indefinitely</i> .	61
T F	230. <i>Previous Question</i> is the motion used to bring the assembly to an immediate vote on one or more pending questions.	61
T F	231. The <i>subsidiary</i> motion <i>Previous Question</i> is adopted by a two-thirds vote.	TP 22-23
T F	232. It is not in order to move the <i>Previous Question</i> when a motion to <i>Lay on the Table</i> is pending.	61
T F	233. The motion to <i>Lay on the Table</i> is a <i>privileged</i> motion.	61
T F	234. The motion to <i>Lay on the Table</i> is adopted by a two-thirds vote.	TP 18-19
T F	235. A <i>subsidiary</i> motion is always applied to another motion.	62
T F	236. <i>Subsidiary</i> motions assist the assembly in treating or disposing of a <i>main motion</i> .	62
T F	237. A <i>subsidiary</i> motion can be applied to any <i>main motion</i> .	62
T F	238. The motion <i>Amend</i> takes precedence over the motion to which it is applied.	62
T F	239. The motion <i>Amend</i> can be applied to any other <i>subsidiary</i> motion.	62
T F	240. If the adopted program is not being followed, a single member can require that such a schedule be enforced.	64-65
T F	241. A member rising to a <i>Question of Privilege</i> can interrupt pending business.	65
T F	242. A member can propose a short intermission by moving to <i>Recess</i> .	65
T F	243. When no business is pending, a member can propose to close the meeting entirely by moving to <i>Adjourn</i> .	65
T F	244. The motion <i>Fix the Time to Which to Adjourn</i> is not in order when business is pending.	65
T F	245. The chair rules on all questions of parliamentary procedure affecting the assembly's proceedings.	67
T F	246. A motion to have a ballot vote is a <i>privileged</i> motion.	68-69
T F	247. In the consideration of a resolution having a preamble, the preamble is always amended last.	103

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T F	248. No <i>main motion</i> is in order that is in conflict with a motion previously adopted and still in force, unless it is processed as a motion to <i>Rescind or Amend Something Previously Adopted</i> .	106
T F	249. Any <i>main motion</i> that is in conflict with the bylaws is not in order.	106
T F	250. A <i>main motion</i> that has been rejected cannot be reintroduced at a later session.	107
T F	251. The maker of a motion can accept an informal change in the motion before the question has been stated by the chair.	109
T F	252. A member speaking in debate can urge rejection of the pending motion, saying that if it is defeated he will offer a different motion.	110
T F	253. If previous notice is given at a meeting, it must be in writing.	117
T F	254. The assembly can elect by voice even if the bylaws require a ballot vote.	119
T F	255. An assembly can <i>ratify</i> only such actions of its officers as it would have had the right to authorize in advance.	119

MEETINGS AND SESSIONS
RONR (10th ed.), p. 79–94

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

256.	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	88
	<ul style="list-style-type: none"> a. referred to a committee. b. postponed to a certain time. c. laid on the table. 	
257.	An adjourned meeting is	90
	<ul style="list-style-type: none"> a. one that has been dissolved. b. the one after lunch. c. a meeting in continuation of the session of the immediately preceding meeting. 	
258.	In organizations that hold regular business meetings throughout the year, the minutes of the annual meeting should be read and approved at the next	92
	<ul style="list-style-type: none"> a. regular meeting. b. annual meeting. c. special meeting. 	
259.	An executive session is any meeting or portion of a meeting	92
	<ul style="list-style-type: none"> 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. 	

260.	A motion to go into executive session requires	Page 93
	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	261. A meeting is said to <i>stand at ease</i> if the chair, without objection, simply permits a brief pause, without a declaration of recess.	80
T F	262. A <i>Recess</i> is a short intermission which does not end the meeting.	80
T F	263. Under certain circumstances, the chair can declare a meeting adjourned without a motion.	84-85
T F	264. It is sometimes proper to postpone a question beyond the next session.	85
T F	265. A standing rule can be adopted by a majority vote at any session.	85-86
T F	266. Bylaws require a majority vote for suspension.	86
T F	267. A rejected <i>main motion</i> can be brought up a second time during the same session.	86
T F	268. 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.	87
T F	269. Referral to a committee is the only means by which a motion can go over to another session when more than a quarterly time interval would separate the two sessions.	88
T F	270. The reason for special meetings is to deal with important matters between regular meetings.	89
T F	271. With the exception of motions that relate to procedure without direct reference to a particular substantive item of business, only business mentioned in the call of a special meeting can be transacted at such a meeting.	90
T F	272. Executive session means a secret meeting or session.	92
T F	273. The minutes of an executive session may be approved at any regular meeting	93

MINUTES
RONR (10th ed.), p. 451–458

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

274.	The secretary records in the minutes	451
	a. what was said in the meeting.	
	b. the opinion of the secretary.	
	c. what was done in the meeting.	

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275. When a count has been ordered on a motion, the secretary records in the minutes	453
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.	
276. The minutes of a special meeting are approved	456
a. at the next special meeting.	
b. at the next regular meeting.	
c. at a special meeting called for such purpose.	
277. The chair asks for approval of the minutes in the following manner:	456
a. "Are there any corrections to the minutes?"	
b. "Are there any additions or corrections?"	
c. "Are there any additions or deletions?"	
278. When minutes are approved by a committee appointed for that purpose, the assembly	457
a. can make additional corrections.	
b. cannot require excerpts read from the minutes.	
c. cannot change the minutes.	
279. Corrections to minutes	458
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	280. Minutes should record all main motions whether they are adopted or lost.	452-453
T F	281. The name of the seconder should be included in the minutes.	453
T F	282. Minutes should be signed using the phrase, "Respectfully submitted."	454
T F	283. By a majority vote, the reading of the minutes can be dispensed with—that is, not carried out at the regular time but must be approved at some later time.	456
T F	284. If a draft of the minutes has been sent to all members in advance, it is presumed that the members have read them and the minutes are not read unless requested.	457
T F	285. When the minutes are approved, the word <i>Approved</i> , with the secretary's initials and date, should be written below them.	458

COMMITTEES RONR (10th ed.), p. 471–485

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

286.	A special committee	474
	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.	

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287.	Any vacancy occurring on a committee is filled by a. the president. b. the committee itself. c. the appointing power.	475
288.	When the bylaws provide that the president shall appoint all special committees 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.	478
289.	A committee can appoint subcommittees, which report to the a. assembly. b. committee. c. board.	480
290.	When the bylaws provide that the president shall be ex officio a member of all committees the president a. is counted in the quorum. b. has the right, but not the obligation, to participate in committee proceedings. c. must attend all of the meetings.	480

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

T F	291. When a committee is appointed “with power,” this means with power to take all the steps necessary to carry out its instructions.	473
T F	292. A standing committee is constituted to perform a continuing function.	473
T F	293. The power to appoint a committee carries with it the power to appoint the chairman and to fill any vacancy that may arise in the committee.	475
T F	294. The person appointed first by the president is chairman of the committee.	477
T F	295. A committee report may contain how the committee undertook its work, facts obtained, findings, and recommendations or resolutions.	488
T F	296. When serving as an ex-officio member of a committee, the president may not vote on motions.	466,480
T F	297. The quorum in a committee is a majority of its membership unless the assembly has prescribed a different quorum.	482
T F	298. If the committee chairman fails to call a meeting, the committee must meet on the call of any one of its members.	482
T F	299. Motions to limit or close debate are not allowed in committee meetings.	483
T F	300. During actual deliberations of the committee, only committee members have the right to be present.	483

**NAP STUDY QUESTIONS 2005
ANSWER KEY**

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