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

May 2005
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®
213 South Main Street
Independence, Missouri 64050-3850
Telephone (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 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®
Membership Examiners Committee 2003-2005
Joy Myers, PRP
Johnnie Brown, PRP
Ella Carlson, PRP
Mildred Keso, RP
Gladys Reid, PRP
Ruth Ryan, PRP
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.

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Column A</th>
<th>Page</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>______ Adjourn</td>
<td>65</td>
<td>A. Accept/agree</td>
</tr>
<tr>
<td>2.</td>
<td>______ Adopt</td>
<td>118</td>
<td>B. Administrative body</td>
</tr>
<tr>
<td>3.</td>
<td>______ Agenda</td>
<td>26</td>
<td>C. Close the meeting</td>
</tr>
<tr>
<td>4.</td>
<td>______ Amend</td>
<td>60</td>
<td>D. Modify wording or meaning</td>
</tr>
<tr>
<td>5.</td>
<td>______ Appeal</td>
<td>67</td>
<td>E. Affirmative voice vote</td>
</tr>
<tr>
<td>6.</td>
<td>______ Aye</td>
<td>44</td>
<td>F. Send to a committee</td>
</tr>
<tr>
<td>7.</td>
<td>______ Board</td>
<td>8</td>
<td>G. Assembly of delegates</td>
</tr>
<tr>
<td>8.</td>
<td>______ Bylaws</td>
<td>12</td>
<td>H. Basic rules of a society</td>
</tr>
<tr>
<td>9.</td>
<td>______ Commit or Refer</td>
<td>60-61</td>
<td>I. Members question chair's ruling</td>
</tr>
<tr>
<td>10.</td>
<td>______ Convention</td>
<td>6</td>
<td>J. Order of business</td>
</tr>
</tbody>
</table>
### Group 2

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

### Group 3

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Point of Information</td>
<td>A. Call for enforcement of rules</td>
</tr>
<tr>
<td>22. Point of Order</td>
<td>B. Close debate</td>
</tr>
<tr>
<td>23. Postpone Definitely</td>
<td>C. Inquiry as to facts</td>
</tr>
<tr>
<td>24. Postpone Indefinitely</td>
<td>D. Make valid action already taken</td>
</tr>
<tr>
<td>25. Precedence</td>
<td>E. Short intermission</td>
</tr>
<tr>
<td>26. Previous Question</td>
<td>F. Members required to transact business</td>
</tr>
<tr>
<td>27. Pro tem</td>
<td>G. Postpone to a certain time</td>
</tr>
<tr>
<td>28. Quorum</td>
<td>H. Rank</td>
</tr>
<tr>
<td>29. Ratify</td>
<td>I. Dispose of the question without a direct vote</td>
</tr>
<tr>
<td>30. Recess</td>
<td>J. Temporary</td>
</tr>
</tbody>
</table>

### Group 4

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>31. Regular meeting</td>
<td>A. Resume consideration of a main motion</td>
</tr>
<tr>
<td>32. Rescind</td>
<td>B. No opposition</td>
</tr>
<tr>
<td>33. Second</td>
<td>C. Person presiding</td>
</tr>
<tr>
<td>34. Secretary</td>
<td>D. Constituted to perform a continuing function</td>
</tr>
<tr>
<td>35. State the question</td>
<td>E. Place the motion before the assembly</td>
</tr>
<tr>
<td>36. Standing committee</td>
<td>F. Agreement that motion be considered</td>
</tr>
<tr>
<td>37. Take from the Table</td>
<td>G. Periodic business meeting</td>
</tr>
<tr>
<td>38. “The chair”</td>
<td>H. Recording officer of an assembly</td>
</tr>
<tr>
<td>39. Unanimous consent</td>
<td>I. Voice vote</td>
</tr>
<tr>
<td>40. Viva voce</td>
<td>J. Repeal</td>
</tr>
</tbody>
</table>

**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.
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.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.</td>
<td>ARTICLE I</td>
<td>A. Meetings</td>
</tr>
<tr>
<td>47.</td>
<td>ARTICLE II</td>
<td>B. Parliamentary Authority</td>
</tr>
<tr>
<td>48.</td>
<td>ARTICLE III</td>
<td>C. Object</td>
</tr>
<tr>
<td>49.</td>
<td>ARTICLE IV</td>
<td>D. Officers</td>
</tr>
<tr>
<td>50.</td>
<td>ARTICLE V</td>
<td>E. Executive Board</td>
</tr>
<tr>
<td>51.</td>
<td>ARTICLE VI</td>
<td>F. Amendment</td>
</tr>
<tr>
<td>52.</td>
<td>ARTICLE VII</td>
<td>G. Committees</td>
</tr>
<tr>
<td>53.</td>
<td>ARTICLE VIII</td>
<td>H. Name of Organization</td>
</tr>
<tr>
<td>54.</td>
<td>ARTICLE IX</td>
<td>I. Members</td>
</tr>
</tbody>
</table>

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

55. Members of an assembly
   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
   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
   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
   a. two-thirds vote and/or previous notice.
   b. show of hands.
   c. ballot vote.

59. Two forms of a deliberative assembly are
   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
   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
   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.

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.

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.

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

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.

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.

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.

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.

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.

**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.

T F 72. A series of meetings leading up to the organization of a society are in the nature of mass meetings.
T F 73. The bylaws of a local organized society should establish a procedure for calling special meetings.

T F 74. Boards have no minimum size.

T F 75. If a society has a corporate charter, it is not necessary to have a constitution or bylaws.

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.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>76.</td>
<td>A. Reports of Special Committees</td>
</tr>
<tr>
<td>77.</td>
<td>B. Special Orders</td>
</tr>
<tr>
<td>78.</td>
<td>C. Reading and Approval of Minutes</td>
</tr>
<tr>
<td>79.</td>
<td>D. Unfinished Business and General Orders</td>
</tr>
<tr>
<td>80.</td>
<td>E. New Business</td>
</tr>
<tr>
<td>81.</td>
<td>F. Reports of Officers, Boards and Standing Committees</td>
</tr>
</tbody>
</table>

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

82. The quorum of an assembly
   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
   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
   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
   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
   a. president.
   b. presiding officer.
   c. chair.
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.”

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.

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.

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.

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.

92. The main motion is one that
   a. brings business before the assembly.
   b. can be made while another motion is pending.
   c. has the highest rank.

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.

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.

95. If the chair makes a mistake in assigning the floor, a member may
   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   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.
T  F  97. The quorum should be fixed at the number of members who can reasonably be expected to attend the meeting.  

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.  

T  F  99. In a mass meeting the quorum consists of those who attend the meeting.  

T  F  100. Even in a small meeting, the presiding officer should not be addressed or referred to by name.  

T  F  101. The presiding officer of an assembly always stands when calling the meeting to order.  

T  F  102. The first item of business at a regular meeting is the report of officers.  

T  F  103. The order of business in a convention is usually known as the program or agenda.  

T  F  104. A member in an assembly may make a main motion or speak in debate without obtaining the floor.  

T  F  105. A member can establish prior claim to the floor by rising just before it has been yielded.  

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

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>106. (1)</td>
<td>A. Chair announces result of vote.</td>
</tr>
<tr>
<td>107. (2)</td>
<td>B. Chair takes vote.</td>
</tr>
<tr>
<td>108. (3)</td>
<td>C. Member makes a motion.</td>
</tr>
<tr>
<td>109. (4)</td>
<td>D. Another member seconds the motion.</td>
</tr>
<tr>
<td>110. (5)</td>
<td>E. Members debate the question.</td>
</tr>
<tr>
<td>111. (6)</td>
<td>F. Chair states the question.</td>
</tr>
</tbody>
</table>

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  
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  
a. “I move that...”  
b. “I wish to move that...”  
c. “This member moves that...”  

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Page 7
114. **As soon as a member has made a motion, he**
   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**
   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**
   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**
   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**
   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**
   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
    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**
    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**
    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**
    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.
124. The maker of a motion
   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
   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
   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
   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
   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
   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 main motion, the result is
   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.

T  F  132. If the assembly decides to do what a motion proposes, it adopts the motion, or the motion is carried.

T  F  133. To make a main motion, a member must obtain the floor when no other question is pending.

T  F  134. A long and complicated motion, or a resolution, should be prepared in advance and put in writing.

T  F  135. A motion put in writing and delivered to the chair must be read by the author of the motion.
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 Main Motion.  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. 49

T F  158. Unanimous consent satisfies the requirement of a 2/3 vote. 53

T F  159. A call for “Division” 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 unanimous consent 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).

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>162.</td>
<td>Postpone to a Certain Time (Definitely)</td>
</tr>
<tr>
<td>163.</td>
<td>Lay on the Table</td>
</tr>
<tr>
<td>164.</td>
<td>Postpone Indefinitely</td>
</tr>
<tr>
<td>165.</td>
<td>Adjourn</td>
</tr>
<tr>
<td>166.</td>
<td>Amend</td>
</tr>
<tr>
<td>167.</td>
<td>Fix the Time to Which to Adjourn</td>
</tr>
<tr>
<td>168.</td>
<td>Recess</td>
</tr>
<tr>
<td>169.</td>
<td>Raise a Question of Privilege</td>
</tr>
<tr>
<td>170.</td>
<td>Commit (or Refer)</td>
</tr>
<tr>
<td>171.</td>
<td>Previous Question</td>
</tr>
<tr>
<td>172.</td>
<td>Call for the Orders of the Day</td>
</tr>
<tr>
<td>173.</td>
<td>Limit or Extend Limits of Debate</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>174. Postpone to a Certain Time (Definitely)</td>
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<tr>
<td>175. Lay on the Table</td>
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<tr>
<td>176. Main Motion</td>
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<tr>
<td>177. Postpone Indefinitely</td>
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<tr>
<td>178. Adjourn</td>
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<tr>
<td>179. Amend</td>
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<td></td>
</tr>
<tr>
<td>186. Limit or Extend Limits of Debate</td>
<td></td>
</tr>
</tbody>
</table>
MULTIPLE CHOICE. Circle the letter to the left of the correct choice

187. The basic form of motion by which business is introduced is
   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
   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
   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
   a. Postpone Indefinitely.
   b. Main Motion.
   c. Fix the Time to Which to Adjourn.

191. Subsidiary motions
   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?
   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
   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
   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
   a. insert or add, strike out, strike out and insert.
   b. add, strike out and insert, substitute.
   c. add, insert, strike out.
196. The motion to *Commit or Refer*
   a. is not debatable.
   b. sends the *main motion* to a committee for study.
   c. is not amendable.

197. To delay consideration of the *main motion* until the next regular meeting a member would move to
   a. *Lay on the Table*.
   b. *Postpone Indefinitely*.
   c. *Postpone to a Certain Time*.

198. To reduce the time for debate, a member would move to
   a. *Postpone Indefinitely*.
   b. *Object to the Consideration of a Question*.
   c. *Limit or Extend Limits of Debate*.

199. With a *main motion* pending and a motion to *Amend* being debated, which of the following motions would be out of order?
   a. *Lay on the Table*.
   b. *Limit or Extend Limits of Debate*.
   c. *Postpone Indefinitely*.

200. To consider a motion later in the same meeting, a member may move to
   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?
   a. Move to *Lay on the Table*.
   b. Move to *Postpone to a Certain Time*.
   c. Move to *Refer* to a committee.

202. If a member wishes to propose a change in a pending question, which motion is used?
   a. *Amend*
   b. *Refer* to a committee
   c. *Postpone to a Certain Time*

203. When a member wishes to bring a pending question to an immediate vote, he should
   a. rise to a *Question of Privilege*.
   b. move to *Refer* the question.
   c. move the *Previous Question*.

204. To put a motion aside temporarily when something else of immediate urgency has arisen a member should
   a. rise to a *Point of Order*.
   b. move to *Lay on the Table*.
   c. move to *Postpone Indefinitely*.

205. A *subsidiary motion* can be applied to any
   a. *main motion*.
   b. *privileged motion*.
   c. *incidental motion*
206. A motion to *Lay on the Table* takes precedence over
   a. other subsidiary motions
   b. the motion to *Take from the Table*.
   c. all privileged motions.

207. When the privileged motion to *Adjourn* is pending, the motion to
   a. *Lay on the Table* is in order.
   b. *Limit or Extend Limits of Debate* is in order.
   c. *Fix the Time to Which to Adjourn* is in order.

208. When a motion to *Recess* is made while another motion is pending, it is
   a. a privileged motion.
   b. an incidental main motion.
   c. an incidental motion.

209. The effect of the adoption of the motion to *Fix the Time to Which to Adjourn* is to
   a. a special meeting.
   b. a regular meeting.
   c. an adjourned meeting.

210. *Incidental* motions
   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 *incidental* motions
   a. are debatable.
   b. are not debatable.
   c. need not be seconded.

212. If a member does not want an *original main motion* even discussed at a meeting, he can
   a. move to *Postpone Indefinitely*.
   b. raise an *Objection to the Consideration of the Question*.
   c. rise to a *Question of Privilege*.

213. When a motion is made up of two parts capable of standing as separate questions, a
   member can
   a. make a motion for *Division of the Question*.
   b. move to *Amend* the motion by striking out one of the parts.
   c. speak in debate against the question.

214. A single member can require a
   a. counted vote.
   b. standing vote.
   c. ballot vote.

215. *A Request to be Excused from a Duty* is
   a. a privileged motion.
   b. a subsidiary motion.
   c. an incidental motion.
216. To change what the assembly has adopted requires
   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
   a. a break.
   b. a recess.
   c. an adjournment.

218. An incident main motion
   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.

219. All subsidiary motions can be applied to an
   a. original or incidental main motion.
   b. original main motion only.
   c. incidental main motion only.

220. A main motion is still within the control of the assembly after
   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
   a. Postpone Indefinitely.
   b. Commit.
   c. Postpone Definitely.

222. When a main motion, an amendment and a motion to postpone the pending question to a certain time are pending, the first vote is taken on
   a. the motion to Postpone to a Certain Time.
   b. the amendment.
   c. the main motion.

223. The vote required to adopt the motion Limit or Extend Limits of Debate is
   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.  

T  F  225. Incidental motions have no rank among themselves.  

T  F  226. An incidental motion, when in order, takes precedence over any motion that is pending.
227. Incidental main motions and original main motions differ principally in the vote necessary for adoption.

228. Modifications of the normal limits of debate on a pending motion are proposed by the motion to Limit or Extend Limits of Debate.

229. If the assembly desires to consider a main motion later in the same meeting or at another meeting, a member can move to Postpone Indefinitely.

230. Previous Question is the motion used to bring the assembly to an immediate vote on one or more pending questions.

231. The subsidiary motion Previous Question is adopted by a two-thirds vote.

232. It is not in order to move the Previous Question when a motion to Lay on the Table is pending.

233. The motion to Lay on the Table is a privileged motion.

234. The motion to Lay on the Table is adopted by a two-thirds vote.

235. A subsidiary motion is always applied to another motion.

236. Subsidiary motions assist the assembly in treating or disposing of a main motion.

237. A subsidiary motion can be applied to any main motion.

238. The motion Amend takes precedence over the motion to which it is applied.

239. The motion Amend can be applied to any other subsidiary motion.

240. If the adopted program is not being followed, a single member can require that such a schedule be enforced.

241. A member rising to a Question of Privilege can interrupt pending business.

242. A member can propose a short intermission by moving to Recess.

243. When no business is pending, a member can propose to close the meeting entirely by moving to Adjourn.

244. The motion Fix the Time to Which to Adjourn is not in order when business is pending.

245. The chair rules on all questions of parliamentary procedure affecting the assembly's proceedings.

246. A motion to have a ballot vote is a privileged motion.

247. In the consideration of a resolution having a preamble, the preamble is always amended last.
T F 248. No *main motion* is in order that is in conflict with a motion previously adopted and still in force, unless it is processed as a motion to *Rescind or Amend Something Previously Adopted.*  

T F 249. Any *main motion* that is in conflict with the bylaws is not in order.  

T F 250. A *main motion* that has been rejected cannot be reintroduced at a later session.  

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.  

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.  

T F 253. If previous notice is given at a meeting, it must be in writing.  

T F 254. The assembly can elect by voice even if the bylaws require a ballot vote.  

T F 255. An assembly can *ratify* only such actions of its officers as it would have had the right to authorize in advance.  

**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  
   a. referred to a committee.  
   b. postponed to a certain time.  
   c. laid on the table.  

257. An adjourned meeting is  
   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  
   a. regular meeting.  
   b. annual meeting.  
   c. special meeting.  

259. An executive session is any meeting or portion of a meeting  
   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
   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 stand at ease if the chair, without objection, simply permits a brief pause, without a declaration of recess. 80

T F 262. A Recess 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 main motion 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
   a. what was said in the meeting.
   b. the opinion of the secretary.
   c. what was done in the meeting. 451
275. When a count has been ordered on a motion, the secretary records in the minutes
   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
   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:
   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
   a. can make additional corrections.
   b. cannot require excerpts read from the minutes.
   c. cannot change the minutes.

279. Corrections to minutes
   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.

T F 281. The name of the seconder should be included in the minutes.

T F 282. Minutes should be signed using the phrase, “Respectfully submitted.”

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.

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.

T F 285. When the minutes are approved, the word Approved, with the secretary's initials and
   date, should be written below them.

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

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

286. A special committee
   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.
287. Any vacancy occurring on a committee is filled by
   a. the president.
   b. the committee itself.
   c. the appointing power.

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.

289. A committee can appoint subcommittees, which report to the
   a. assembly.
   b. committee.
   c. board.

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.

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.

T F 292. A standing committee is constituted to perform a continuing function.

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.

T F 294. The person appointed first by the president is chairman of the committee.

T F 295. A committee report may contain how the committee undertook its work, facts
obtained, findings, and recommendations or resolutions.

T F 296. When serving as an ex-officio member of a committee, the president may not vote
on motions.

T F 297. The quorum in a committee is a majority of its membership unless the assembly
has prescribed a different quorum.

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.

T F 299. Motions to limit or close debate are not allowed in committee meetings.

T F 300. During actual deliberations of the committee, only committee members have the
right to be present.
### NAP STUDY QUESTIONS 2005

#### ANSWER KEY

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<tr>
<th>Question</th>
<th>Answer</th>
<th>Description</th>
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<td>C 56 c 111 A</td>
<td>166 Call Orders of Day 221 b 276 b</td>
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<tr>
<td>2</td>
<td>A 57 b 112 c</td>
<td>167 Lay on Table 222 a 277 a</td>
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<td>3</td>
<td>J 58 a 113 a</td>
<td>168 Previous Question 223 b 278 a</td>
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<td>4</td>
<td>D 59 c 114 a</td>
<td>169 Limit Debate 224 T 279 c</td>
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<td>I 60 b 115 b</td>
<td>170 Postpone Definitely 225 T 280 T</td>
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<td>204 b 259 b</td>
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