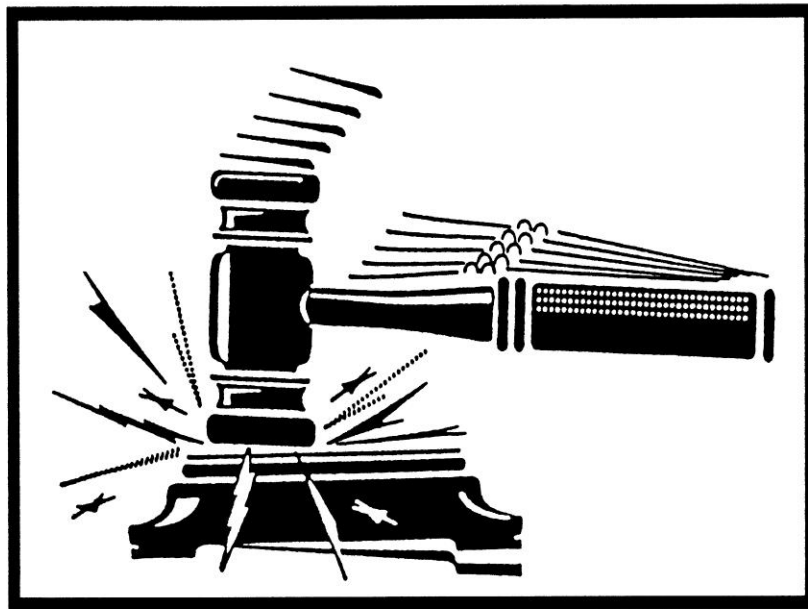


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PARLIAMENTARY PROCEDURE COMPETITIVE EVENTS**

BY

SHANE D. DUNBAR, MEd, PRP-R, PAP

*Professional Registered Parliamentarian-Ret.
Professional Accredited Parliamentarian*

and

AL GAGE , PRP, PAP, CPP

*Professional Registered Parliamentarian
Professional Accredited Parliamentarian*

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- Molly Van Dop, Professional Accredited Parliamentarian , and Registered parliamentarian

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY

This handbook (in a CD format) reflects the opinions and ideas of its authors, and not necessarily those of Career and Technical Student Organizations.

This handbook is intended to provide helpful and informative materials on parliamentary procedure competitive events (contests) when there is a section involving team members answering oral questions from the current edition of *Robert's Rules of Order Newly Revised*. The authors and publisher specifically disclaim any responsibility for any liability, loss, or risk, personal or otherwise, which is incurred as a consequence, directly or indirectly, of the use and application of any of the contents of this handbook (CD).

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PREFACE

Parliamentary Procedure Oral Questions (Challenge) is designed to serve the needs of organizations who desire oral questions related to parliamentary procedure using the 12th edition of ***Robert's Rules of Order Newly Revised (RONR)*** as the parliamentary authority. This CD is not intended to provide the reader with a complete knowledge or understanding of parliamentary law. It is designed to encourage and motivate the student toward further study and research of ***RONR***.

The questions on this CD relate to the "permissible motions" from the FFA Parliamentary Procedure Career Development Event. **By studying these oral questions, team members will also be preparing for the written test.**

The authors have used the FFA Career Development Event rules when writing the oral questions, which state:

“The team members (not including the Chair) will be asked a planned question, which may include 1-3 parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.”

Other organizations such as the Family, Career, and Community Leaders of America (FCCLA) and the Business Professionals of America (BPA) will also find this manual helpful for their parliamentary procedure team competitive events.

Note that the answers to many questions are located on the tinted pages, which is designated as “t” before the page number. An explanation on how to use the CHART FOR DETERMINING WHEN EACH SUBSIDIARY OR PRIVILEGED MOTION IS IN ORDER is on page t3.

S.D.D.
Everett, Washington

A.L.G.
Avondale, Arizona

September 1, 2020

CHAIRMAN QUESTIONS

★ and ★★ are BASIC QUESTIONS AND ★★★ AND ★★★★ ARE CHALLENGE QUESTIONS

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Name <u>three</u> methods, other than nodding, that the chair can use to recognize a member who wishes to obtain the floor.	The chair may state the member's: 1. Name. or 2. Title. or 3. The place or unit that the member represents.	26
2 ★	What are the <u>three</u> steps that are used to bring a <i>Main Motion</i> before the assembly?	1. A motion is made. 2. The motion is seconded by another member. 3. The chair states the question on the motion.	28, 110
3 ★	What are the <u>three</u> steps in the consideration of a <i>Main Motion</i> before the assembly?	1. The motion is debated. 2. The chair puts the question. 3. The chair announces the result of the vote.	29, 111
4 ★	1. How long should the chair allow a member to speak on a motion at a regular meeting? 2. Should the chair allow a member to transfer unused debate time to another member? 3. How many times should the chair allow a member to speak on the same motion at another regular meeting?	1. 10 minutes each time the member speaks. 2. No. 3. Twice.	367, 368
5 ★	What are <u>three</u> methods that the chair could use to take a vote on a motion?	1. Voice. 2. Rising. 3. Show of hands. 4. Ballot. 5. Roll call. 6. Standing counted vote.	40, 64
6 ★	1. Name the minimum essential officers needed to conduct a meeting. 2. What is the name of the presiding officer's official place or station? 3. What is the presiding officer called who has no title or is temporary?	1. Presiding officer and secretary or clerk. 2. "The chair." 3. "The chair." (or "chairman" or "chairperson")	1. 19 2. 20 3. 20
7 ★	1. If the chair cannot determine which member should have the floor, how is it decided? 2. If the chair makes a mistake and assigns the floor to the wrong member, how can it be corrected? 3. If the ruling on a <i>Point of Order</i> regarding who is assigned the floor is questioned, how can the ruling be changed?	1. The assembly decides by a vote. 2. A member can call a <i>Point of Order</i> . 3. The ruling on the assignment can be appealed.	363
8 ★	The presiding officer can be addressed by several titles at a regular meeting. Name <u>three</u> of them.	1. Chairman. 2. Chair. 3. Chairperson. 4. President.	1. 426 2. 20 3. 20 4. 426

9 ★	Questions regarding voting are available on the motion pages. Here are samples that could be used for motions requiring a majority vote or a two-thirds vote. <u>Majority vote:</u> An organization has 75 members and is conducting a regular meeting with 60 of its members present. Thirty members abstain on a vote on the motion (include a motion that requires a majority vote here). 1. What is a majority vote of the members present? 2. How many members voted? 3. What is the minimum affirmative vote required to adopt the motion? <u>Two- thirds vote:</u> An organization has 30 members and is conducting a regular meeting with 21 of its members present. Six abstain on a vote on the motion (include a motion that requires a two-thirds vote here). 1. What is a two-thirds vote of the members present? 2. How many members voted? 3. What is the minimum affirmative vote required to adopt the motion?	<u>Majority vote:</u> 1. 31. 2. 30. 3. 16. <u>Two-Thirds vote:</u> 1. 14. 2. 15. 3. 10.	379-381
10 ★	Assume you are the chairman at a regular meeting. What are the three items that would be included when you announced the results of a vote on the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>)?	1. The results of the vote. 2. Whether the motion was adopted or lost. 3. The effect of the vote or ordering its execution.	43
11 ★	At each meeting, the presiding officer should have four items at hand. Name those four items.	1. A copy of the bylaws and other rules of the organization. 2. A copy of the parliamentary authority. 3. A list of all standing and special committees and their members. 4. The agenda or a memorandum of the complete order of business listing all known matters that are to come up.	428

12 ★	Assume you are the chair at a regular meeting and an inconclusive voice vote has been taken on the motion to <i>Postpone to a Certain Time</i>. 1. How can a member obtain an accurate vote? 2. How would the chair handle the vote if a member does not demand a standing vote? 3. How would the chair handle a standing vote if it appears too close to call?	1. The member can demand a standing vote. 2. The chair should retake the vote by having the members rise. 3. The chair would take a rising vote and require a count.	46, 47
13 ★	Assume you are the chair at a regular meeting, and the assembly's vote on the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) is 20 in the affirmative and 20 in the negative. 1. If you decided to abstain would the motion be adopted or lost? 2. Explain your answer to #1. 3. What is the only way you can vote that would affect the outcome?	1. Lost. 2. A tie vote is not a majority, which is required to adopt this motion. 3. The affirmative.	48
14 ★	Assume you are the chair at a regular meeting and there was no opposition to the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 1. How would you take a vote? 2. Explain your answer to question #1. 3. How would you handle the motion if there was an objection?	1. The vote would be taken by <i>unanimous consent</i>. 2. The chair would state that "if there is no objection to the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>), it is adopted." 3. The chair would put the motion to a vote in the regular manner.	49
15 ★	Answer the three questions assuming that you are the chair at a regular meeting. <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists three steps in bringing a motion before the assembly. Name them in their proper order as they apply to the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>).	1. The member makes the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. Another member seconds the motion. 3. The chair states the question on the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>).	28, 29
16 ★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists six headings in a standard order of business. Name them.	1. Reading and Approval of the Minutes. 2. Reports of Officers, Boards, and Standing Committees. 3. Reports of Special (Select or Ad Hoc) Committees. 4. Special Orders. 5. Unfinished Business and General Orders. 6. New Business.	335
17 ★★	Assume you are the chairman and a motion to <i>Adjourn</i> has just been defeated. A motion to <i>Lay on the Table</i> or <i>Recess</i> is then immediately defeated. The member then immediately renews the motion to <i>Adjourn</i>. Would you allow the renewed motion to <i>Adjourn</i>? Explain your answer.	No. Because a motion to <i>Recess</i> or <i>Lay on the Table</i> does not constitute sufficient business for renewal of the motion to <i>Adjourn</i>.	324

18 ★★	Except in small boards and committees, when is the presiding officer allowed to vote?	1. To cause a tie. 2. To break a tie. 3. When the vote is by ballot.	1. 48 2. 48 3. 384
19 ★★	1. After stating the question, who should the chair turn toward to determine which member is to speak first? 2. How many times should the chair allow a member to speak on the same motion on the same day? 3. How can the presiding officer enter into debate at a regular meeting?	1. The maker of the motion. 2. Twice. 3. The presiding officer leaves the chair until the pending business is finished.	38, 39
20 ★★	After a debatable motion is made and seconded, what statements may the chair make after restating the motion to invite debate?	1. "Are you ready for the question?" or 2. "Is there any debate?" or 3. The chair may ask the maker of the motion if he wishes to speak first.	366
21 ★★	After debate has concluded on a motion, what steps are taken by the chair?	1. The chair may ask, "Are you ready for the question?" or "Is there any further debate?" 2. Then the chair takes a vote on the pending motion.	366
22 ★★	Explain the meaning of the following: 1. <i>Previous Question</i> . 2. <i>Division of a Question</i> . 3. <i>Question</i> .	1. A motion used to stop debate and making subsidiary motions, except <i>Lay on the Table</i> . 2. A motion used to separate a main motion or an amendment into parts to be voted on individually. 3. Used interchangeably with the word, "Motion."	1. 187 2. 255 3. 33
23 ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) recommends the use of the gavel <u>during a meeting</u> under three circumstances. What are they?	1. An adjournment of a meeting (one rap if desired). 2. A recess (one rap if desired). 3. Slight breaches of order (raps lightly).	1. 228 2. 219 3. 610
24 ★★	Using the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) as an example, how would the chair explain the difference between: 1. <i>Stating the question</i> and <i>Putting the question</i> ? 2. For a voice vote on the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>), which side is the vote taken on first, the affirmative or the negative?	1. For <i>stating the question</i> , the chair states the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) and indicates it is open to debate. <i>In putting the question</i> , the chair puts the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) to a vote. 2. Affirmative.	33, 38, 40

25 ☆☆	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists three steps in considering a motion before the assembly. Name them in their proper order as they apply to the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>).	- Members debate the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). - The chair puts the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) to a vote. - The chair announces the result of the vote on the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>).	38
26 ☆☆	- What are two phrases the chair can use when putting the question when they believe debate has concluded? - What does the Latin term <i>viva voce</i> (pronounced VIE-vuh VOE-see) mean?	"Are you ready for the question?" or "Is there any further debate?" - To take a voice vote.	39, 40
27 ☆☆	Assume you are the chairman at a regular meeting and the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) is pending. - How many times would you allow each member to debate the motion at that meeting? - How many minutes would you allow each member to debate each time at that meeting? - What phrase would you use to indicate that a member debated a motion twice at a meeting and cannot speak on it again?	- Two times. - Ten minutes. - The member has <u>exhausted his right to debate</u> that motion.	38, 39
28 ☆☆	- Which vote is taken first by the chairman? - What is the exception to the rule that the chairman must take the negative vote? - Should the chair call for abstentions when taking a vote?	- Affirmative. - A negative vote is usually not taken on motions that are noncontroversial or of a complimentary or courtesy nature. - No.	40
29 ☆☆	As chairman, how would you respond to the following questions by members at a regular meeting: - Can I vote on a motion that will allow my parents to sell refreshments at our upcoming dance? - Explain your answer to question #1. - Can I vote for myself as a candidate for chapter president?	- Yes. - No member should vote on a matter which he/she has personal interest. However, the member cannot be made to not vote for the motion to purchase dance refreshments from his parents. - Yes.	385, 386
30 ☆☆	Name three ways that the presiding officer may recognize a member.	- By announcing their name or title. - By stating "The chair recognizes Mr./Ms. Smith" or title. - If no one else rises and everyone can see, the chair may nod to the member addressing the chair.	357, 358

31 ☆☆	1. There are two phrases by which the presiding officer may indicate that the floor is open to debate. What are those two phrases? 2. If a member rises and addresses the chair when a non-debatable question is the immediately pending question, what phrasing should the presiding officer use in response?	1. “Are you ready for the question?” and “Is there any debate?” 2. “For what purpose does the member rise?”	33, 34 358
32 ☆☆	<i>Robert’s Rules of Order Newly Revised</i> (abbrev. RONR) lists eleven duties of the presiding officer. Name five of them.	1. Call the meeting to order at the appropriate time having ascertained that a quorum is present. 2. To announce in proper sequence the business that comes before the assembly. 3. To recognize members who are entitled to the floor. 4. To state and put to a vote all questions that legitimately come before the assembly as motions. 5. To protect the assembly from obviously dilatory motions by refusing to recognize them. 6. To enforce the rules relating to debate and those relating to order and decorum within the assembly. 7. To expedite business in every way compatible with the rights of members. 8. To decide all questions of order, subject to an appeal. 9. To respond to inquiries of members relating to parliamentary law or factual information. 10. To authenticate by his or her signature, when necessary all acts, orders or proceedings of the assembly. 11. To declare the meeting adjourned when the assembly so votes or at the time prescribed in the program.	427, 428
33 ☆☆	1. What does the term “gaveling through” a measure mean? 2. Who is responsible for keeping track of the time a member has spoken in debate? 3. If the chair needs assistance in tracking the time a member has spoken, what can the chair do?	1. When the chair attempts to put a question to a vote in order that no member may obtain the floor. 2. The presiding officer or chairman. 3. The chair can appoint timekeepers.	367, 368
34 ☆☆	1. If the presiding officer is a member of the assembly, there is one type of vote in which they can always vote. What is it? 2. In all other circumstances, the chair should only vote in two cases. What are the two cases?	1. When the voting is by ballot. 2. To create a tie and To break a tie.	384

35 ★★	1. Should the chair announce abstentions in a counted vote? Explain your answer. 2. Are abstentions counted in the total votes cast? Explain your answer. 3. Can the chair, if a member, vote by ballot and in the event of a tie vote also break the tie in an election? Explain your answer.	1. No. Abstentions are not counted or otherwise determined. 2. No. Only votes cast are counted. 3. No. One person, one vote.	385
36 ★★	1. If a member wishes a rising vote to be counted, how may they accomplish this? 2. Unless there is a special rule of order to the contrary, what vote is required to order a vote to be counted? 3. If the chair wishes a rising counted vote to be counted, how may they accomplish this and what vote does it take?	1. By moving that the vote be counted. 2. Majority vote. 3. No vote is required. The chair can order the vote be counted.	389
37 ★★	There are three steps by which a motion is brought before the assembly. Name them in order.	1. The motion is made. 2. The motion is seconded. 3. The motion is restated by the chair.	28, 29
38 ★★	There are six steps from the time there is no business pending until a motion is disposed of. Name the six steps in order.	1. The motion is made. 2. The motion is seconded. 3. The motion is restated by the chair. 4. The motion is debated (if debatable) 5. The chair puts the question or puts it to a vote. 6. The chair announces the result of the vote.	28, 29, 38
39 ★★	There are three steps in the chair's announcement of the result of a vote. Name them in order.	1. Declaration of which side "has it". 2. Declaration that the motion is adopted or lost. 3. A statement indicating the effect of the vote or ordering its execution.	43
40 ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists five types of deliberative assemblies. Name five (or three) of them.	1. Mass Meeting. 2. Local Assembly of an Organized Society. 3. Convention or Convention of Delegates. 4. Legislative Body. 5. Board.	4-8
41 ★★	Assume that you are chairing a meeting with 200 members in attendance, not including yourself. All members of the assembly cast a vote on a <i>Main Motion</i>. 1. What is a 51% vote of all members? 2. What is majority vote of all members? 3. Is a 51% vote the same as a majority vote?	1. 102 (.51 x 200 = 102) 2. 101 3. No	379
42 ★★	What subsidiary motions can be made as incidental main motions?	1. <i>Postpone Indefinitely</i>. 2. <i>Amend</i>. 3. <i>Commit or Refer</i> 4. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 5. <i>Limit or Extend Limits of Debate</i>.	59

43 ★ ★★	Explain the rules for the chair for the following procedures if there are less than a dozen members in attendance at a board or committee meeting under rules for small boards: 1. Debate. 2. Voting. 3. Making motions.	1. The chair may speak without leaving the chair. 2. The chair may vote on all motions. 3. The chair may make motions without leaving the chair.	465
44 ★ ★★	Some organizations allow a nonmember to serve as a temporary presiding officer. What members of an organization normally must approve this action?	1. President. 2. Vice president. 3. Assembly by a majority vote.	431
45 ★ ★★	1. How does the presiding officer speak of himself? 2. When should the presiding officer refer to members by their name?	1. He always refers to himself as “the chair” (“the chairman” is also an acceptable answer) 2. When assigning the floor and when announcing committee members.	21, 22
46 ★ ★★	1. If the bylaws require that an election be held at a specific meeting of the assembly and a quorum is not present, what steps should be taken if the assembly meets less often than quarterly and its clear no quorum can be obtained? 2. If more often than quarterly?	1. The assembly can either provide for an adjourned meeting and postpone it to that meeting, or simply postpone it to the next regular meeting. 2. The assembly should provide for an adjourned meeting and postpone the election to that time.	422
47 ★ ★★	<i>Fix the Time to Which to Adjourn</i> can be made after an assembly has voted to adjourn but before the assembly has been declared adjourned by the chairman. Name three other parliamentary steps that are in order under the same circumstances.	1. To inform the assembly of important business requiring attention before adjournment. 2. To make important announcements. 3. To make a motion to <i>Reconsider</i> a previous vote. 4. To give notice of a motion to be made at the next meeting where the motion requires previous notice. 5. To make a motion to <i>Reconsider and Enter on the Minutes</i>. (This is not an FFA permissible, but may be used as an answer.)	224, 225
48 ★ ★★	Assume you are the chair at a regular meeting and a member wishes to change his/her vote on the motion to <i>Postpone to a Certain Time</i>. 1. Would you allow her to change? 2. Explain your answer. 3. Explain how it could be changed <u>after</u> the result was announced.	1. It depends on when the request was made. 2. The vote may be changed up to the time the result was announced. 3. It can be changed by unanimous consent of the members at the meeting.	43
49 ★ ★★	1. Why should the chair refrain from speaking in debate on most questions? 2. Name two motions on which the presiding officer is not required to relinquish the chair in order to debate.	1. To maintain his impartiality in an assembly. 2. <i>Appeal</i> and <i>A Point of Order</i> that has been submitted to the judgment of the assembly.	374

50 ★ ★★	<i>Roberts Rules of Order Newly Revised</i> (abbrev. RONR) lists nine rules of decorum in debate. Name five of them.	1. Confine remarks to the merits of the pending question. 2. Refrain from attacking a member's motives. 3. Address all remarks through the chair. 4. Avoid the use of members' names 5. Refrain from speaking adversely on a prior action not pending. 6. Refrain from speaking against one's own motion. 7. Reading from papers or quotations etc. without permission. 8. Remain seated during an interruption by the chair. 9. Refrain from disturbing the assembly.	371-373
51 ★ ★★	1. Can a member conclude their debate by offering a secondary motion such as <i>Previous Question</i> within a single recognition by the chair? Explain your answer. 2. Can a member preface their motion with a few words of explanation? Explain your answer. 3. If a member calls out "Question" while a member is speaking indicating they are ready to vote or moving the <i>Previous Question</i>, how should the chair respond?	1. Yes. A member may begin by debating a motion and conclude by offering a secondary motion. 2. Yes. As long as it does not become a speech. 3. The chair has a duty to obtain order and protect the rights of the member entitled to the floor. The chair should caution the member not to interrupt and not handle this as the <i>Previous Question</i>.	107 365
52 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) gives general guidance of three instances when the presiding officer should assign the floor for debate when they may not have been the first to rise and address the chair. Name them.	1. If the maker of the motion claims the floor and has not already spoken on the question. 2. No one is entitled to the floor a second time on the same day as long as any other member who has not spoken desires the floor. 3. In cases where the chair knows that the person seeking the floor have opposite opinions on the question, the chair should let the floor alternate as far as possible. (A member may rise to give previous notice of another motion.)	27 360
53 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists four instances when a member is entitled to preference in recognition when a debatable question is immediately pending. Name three of those instances.	1. If the maker of the motion claims the floor and has not already spoken on the question. 2. No one is entitled to the floor a second time on the same day as long as any other member who has not spoken desires the floor. 3. In cases where the chair knows that the person seeking the floor has opposite opinions on the question, the chair should let the floor alternate as far as possible. 4. A member may rise to give previous notice of another motion.	359, 360, 361

54 ★ ★★	1. Should the chair preside if a motion is presented to commend, reprimand or otherwise applies only to the chair? Explain your answer. 2. Should the chair turn the chair over to another member during a vote that would re-elect themselves as well as other officers? Explain your answer. 3. According to <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR), what should the chair do while a member is speaking in debate?	1. No. Turn over the chair to the vice president or appropriate temporary occupant during consideration of that motion. 2. No. More than just the chair is involved in the action, so since the election is not unique to the chair, they may still preside. 3. Remain seated.	429
55 ★ ★★	1. Is a motion required to approve the minutes? Explain your answer. 2. If a correction is offered to the minutes, how is the correction originally treated or voted on? 3. If a member objects during the unanimous consent vote, how is the correction treated?	1. No. A motion is not required to approve the minutes, although a motion to do so is not out of order. 2. The correction is voted on by unanimous consent. 3. Like any other amendment.	336
56 ★★	1. Is it proper for an un-audited treasurer's report to be approved by the assembly? Explain your answer. 2. If several sets of minutes from several meetings have not been approved, in what order are they read and approved?	1. No. The report requires no action by the assembly. 2. In order from earliest to latest.	455, 456 336
57 ★ ★★	If a motion arising from a standing committee report was laid on the table at the last meeting which was within a quarterly interval, under what headings in a standard order of business may this motion be taken from the table?	1. Reports of Officers, Boards, and Standing Committees. 2. Unfinished Business. 3. New Business.	338
58 ★ ★★	If a special order was laid on the table at the last meeting which was within a quarterly interval, under what headings in a standard order of business may this motion be taken from the table?	1. Special Orders. 2. Unfinished Business and General Orders. 3. New Business.	338-342
59 ★ ★★	1. If a motion incident to the report of a committee appointed at previous meeting was received at the last meeting which was not within a quarterly interval and immediately laid on the table, under what headings in a standard order of business may this motion be taken from the table? 2. Under what headings in a standard order of business may this motion be renewed?	1. It may not be taken from the table. 2. Reports of Special Committees because that is where it originally arose. and New business.	242-246 284-285

60 ★ ★★	1. An adopted agenda contains a prescheduled recess for a particular hour. If business is pending when the particular hour arrives, what should the chair do? 2. If the particular hour arrives and the previous question has been ordered on all pending motions, what should the chair do? 3. If a member moves to reschedule the recess or extend the time for considering the pending question, what vote is required to adopt these motions?	1. Declare the recess. 2. By unanimous consent complete the voting on the pending business. 3. Two-thirds.	351, 352
61 ★ ★★	1. If a motion is adopted to change the limits of debate is adopted while an amendment is pending and it does not specify to which motions it applies, to what motion or motions does the limitation apply? 2. If a motion is adopted to limit debate to one debate per person is adopted while no business is pending and it does not specify to which motions it applies, to what motion or motions does the limitation apply? 3. If a member wanted to permanently alter the limits of debate at all meetings, how would they accomplish this?	1. The amendment and any subsequent debatable motions on that main motion, but not the main motion. 2. All debatable motions for the entire session. 3. Propose and adopt a special rule of order to that effect.	369, 370 182
62 ★ ★★	A member rises to a <i>Parliamentary Inquiry</i> and asks how they can remove the limit on the number of debates per person but not the length of debates by a majority vote. As the chair, name three responses that would be correct.	1. Move to go into a Committee of the Whole. 2. Move to go into a Quasi-Committee of the Whole. 3. Move to Consider the motion Informally.	371
63 ★ ★★	1. A main motion is pending and a member requests permission to withdraw a motion, when the chair asks unanimous consent to withdraw the motion, another member objects to granting permission. Can the chair assume the motion to grant permission to withdraw the motion? Explain your answer. 2. Does this motion require a second? Explain your answer. 3. If a member, other than the motion maker, suggests the member withdraw the motion, and the member accepts the request does the motion assumed by the chair to grant permission to withdraw the motion require a second? Explain your answer.	1. Yes. The chair can assume the motion if they believe that to be the will of the assembly. 2. Yes. To ensure that the assembly wishes to consider the motion to grant permission to withdraw the motion. 3. No. The member who suggested the motion be withdrawn and the member requesting it both surely favor the consideration of the motion	279

64 ★ ★★	1. During debate, several members are speaking amongst themselves so that other members cannot hear the proceedings. As the chairman, what rule of decorum in debate would you cite in warning the members to cease talking? 2. Assume a member is speaking on the main motion while an amendment is pending. As the chairman, what rule of decorum in debate would you cite in warning the member about the content of their debate? 3. During debate, a member states that we should not do this particular activity and supports it by pointing out all of the faults of similar prior activity. What rule of decorum in debate have they violated?	1. Refrain from disturbing the assembly. 2. Confining remarks to the merits of the pending question. 3. Refrain from speaking adversely on a prior action not pending.	371-373
65 ★ ★★	1. An important issue is before the assembly and a member has prepared their debate on note cards, what rule of decorum in debate is the member potentially violating? 2. During debate, a member disagrees with a member and states the reason that member is in favor of the motion to which he is opposed is because they want to run for state office. What rule of decorum in debate has been violated? 3. A member is speaking in debate when an interruption from the chair occurs. What must that member do during the interruption to avoid violating a rule of decorum in debate?	1. Reading from papers without permission of the assembly. 2. Refrain from attacking members motives. 3. Be seated.	371, 373
66 ★ ★★	1. When does a member have the right to change their vote? 2. After that, how can a member change their vote? 3. If a question arises regarding voting procedures or the counting of votes, who has the final decision making power in that instance?	1. Until the result of the vote is announced. 2. Only by unanimous consent immediately following the chairs announcement of the vote. 3. The assembly.	386, 387
67 ★ ★★	1. A member moves to suspend the rules which require a quorum to be present to conduct business. Even though this rule is not in the bylaws, why can this rule not be suspended? 2. A member moves to suspend the rules and allow two main motions to be pending at the same time, why can this rule not be suspended 3. A member moves to suspend the rules and waive the previous notice requirement for amendment of the bylaws. Who does the requirement for previous notice protect?	1. Because it protects the rights of absentees. 2. Because it embodies a fundamental principal of parliamentary law. 3. Absentees.	249

68 ★ ★★	1. In an election, member A. receives 5 votes, member B. receives 4 votes and member C. receives 1 vote. If a plurality vote is required for election, who, if any was elected? 2. If a plurality vote was not allowed, who, if any, was elected? 3. In an election, if member A. receives 5 votes, member B. receives 5 votes and member C. receives 0 votes, who remains on the ballot?	1. Member A. 2. No one is elected. 3. All three candidates.	383
69 ★ ★★	1. Who appoints the tellers for a ballot vote? 2. Who declares the result of a ballot vote? 3. May the tellers vote in a ballot vote if a member of the assembly?	1. The chairman. 2. The chairman. 3. Yes.	392, 396
70 ★ ★★	1. Who presides if the assembly adopts a motion to go into a <i>Committee of the Whole</i>? 2. Who presides if the assembly adopts a motion to go into a <i>Quasi-Committee of the Whole</i>? 3. Who presides if the assembly adopts a motion to consider the question informally?	1. The chairman immediately appoints another member to preside, usually the vice-president. 2. The regular chairman. 3. The regular chairman.	504, 505
71 ★ ★★	1. Who can order that a non-member leave the meeting room for the remainder of the meeting? 2. If the chair orders a non-member to leave, can the non-member appeal the chair's decision? Explain your answer. 3. Who can order that a member leave the meeting room for the remainder of the meeting?	1. The chair can order a non-member to leave. 2. The non-member could not appeal because they are not a member, but a member could appeal on the non-members behalf. 3. Only the assembly can order a member to leave.	609, 611
72 ★ ★★	1. What are the requirements to adopt a special rule of order separate from the bylaws? 2. What are the requirements to adopt a standing rule? 3. What is the voting requirement to adopt an initial set of bylaws?	1. Either a two thirds vote and previous notice or a majority of the entire membership. 2. A majority vote. 3. Majority vote.	t6, t7 “t” is the abbreviation for the “tinted” pages.

73 ★ ★★	1. A motion for the <i>Previous Question</i> is pending. A member moves to <i>Amend</i> the <i>Previous Question</i>. As the chair, how would you handle this situation without ruling the member out of order? 2. If the member moved the <i>Previous Question</i> in a different form so that there were two motions for the <i>Previous Question</i> on the floor, in what order would you put them to a vote? 3. If the most inclusive motion for the <i>Previous Question</i> is adopted, what happens to the other motion for the <i>Previous Question</i>?	1. Suggest that the member move the <i>Previous Question</i> in a different form. 2. The vote would be taken that would order the <i>Previous Question</i> on the largest number of motions. 3. It becomes moot and is ignored.	188, 189
74 ★ ★★	There are five types of main motions which are not in order. Name five. (or three).	1. One that conflicts with the corporate charter, constitution or bylaws. 2. One that presents substantially the same question that was disposed of earlier in the same session. 3. One that conflicts with a motion previously adopted and still in effect. 4. One that conflicts with or presents substantially the same question as one that has been temporarily but not finally disposed of. 5. One that proposes action outside the scope of the organizations object or purpose.	102, 103
75 ★ ★★	Main motions are not in order that would conflict with or present substantially the same question as one that has been temporarily but not finally disposed of. State three examples of a main motion that has been temporarily but not finally disposed of.	1. One that has been referred to a committee. 2. One that has been postponed and made a general or special order. 3. One that is unfinished business from the last meeting. 4. One that has been laid on the table. 5. One that is the subject of a motion to <i>Reconsider</i> that has been made but not yet considered.	103, 104
76 ★ ★★	There are three actions that cannot be rescinded. Name them.	1. When it has previously been moved to <i>Reconsider</i> the vote on the main motion and the question can be reached by calling up the motion to <i>Reconsider</i>. 2. When something has been done as a result of the vote on the main motion that is impossible to undo. 3. When a resignation has been acted upon or a person has been elected or expelled from membership or office and has been officially notified of the action.	291
77 ★ ★★	There are three items that an <i>Objection to the Consideration of a Question</i> can be applied to. Name them.	1. <i>Original Main Motions</i>. 2. Petitions not from a superior body. 3. Communications not from a superior body.	253

78 ★ ★★	1. Who is responsible for determining if a quorum is present? 2. When should the chairman determine if a quorum is present? 3. If after initially determining that a quorum is present, the chairman later realizes that a quorum is no longer present, what should the chairman do as far as allowing debate or voting to continue on the pending <i>Main Motion</i>?	1. The chairman. 2. Before they call the meeting to order. 3. Debate may be allowed to continue at length but voting on the main motion is not allowed in the absence of a quorum.	1. 22 2. 331 3. 331, 332
79 ★ ★★	1. If the bylaws do not establish a different quorum requirement in an ordinary society, what is the quorum requirement? 2. If the bylaws do not establish a different quorum requirement in a convention of delegates, what is the quorum requirement? 3. What is the quorum requirement in a mass meeting?	1. A majority of all members. 2. A majority of the delegates registered. 3. The number of persons present at the time.	328, 329
80 ★ ★★	There are six parliamentary steps that can be taken after an assembly has voted to adjourn but before the chairman has declared the meeting adjourned or while the motion to adjourn is pending. Name five of them.	1. To inform the assembly of business requiring attention prior to adjournment. 2. To make important announcements. 3. To make but not take up a motion to <i>Reconsider</i> a previous vote. 4. To give previous notice of a motion to be made at the next meeting. 5. To move to <i>Fix the Time to Which to Adjourn</i>. 6. To make a motion to <i>Reconsider and Enter on the Minutes</i>. (This motion is not an FFA permissible motion, but may be used as an answer.)	224, 235
81 ★ ★★	1. How is the president of an organized society addressed when presiding at a meeting? 2. How is the vice-president of an organized society addressed when presiding at a meeting in the absence of the president? 3. How is a person presiding at a meeting who has no regular title or whose position is only temporary addressed?	1. "Mr. President" or "Madam President." 2. "Mr. President" or "Madam President." 3. "Mr. Chairman" or "Madam Chairman."	20, 21

82 ★ ★★	In a small board of not more than about a dozen members, some of the formality of a large assembly may hinder business. Name five (or three) differences in the procedures used in a small board versus a formality in a large assembly.	1. Members may raise hands instead of standing. 2. Motions need not be seconded. 3. There is no limit to the number of times a member may speak to a debatable question. 4. Informal discussion of a subject is permitted while no motion is pending. 5. A vote may be taken without a motion if the proposal is perfectly clear to all present. 6. The chairman need not rise while putting a question to a vote. 7. If the chairman is a member, he may speak in discussion, debate, make motions and vote on all questions without leaving the chair.	464, 465 and 464, 465 footnote
83 ★ ★★	1. Assume you are presiding over a meeting in which you are considering a <i>Main Motion</i> and a general order has been set for 2:00 p.m. It is now 2:05 and a member "Calls for the Orders of the Day". Can the general order interrupt the pending business? Explain your answer. 2. If the general order had been a special order, could the special order interrupt pending business? Explain your answer. 3. An ordinary main motion is being considered when a member "Calls for the Orders of the Day". You have a special order set for 2:00 p.m. and 2:15 p.m. but it is now 2:30 p.m. How do you determine which special order to consider first?	1. No. Because a general order cannot interrupt pending business. 2. Yes. A special order interrupts pending business unless the pending business is also a special order, scheduled recess or the special order for the meeting 3. The one that was made first.	340-351
84 ★ ★★	If a member makes a <i>Main Motion</i> and it is seconded, the chair has three options as far as processing the motion. What are the three options?	1. Rule the motion out of order. 2. Restate the motion. 3. Assist the member with rephrasing the motion if the motion is unclear.	1. 35 2. 36 3. 35
85 ★ ★★	1. What two members can require that a motion be presented in writing? 2. May a member other than the motion maker suggest that the motion be withdrawn in light of a certain fact without recognition before the motion is restated by the chair? Explain your answer.	1. The presiding officer and the Secretary 2. Yes. A member may point out a fact which may cause the motion maker to withdraw their motion in the interest of conserving the assembly's time.	35-37
86 ★★ ★★	What vote is required for a motion to remove a president if elected to serve for two years or until a successor is elected?	1. Two-thirds or 2. Majority with previous notice or 3. Majority of the entire membership.	618
87 ★★ ★★	<i>Based on Robert's Rules of Order Newly Revised</i> (abbrev. RONR), except for small board and committee meetings, name <u>three</u> instances when the presiding officer stands during a meeting.	1. When calling the meeting to order. 2. When declaring the meeting adjourned. 3. When explaining the rules for a <i>Point of Order</i>. 4. When debating an <i>Appeal</i>. 5. When putting a question to a vote.	428, 429

88 ☆☆	In the absence of a quorum, a motion to <i>Recess</i> is pending. A member rises, addresses the chair, is recognized and makes the motion “that absent members be contacted during the recess.” 1. As the chairman, would you allow this motion? 2. Explain your answer.	1. Yes. 2. It should be allowed because motions to take steps to obtain a quorum take precedence over a motion to <i>Recess</i>.	330
89 ☆☆	Assume that you are the chairman while a motion to invite a speaker to the next meeting is pending. 1. A member moves to postpone the question to the next meeting. How would you proceed? Explain your answer. 2. Same question except the main motion reads to invite the speaker to the September 1st meeting, which is your next regular meeting. 3. A motion is pending to postpone the motion to the next regular meeting. A member moves to amend by striking next regular meeting and insert indefinitely. As the chairman what would you do?	1. Allow the motion because the main motion reads the next meeting, which if passed at the meeting it was postponed to, would allow the invitation to the subsequent meeting after that. 2. Rule the motion out of order because the motion is in effect a motion to <i>Postpone Indefinitely</i>. 3. Rule the amendment out of order because it changes one parliamentary form into another.	173, 174
90 ☆☆	1. If the president and vice president (s) are absent, who calls the meeting to order. 2. If the secretary calls a meeting to order, how long do they preside? 3. Can the presiding officer, knowing in advance appoint another member or vice president to preside in his place?	1. The secretary. 2. Until a chairman pro tem can be elected. 3. No.	430
91 ☆☆	1. If the presiding officer relinquishes the chair in order to speak in debate, to whom does he/she relinquish the chair and what qualification must be met by the person assuming the chair? 2. If no vice-president is available, to whom does he/she relinquish the chair? 3. If the presiding officer relinquishes the chair in order to speak in debate on an amendment, when should they return to the chair?	1. To the highest ranking vice-president present who has not spoken on the question and does not decline because they wish to speak on the motion. 2. If no vice-president is in the room, to another member whom the chair designates unless another member nominates another person. 3. When the pending motion has been disposed of.	374
92 ☆☆	1. At what point in a meeting is an agenda usually adopted? 2. At a session that has no formal order of business, if the agenda has special orders included within the agenda, what vote is required to adopt the agenda? 3. At a session that has a formal order of business, if the agenda has special orders included within the agenda, what vote is required to adopt the agenda?	1. At the outset of the session. 2. Majority vote. 3. Two-thirds vote.	353

93 ☆☆ ☆☆	What is the difference between the chair ruling a motion out of order, calling a member to order and naming an offender?	1. Ruling a member's motion out of order is not an offense but simply that the motion made is out of order. 2. Calling a member to order is declaring the member out of order and directing them to be seated. 3. Naming an offender is equivalent to preferring charges against the member.	610, 611
94 ☆☆ ☆☆	1. If the assembly wishes to replace a chairman pro-tem, how would they do so and what vote would be required? 2. If the assembly wishes to replace the regular chairman, how would they do so and what vote would be required? 3. If the assembly <i>Suspended the Rules</i> to take away the regular chairs ability to preside, for how long would that remain in effect?	1. Move to declare the chair vacant and elect a new chairman pro-tem. Majority vote. 2. Move to <i>Suspend the Rules</i> and prevent the chair from chairing all or part of a session. Two-Thirds vote. 3. Until the end of the current session.	616-618
95 ☆☆ ☆☆	1. If a motion is made and seconded to suspend the rules and prevent the chairman from presiding for the remainder of the session, what steps does that chairman take? Explain your answer. 2. If the assembly wishes to prevent the chairman from presiding at each subsequent meeting but not remove them from office or administrative office what must they do at each subsequent meeting?	1. First the chairman states the <i>Suspend the Rules</i> just as he would at any other time. The chairman must then relinquish the chair because the motion applies only to the chairman. 2. Adopt a motion to suspend the rules prevent the chairman from presiding at each subsequent meeting.	617
96 ☆☆ ☆☆	There are six types of improper amendments. Name five of them.	1. One that is not germane. 2. One that makes the adoption of the amendment equivalent to the rejection of the main motion. 3. One that would cause the motion as amended to be out of order. 4. One that changes one form of amendment to another form of amendment. 5. One that converts one parliamentary form to another. 6. One that strikes "Resolved" or other enacting words.	127, 128

97 ☆☆ ☆☆	There are seven actions that cannot be reconsidered. Name five of them.	1. A motion that can be renewed. 2. A negative vote on a motion that would now be out of order. 3. An affirmative vote whose provisions have been partly carried out. 4. An affirmative vote in the nature of a contract when the party to the contract has been notified. 5. Any vote which has caused something to be done that is impossible to undo. 6. A vote on the motion to <i>Reconsider</i>. 7. When practically the same result can be obtained by some other parliamentary motion.	300, 301
98 ☆☆ ☆☆	There are five methods by which a committee may be appointed. Name them.	1. Election by Ballot. 2. Nominations from the floor with viva-voce election. 3. Nominations by the chair. 4. Appointment by the chair. 5. Appointment by a motion naming the members to the committee.	469-473
99 ☆☆ ☆☆	1. Assume that you are the chairman at a meeting and a member rises to a <i>Point of Order</i> that the amendment does not require a second. You rule that the point is not well taken. Is that ruling subject to an <i>Appeal</i>? 2. What reason would you give for denying the <i>Appeal</i>? 3. If the <i>Appeal</i> had been allowed, would that <i>Appeal</i> have been debatable? Explain your answer.	1. No. 2. Because there cannot have been two reasonable opinions on the matter. 3. Yes. It was applied to a debatable motion and did not have to do with decorum in debate or the priority of business.	242, 243
100 ☆☆ ☆☆	Name three criteria for either the number of or the characteristics of the tellers on which a chairman should base their decision when choosing the tellers.	1. The number of voters. 2. The number of offices to be filled or questions to be answered. 3. The number of candidates. 4. Accuracy of the teller. 5. Dependability of the teller. 6. The confidence the assembly has in the teller. 7. The teller's allegiance to each opposing side to represent that interest. 8. The teller should not have a direct personal interest in the matter.	392

101 ⚡⚡ ⚡⚡	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists five instances when a member may be entitled to preference in recognition when no question is pending by rising and stating that they rise for one of these five purposes. Name three of those instances.	1. To move to reconsider a vote. 2. To call up a motion to <i>Reconsider</i> that has been made earlier. 3. To give previous notice. 4. To move to take a question from the table when it is in order to do so. 5. To make a motion to <i>Reconsider and Enter on the Minutes</i>. (This is not an FFA permissible motion, but may be used as an answer.)	362
102 ⚡⚡ ⚡⚡	What vote is required for a motion to remove a president if elected to serve for two years and until a successor is elected?	No vote. The officer can only be removed for cause such as neglect of duty or misconduct. The motion is not in order. Only a motion to refer the matter to a committee to investigate the allegations is in order.	619

FIX THE TIME TO WHICH TO ADJOURN (PRIVILEGED)

★ = Least difficult → ★★ ★★ ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Fix the Time to Which to Adjourn</i> that relate to: 1. Debate. 2. Amending. 3. Reconsidering.	1. Undebatable. 2. Amendable. 3. Can be reconsidered.	229 and t16, t17 “t” is the abbreviation for the “tinted” pages
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Fix the Time to Which to Adjourn</i> that relate to: 1. Seconding. 2. Voting. 3. If it can be made when another member has the floor.	1. Requires a second. 2. A majority vote is required for adoption. 3. Cannot be made when another member has the floor.	229 t16, t17
3 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Fix the Time to Which to Adjourn</i> that relate to debate, amending and reconsidering if it is moved when <u>no question is pending</u> . 1. What class of motions is it? 2. Is it debatable? 3. Is it amendable?	1. <i>Main Motions</i> . 2. Yes. 3. Yes.	t16, t17
4 ★	Name three undebatable subsidiary motions that the motion to <i>Fix the Time to Which to Adjourn</i> takes precedence over.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	t4
5 ★	Name three debatable subsidiary motions that the motion to <i>Fix the Time to Which to Adjourn</i> takes precedence over.	1. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. <i>Commit</i> (or <i>Refer</i>). 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	t4
6 ★	Name three ways <i>Fix the Time to Which to Adjourn</i> can be amended.	1. Date. 2. Hour. 3. Place.	229
7 ★★	The following questions relate to the rules of precedence for <i>Fix the Time to Which to Adjourn</i> : 1. Name two subsidiary motions that it yields to. 2. Explain the circumstances that <i>Fix the Time to Which to Adjourn</i> can be made if the assembly has moved to adjourn.	1. <i>Amend</i> and <i>Previous Question</i> . 2. It can be moved provided that the chair has not announced that the meeting is adjourned.	229 t4
8 ★★	1. Name two objectives of the motion to <i>Fix the Time to Which to Adjourn</i> . 2. What effect does <i>Fix the Time to Which to Adjourn</i> have on the present meeting?	1. To set the time for a future meeting to continue the present meeting. and to set the place for a future meeting to continue the present meeting. 2. It will have no effect on the present meeting.	230

9 ☆☆	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Fix the Time to Which to Adjourn</i> if it is moved when <u>no question is pending</u> that relate to: 1. Voting. 2. Seconding. 3. Reconsidering.	1. Majority vote required. 2. Must be seconded. 3. May be reconsidered.	t16
10 ☆☆	The following three questions relate to the motion to <i>Fix the Time to Which to Adjourn</i> : 1. Name a motion it can be applied to. 2. Name a subsidiary motion that can be applied to it. 3. What motion would be made to prevent an amendment to it?	1. It cannot be applied to any motion. 2. <i>Amend or Previous Question</i> . 3. <i>Previous Question</i> .	229
11 ☆☆	Name three forms of wording used to make the motion to <i>Fix the Time to Which to Adjourn</i> .	1. "I move that when this meeting adjourns, it adjourn to meet at (time and day)." 2. I move that when this meeting adjourns, it stand adjourned to meet at (time, day, date and place)." 3. I move that on adjournment, the meeting adjourn to meet at the call of the chair."	231
12 ☆☆	An organization has 100 members. Assume that there are 60 of the members at a meeting and 30 cast a vote on the motion to <i>Fix the Time to Which to Adjourn</i> . 1. What is a majority of the entire membership? 2. What is a majority of the members present? 3. What is the minimum affirmative vote required to adopt the motion <i>Fix the Time to Which to Adjourn</i> ?	1. 51. 2. 31. 3. 16.	379
13 ☆☆	An organization has 51 members. Assume that there are 27 of the members at a meeting and 21 cast a vote on the motion to <i>Fix the Time to Which to Adjourn</i> . 1. What is a majority of the entire membership? 2. What is a majority of the members present? 3. What is the minimum affirmative vote required to adopt the motion to <i>Fix the Time to Which to Adjourn</i> ?	1. 26. 2. 14. 3. 11.	379
14 ☆☆	Name three unamendable privileged and subsidiary motions that the motion to <i>Fix the Time to Which to Adjourn</i> takes precedence over.	1. <i>Adjourn</i> . 2. <i>Lay on the Table</i> . 3. <i>Previous Question</i> . 4. <i>Postpone Indefinitely</i> .	t4
15 ☆☆	Name three amendable privileged and subsidiary motions that the motion to <i>Fix the Time to Which to Adjourn</i> takes precedence over.	1. <i>Recess</i> . 2. <i>Limit or Extend Limits of Debate</i> . 3. <i>Postpone to a Certain Time (or Definitely)</i> . 4. <i>Commit (or Refer)</i> . 5. <i>Amend</i>	t4

16 ★ ★★	Assume you are at a meeting in which a motion to <i>Fix the Time to Which to Adjourn</i> has been defeated. 1. Can the motion that was defeated be renewed in the same meeting? Explain your answer. 2. Can another motion to <i>Fix the Time to Which to Adjourn</i> be offered? 3. If you are at an adjourned meeting made for sooner than the one that was defeated, can you then renew the <i>Fix the Time to Which to Adjourn</i> for the same time as in the original motion? Explain your answer.	1. No. A motion for the same time and place cannot be renewed at the same session. 2. Yes, provided the time of the Adjourned meeting is sooner than the time in the motion that was defeated. 3. Yes, it would then be in order to set a second adjourned meeting for the same time as originally considered.	321, 323
17 ★ ★★	Name three motions that may be made in the absence of a quorum?	1. <i>Fix the Time to Which to Adjourn</i>. 2. <i>Adjourn</i>. 3. <i>Recess</i>. 4. Motions to take measures to obtain a quorum.	330
18 ★ ★★	Assume a motion to <i>Fix the Time to Which to Adjourn</i> is adopted creating an adjourned meeting for later the <u>same day</u> and a member has debated twice on a main motion. 1. How many times can he/she debate the main motion at that adjourned meeting? 2. How many times can he/she debate the main motion if the adjourned meeting is set for a different day? 3. If <i>Fix the Time to Which to Adjourn</i> is made while no business is pending, how many times can a member debate the motion to <i>Fix the Time to Which to Adjourn</i>?	1. None. Their debate is exhausted because it is still the same day. 2. Twice-On a different day, debate is restored. 3. Twice-because it is an <i>Incidental Main Motion</i>.	38, 221
19 ★ ★★	1. Assume you are the chairman of an assembly that meets weekly. What response would you give to a member who proposed a motion to <i>Fix the Time to Which to Adjourn</i> in two weeks? 2. If the assembly meets quarterly and no business is pending when a member proposed a motion to <i>Fix the Time to Which to Adjourn</i> in two weeks, what would your next two steps be? 3. If the assembly meets monthly and business is pending when a member proposed a motion to <i>Fix the Time to Which to Adjourn</i> in two weeks, what would your next two steps be?	1. Rule the motion out of order. 2. Restate the motion and invite debate 3. Restate the motion and ask for amendments. (Authors' Note: "Are you ready for the Question?" is an acceptable alternative to #2 and #3 after the motion has been restated)	230, 231
20 ★ ★★	If a motion to postpone a motion to the next regular meeting is pending and appears it will be adopted and you wish to complete consideration of the motion prior to the next meeting, what steps in what order would you take to achieve this goal?	1. Debate against the Postponement or move to <i>Fix Time to Which to Adjourn</i> for a time before the next meeting. 2. If the <i>Fix the Time to Which to Adjourn</i> adopted, move to amend the Postponement to the adjourned meeting.	173

21 ★ ★★	Assume you are the secretary preparing an agenda for an adjourned meeting set for 9:00 a.m. and you have the following items to place on the agenda from a the meeting which adjourned under the heading of New Business : 1. A Special Order set for 10:00 a.m.. 2. An item of business that was pending when the meeting adjourned. 3. An item of business that was postponed to the adjourned meeting. Explain your rationale for the order you would place the items on the agenda.	1. The item of business that was pending at the time of adjournment because it is unfinished business which comes before general orders. 2. The item postponed to the adjourned meeting because it is a general order. 3. The Special order for 10:00 a.m. The Special order set for a specific time cannot be considered before 10:00 a.m., however it will interrupt business pending at that time..	355, 356
22 ★ ★★	<i>Previous Question</i> can be applied to both the Privileged and Incidental <i>Main Motion</i> forms of <i>Fix the Time to Which to Adjourn</i>. What effect does the application of <i>Previous Question</i> have on each of these motions?	1. To the privileged motion, it prevents amendments. 2. To the <i>Incidental Main Motion</i>, it prevents amendments and other subsidiary motions and ceases debate and calls for an immediate vote.	187
23 ★★	The privileged motion to adjourn is always moved in an unqualified form. What does this mean?	No mention of the time is made for meeting again.	220
24 ★★ ★★	Name <u>three</u> differences between an adjourned meeting and a special meeting with regard to: 1. Notice. 2. Session. 3. Purpose.	1. A special meeting requires notice be given whereas an adjourned meeting does not. 2. An adjourned meeting is a continuation of the current session whereas a Special Meeting is a separate session. 3. A special meeting is convened only to consider one or more items specified in the call of the meeting whereas and adjourned meeting continues with the order of business where it was left off.	83-85 230
25 ★★ ★★	1. If a motion to <i>Fix the Time to Which to Adjourn</i> is adopted with the provision that the assembly meet “at the call of the chair,” what does that phrase mean? 2. If the chair does not call the adjourned meeting or the adjourned meeting is otherwise not held, what happens to the adjournment of the present meeting and also the chairs authority to call the adjourned meeting?	1. It means that the chairman can call the adjourned meeting or not at their discretion. 2. If the adjourned meeting is not held, then the adjournment of the previous meeting becomes final and the chair’s ability to call an adjourned meeting is lost.	230

26 ☆☆ ☆☆	A motion to <i>Fix the Time to Which to Adjourn</i> for 2:00 p.m. on Friday has been adopted at a regular meeting. - How can the meeting time be changed to the following Monday during the meeting it was adopted? - After the current meeting has adjourned, how can it be changed to the following Monday? - Does the chair have the authority to cancel or change the meeting? Explain your answer.	- The assembly can move to reconsider the motion to <i>Fix Time to Which to Adjourn</i>. If the Reconsideration is adopted, the motion to <i>Fix the Time to Which to Adjourn</i> can be amended. - The assembly (even if it is only the Presiding Officer and Secretary) can meet on Friday and create another adjourned meeting for the following Monday. - Not unless the adjourned meeting is created to meet “at the call of the chair”.	229, 230
27 ☆☆ ☆☆	If a regular meeting is held and an adjourned meeting is created and held: - How many meetings have been held? - How many sessions have been held? - In a convention with three meetings being held over three days, an adjournment of the last meeting is created and held immediately after the last scheduled meeting, how many meetings and sessions have been held respectively?	- Two. - One. - Four meetings and one session.	76, 77
28 ☆☆ ☆☆	In a convention, where subsequent meetings in the same session are scheduled: - Is a motion to <i>Fix the Time to Which to Adjourn</i> in order? - Explain your answer to question #1. - What motions could be used to create an additional meeting within a convention?	- No . - Because a continuation of the session already exists. - Either <i>Suspend the Rules</i> or <i>Amend Something Previously Adopted</i> (This motion is not an FFA permissible motion, but may be used as an answer).	229

ADJOURN (PRIVILEGED)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Adjourn</i> that relate to: 1. Debate. 2. Amending. 3. Reconsidering.	1. Undebatable. 2. Unamendable. 3. Cannot be reconsidered.	222 t6, t7
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Adjourn</i> that relate to: 1. Seconding. 2. Voting. 3. If it can be made when another member has the floor.	1. Requires a second. 2. A majority vote is required for adoption. 3. Cannot be made when another member has the floor.	236 t6, t7
3 ★	Name three privileged motions that yield to the motion to <i>Adjourn</i> :	1. <i>Recess</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call for the Orders of the Day</i> .	222 t4
4 ★	Answer the following questions regarding the motion to <i>Adjourn</i> : 1. Name two motions it can be applied to. 2. Name two subsidiary motions that can be applied to it. 3. Name a motion that it yields to.	1. It cannot be applied to any motion. 2. No subsidiary motions can be applied to it. 3. <i>Fix the Time to Which to Adjourn</i> .	222, 223 t4
5 ★	Name three debatable subsidiary motions that the motion to <i>Adjourn</i> takes precedence over.	1. <i>Postpone to a Certain Time (or Definitely)</i> . 2. <i>Commit (or Refer)</i> . 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	t4
6 ★	Name three undebatable subsidiary motions that the motion to <i>Adjourn</i> takes precedence over.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	t4
7 ★	Name three unamendable privileged and subsidiary motions that the motion to <i>Adjourn</i> takes precedence over.	1. <i>Raise a Question of Privilege</i> . 2. <i>Call for the Orders of the Day</i> . 3. <i>Lay on the Table</i> . 4. <i>Previous Question</i> .	t4
8 ★	Name three amendable privileged and subsidiary motions that the motion to <i>Adjourn</i> takes precedence over.	1. <i>Recess</i> . 2. <i>Limit or Extend Limits of Debate</i> . 3. <i>Postpone to a Certain Time (or Definitely)</i> . 4. <i>Commit (or Refer)</i> . 5. <i>Amend</i> .	t4
9 ★★	The privileged motion to <i>Adjourn</i> is made in an unqualified form. 1. What does that mean? 2. Name two forms of wording used to make the privileged motion to <i>Adjourn</i> .	1. A time for adjourning or meeting again is not indicated. 2. "I move to adjourn" or "I move that the meeting ["now"] adjourn."	220, 227
10 ★★	What is the form of wording used by the chair in adjourning a meeting when there is no further business?	1. The chair asks, "Is there any further business?" (No response from the assembly). 2. The chair states, "Since there is no further business, the meeting is adjourned."	227, 228

11 ☆☆	1. Can the motion to <i>Adjourn</i> be made as a <i>Main Motion</i>? 2. State two forms of wording used to make the motion to <i>Adjourn</i> as a <i>Main Motion</i>.	1. Yes. 2. "I move that the club now adjourn to meet at 7 P.M. on May 9." <u>and</u> "I move that the convention adjourn <i>sine die</i>."	228, 231
12 ☆☆	A regular meeting of an organization has 50 members. Assume that there are 40 of the members at a meeting and 20 cast a vote on the motion to <i>Adjourn</i>. 1. What is a majority of the entire membership? 2. What Is a majority of the members present? 3. What is the minimum affirmative vote required to adopt the motion <i>to Adjourn</i>?	1. 26. 2. 21. 3. 11.	379, 383
13 ☆☆	An organization has 21 members. Assume that there are 13 of the members at a meeting and 11 cast a vote on the motion to <i>Adjourn</i>. 1. What is a majority of the entire membership? 2. What Is a majority of the members present? 3. What is the minimum affirmative vote required to adopt the motion <i>to Adjourn</i>?	1. 11. 2. 7. 3. 6.	379, 380
14 ☆☆	What happens to a pending main motion if the Privileged motion to <i>Adjourn</i> is adopted: 1. If there is not another meeting within that session and the next session is within a quarterly interval? 2. If the next session is not within a quarterly interval? 3. If there is another meeting within the same session?	1. It becomes unfinished business. 2. It falls to the ground or dies. 3. Business is resumed where it was left off.	223
15 ☆☆	1. If a motion to adjourn is adopted and the chair has declared the meeting adjourned, can the motion be reconsidered? 2. Explain your answer to #1.	1. No 2. Because there likely will not be anyone there to reconsider the motion.	226
16 ☆☆	Under what circumstances can the motion to <i>Adjourn</i> be legitimately renewed?	After any progress in business or material progress in debate.	226, 227
17 ☆☆	1. What effect does <i>Adjournment</i> have on a mass meeting? 2. A convention? 3. The annual meeting of an organized society with provisions for a future meeting?	1. It adjourns sine die or dissolves the assembly. 2. It adjourns sine die or dissolves the assembly. 3. It ends the meeting and/or session.	224
18 ☆☆	If a member realizes there is important business that has not been considered while a Privileged motion to <i>Adjourn</i> is pending but before the vote has been taken, what may he/she do?	Rise, address the chair and inform them of the urgent business. If the assembly deems that it requires action, the member who moved to <i>Adjourn</i> can be requested to withdraw the motion or the motion to <i>Adjourn</i> can be voted down.	225
19 ☆☆	A motion to <i>Adjourn</i> is always privileged except in three instances. Name the three cases where <i>Adjourn</i> is NOT Privileged.	1. When the motion is qualified in any way. 2. When a time for adjourning is already set or established. 3. When the motion would , in effect, dissolve the assembly.	220

20 ★ ★★	When is the motion to <i>Adjourn</i> a privileged motion?	<i>Adjourn</i> is always privileged except: 1. When the motion is qualified in any way. 2. When a time for adjourning is already set or established. 3. When the motion would , in effect, dissolve the assembly.	221
21 ★ ★★	Name <u>three</u> parliamentary steps that are in order while the privileged motion to <i>Adjourn</i> is pending.	1. To inform members of items that require attention before the meeting is adjourned. 2. To make important announcements. 3. To make a motion to reconsider a vote. 4. To announce notice that a motion will be made at the next meeting. 5. To make a motion to <i>Reconsider and Enter on the Minutes</i> . 6. To move to <i>Fix the Time to Which to Adjourn</i> .	224, 225
22 ★ ★★	1. Describe the meaning of the “qualified” motion to <i>Adjourn</i> . 2. Describe the meaning of the “unqualified” motion to <i>Adjourn</i> . 2. Are either of these or both, the privileged form of the motion to <i>Adjourn</i> ?	1. The qualified form sets either a time to adjourn or a time to reconvene. 2. The unqualified form is simply to adjourn. 3. Only the unqualified form is the privileged form.	220
23 ★ ★★	If a motion to limit debate to one debate per person is ordered on a main motion at a regular meeting of an organized society, what effect does adoption of a motion to (for): 1. <i>Adjourn</i> have on this order? 2. <i>Previous Question</i> have on this order? 3. If the motion to <i>Lay on the Table</i> is adopted, what effect does adoption of a motion to <i>Adjourn</i> have on the <i>Main Motion</i> ?	1. The order limiting debate is exhausted or ceases to be in effect. 2. The order to <i>Limit Debate</i> is exhausted or ceases to be in effect. 3. If the next meeting of the organized society is not within a quarterly interval, the motion dies. If the next meeting is within a quarterly interval, it remains on the table until the end of the next session unless taken from the table.	1. 185 2. 193 3. 202
24 ★ ★★	In a local assembly of an organized society that meets monthly, explain the difference in the effect on the order of business between a motion to: 1. <i>Adjourn</i> . 2. <i>Recess</i> . 3. An adjournment to an adjourned meeting.	1. After an adjournment, the entire order of business is started over. 2. After a recess, the order of business is resumed at exactly the same point business was at before the recess. 3. At an adjourned meeting, business is resumed at exactly the same point business was at before the recess except the minutes of the previous meeting are read and approved first.	74, 76, 84, 85
25 ★ ★★	When a special committee has completed the business referred to it, what form does it use to accomplish the equivalence of the main motion to adjourn sine die?	It “rises” and reports.	478, 481

RECESS (PRIVILEGED)

★ = Least difficult → ★★ ★★ ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Recess</i> that relate to: 1. Debate. 2. Amending. 3. Reconsidering.	1. Undebatable. 2. Amendable. 3. Cannot be reconsidered.	218 t26, t27
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Recess</i> that relate to: 1. Seconding. 2. Voting. 3. If it can be made when another member has the floor.	1. Requires a second. 2. Needs a majority vote to be adopted. 3. Cannot be made when another member has the floor.	218 t26, t27
3 ★	Name three purposes for which the motion to <i>Recess</i> may be called.	1. To obtain information. 2. To count ballots. 3. For informal consultation. 4. To take steps to obtain a quorum.	217
4 ★	Name three undebatable subsidiary motions that the motion to <i>Recess</i> takes precedence over.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	218 t4
5 ★	Name three debatable subsidiary motions that the motion to <i>Recess</i> takes precedence over.	1. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. <i>Commit</i> (or <i>Refer</i>). 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	218 t4
6 ★	Name three amendable subsidiary motions that the motion to <i>Recess</i> takes precedence over.	1. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. <i>Commit</i> or <i>Refer</i> . 3. <i>Amend</i> .	218 t4
7 ★	Name three unamendable subsidiary motions that the motion to <i>Recess</i> takes precedence over.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Postpone Indefinitely</i> .	218 t4
8 ★★	1. What is a <i>Recess</i> ? 2. How long is a <i>Recess</i> normally? 3. Where will business be taken up at the end of a <i>Recess</i> ?	1. A short intermission during a meeting. 2. Usually a few minutes. 3. At the point where the <i>Recess</i> began during the meeting.	217
9 ★★★	Answer the following questions assuming a motion to <i>Recess</i> is made when no business is pending. 1. What class of motions does the motion to <i>Recess</i> belong to? 2. Is the motion debatable? 3. Is it in order when another member has the floor?	1. Main Motions. 2. Yes. 3. No.	217, 218 t26

10 ☆☆	1. What motions can the motion to <i>Recess</i> be applied to? 2. Name two motions that can be applied to the motion to <i>Recess</i> .	1. None. 2. <i>Amend</i> and <i>Previous Question</i> .	218 t4
11 ☆☆	1. How does the chair handle a prescheduled <i>Recess</i> ? 2. How is a prescheduled <i>Recess</i> handled if the chair does not announce it? 3. How can a prescheduled <i>Recess</i> be prevented?	1. The chair announces that a <i>Recess</i> will be taken when the time arrives. 2. A member can <i>Call for the Orders of the Day</i> . 3. It can be postponed by a two-thirds vote of the assembly.	219
12 ☆☆	Name three forms of wording used to make the privileged motion to <i>Recess</i> .	1. "I move that the meeting recess [or "take a recess"] until 1 P.M." 2. "I move to recess for fifteen minutes." 3. "I move to recess until called to order by the chair."	219
13 ☆☆	An organization has 80 members. Assume that there are 50 of the members at a meeting and 30 cast a vote on the motion to <i>Recess</i> . 1. What is a majority of the entire membership? 2. What is a majority of the members present? 3. What is the minimum affirmative vote required to adopt the motion to <i>Recess</i> ?	1. 41. 2. 26. 3. 16.	379, 380
14 ☆☆	An organization has 29 members. Assume that there are 18 of the members at a meeting and 15 cast a vote on the motion to <i>Recess</i> . 1. What is a majority of the entire membership? 2. What Is a majority of the members present? 3. What is the minimum affirmative vote required to adopt the motion to <i>Recess</i> ?	1. 15. 2. 10. 3. 8.	379, 380
15 ☆☆	In a local assembly of an organized society that meets monthly, explain the difference in the effect on the order of business between a motion to: 1. <i>Recess</i> . 2. <i>Adjourn</i> . 3. An adjournment of a regular meeting.	1. After a <i>Recess</i> , the order of business is resumed at exactly the same point business was at before the <i>Recess</i> . 2. After an adjournment, the entire order of business is started over. 3. At an adjourned meeting, business is resumed at exactly the same point business was at before the recess except the minutes of the previous meeting are read and approved first.	76, 77, 85
16 ☆☆	When can the motion to <i>Recess</i> be renewed?	After material progress in debate or business—such as an important decision or speech.	324
17 ★ ☆☆	1. If a privileged motion to <i>Recess</i> is adopted, when does the <i>Recess</i> begin? 2. If a motion is made to <i>Recess</i> at the conclusion of this item of business, how should the chair handle this motion? 3. If the motion is proposed to <i>Recess</i> at the conclusion of the next item of business when no business is pending, how should the chair handle this motion?	1. Immediately. 2. Rule the motion is out of order because it is made while business is pending? 3. Allow the motion, restate the motion and open for debate.	217, 218

18 ★ ★★ 、	1. What effect does a recess have on the order of business? 2. Can the chairman declare a recess without asking a vote? 3. If the chair asks for a brief pause without objection in which no declaration of a recess is made and members remain in their places, what is this term called?	1. It has no effect. 2. If the recess has been prescheduled then the chair can declare a recess. If not, he must take a majority vote. 3. Stand at ease.	1. 217 2. 219 3. 74
19 ★ ★★	Assume you are the chairman and a motion to <i>Recess</i> has just been defeated, a motion to <i>Lay on the Table</i> or <i>Adjourn</i> is then immediately defeated. The member then immediately renews the motion to <i>Recess</i>. 1. Would you allow the renewed motion to <i>Recess</i>? 2. Explain your answer to question.	1. No. 2. Because a motion to <i>Adjourn</i> or <i>Lay on the Table</i> does not constitute sufficient business for renewal of the motion to <i>Recess</i>.	323, 324
20 ★★	How does the chair handle a recess that has been provided in the agenda?	The chair announces the fact and declares the meeting in a recess.	219
21 ★ ★★	If the scheduled time for a recess has been reached while several motions are pending and the <i>Previous Question</i> has been ordered on those motions, what is the usual procedure for the chairman?	Proceed with concluding the votes on those motions unless there is an objection and then declare the recess. If there is an objection, the chair must either declare the recess or take a vote to extend the time for consideration of the pending questions.	354, 355
22 ★ ★★	1. A motion to <i>Fix the Time to Which to Adjourn</i> was pending <u>with no other business pending</u> and a member moved to <i>Recess</i> for 10 minutes was moved. Would this motion to <i>Recess</i> be in order? Explain your answer. 2. If Instead of the <i>Fix the time to Which to Adjourn</i> the motion was simply to <i>Adjourn</i>, would the <i>Recess</i> be in order? Explain your answer. 3. The motion pending when the <i>Recess</i> is moved, is to <i>Adjourn</i> at 9:30 p.m. Would the motion to <i>Recess</i> then be in order? Explain your answer.	1. The motion to <i>Recess</i> would be in order because the motion to <i>Fix the Time to Which to Adjourn</i> is an incidental main motion because no business is pending. 2. The motion to <i>Recess</i> would be out of order because the motion to <i>Adjourn</i> is privileged even if there is no business pending. 3. The motion to <i>Recess</i> would be in order because now the motion to <i>Adjourn</i> is an incidental main motion because it is qualified with a time for adjournment.	217, 218
23 ★★ ★★	Name the three statements, in order, that the chair should make at the conclusion of a recess.	1. "The meeting will come to order." 2. "The time for recess has expired." 3. "The question is on the resolution ..."	219

RAISE A QUESTION OF PRIVILEGE (PRIVILEGED)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Raise a Question of Privilege</i> that relate to: 1. Debate. 2. Amending. 3. Reconsidering.	1. Undebatable unless allowed as a main motion. 2. Unamendable. 3. Cannot be reconsidered.	214 t24, t25
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Raise a Question of Privilege</i> that relate to: 1. Seconding. 2. Voting. 3. If it can be made when another member has the floor.	1. Does not require a second unless it is allowed as a main motion. 2. No vote. Chair rules on. 3. Can be made when another member has the floor.	213, 214 t24, t25
3 ★	The motion to <i>Raise a Question of Privilege</i> has precedence over all motions except three. Name them.	1. <i>Fix the Time to Which to Adjourn</i> . 2. <i>Adjourn</i> . 3. <i>Recess</i> .	213 t4
4 ★	Name three undebatable subsidiary motions that the motion <i>Raise a Question of Privilege</i> takes precedence over.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	213 t4
5 ★	Name three debatable subsidiary motions that the motion <i>Raise a Question of Privilege</i> takes precedence over.	1. <i>Postpone to a Certain Time (or Definitely)</i> . 2. <i>Commit or Refer</i> . 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	213 t4
6 ★	Name three amendable subsidiary motions that the motion <i>Raise a Question of Privilege</i> takes precedence over.	1. <i>Limit or Extend Limits of Debate</i> . 2. <i>Postpone to a Certain Time (or Definitely)</i> . 3. <i>Commit or Refer</i> . 4. <i>Amend</i> .	213 t4
7 ★	Name three unamendable subsidiary motions that the motion <i>Raise a Question of Privilege</i> takes precedence over.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Postpone Indefinitely</i> .	213 t4
8 ★	Name three debatable subsidiary motions that take precedence over the motion to <i>Raise a Question of Privilege</i> .	There are none.	t4
9 ★★	1. What is the purpose of a <i>Raise Question Of Privilege</i> ? 2. Can the chair's response to a <i>Raise Question of Privilege</i> be appealed? 3. Which privileged motion does a <i>Raise Question of Privilege</i> have rank over?	1. To allow a member to immediately bring up a matter for consideration related to the rights and privileges of a single member of the assembly. 2. Yes. 3. <i>Call for the Orders of the Day</i> .	212, 214 t4

10 ☆☆	Name three forms of wording used to make the motion <i>Raise a Question of Privilege</i> .	1. "I rise to a question of privilege affecting [or "related to"] the assembly." 2. "I rise to a question of privilege of the assembly." 3. "I rise to a question of personal privilege." 4. "I rise to a question of privilege affecting the assembly." 5. "I rise to a question of privilege."	216 t41
11 ☆☆	Assume a member raises a question of privilege asking that the chair turn up the volume on his microphone. 1. What vote is required to adopt the request? 2. Explain your answer to #1. 3. If the chair's ruling is not satisfactory to any member, what action could be taken?	1. A vote is not taken . 2. The chair rules. 3. The ruling is appealed and a vote is taken to determine the result.	215
12 ☆☆	When a member "rises to a question of privilege," the chair must make two rulings at that time, what are those two rulings?	1. Whether the request or motion is in fact a question of privilege. 2. If so, whether it is urgent enough to interrupt pending business.	212
13 ☆☆	1. Assume a <i>Question of Privilege affecting the assembly</i> and a <i>Question of Personal Privilege</i> are proposed at the same time, which takes precedence over the other? 2. Explain your answer.	1. The <i>Question of Privilege</i> affecting the Assembly takes precedence over the <i>Question of Personal Privilege</i> 2. The <i>Question of Privilege</i> affects more members of the assembly.	214
14 ☆☆	1. When should minutes of an "executive session" be approved? 2. If a subsequent "executive session" is held solely for the purpose of approving the minutes of a prior "executive session", what is the procedure for those minutes?	1. At a subsequent meeting in executive session unless the secrecy has been lifted by the assembly. 2. The brief minutes of the latter meeting are assumed to be approved by that meeting.	87, 88
15 ☆☆	If a question of privilege has been ruled on adversely by the chair, explain under what circumstance can that or another motion to <i>Raise a Question of Privilege</i> be renewed?	1. The same motion to <i>Raise a Question of Privilege</i> cannot be renewed at the same session. 2. The same motion to <i>Raise a Question of Privilege</i> can be renewed at a subsequent session. 3. A different motion to <i>Raise a Question of Privilege</i> can be made during the same session as long as it is for a different purpose.	322
16 ☆☆	Name three examples of questions of privilege that relate to the assembly.	1. Comfort of assembly. 2. Conduct of officers, employees, or visitors. 3. Punishment of officers. 4. Accuracy of proceeding reports. 5. A motion to go into executive session.	214, 215

17 ★ ★★	Assume you are the chairman and a member rises to a <i>Raise a Question of Personal Privilege</i> to correct the spelling of their name in the minutes. Before the chair makes a ruling, another member rises to a <i>Question of Privilege affecting the Assembly</i> to move to go into executive session. 1. Is this in order? 2. Explain your answer to question #1. 3. Assuming both are in order and allowed by the chair, what is the next step for the chairman?	1. Yes. 2. The question of personal privilege yields to the question of privilege affecting the assembly. 3. The chair would ask for a second on the motion to go into executive session and process it as any other main motion.	214, 215
18 ★★ ★★	What is the difference between the device to <i>Raise a Question of Privilege</i> and the question of privilege itself?	<i>Raising a Question of Privilege</i> allows the chair to decide whether to request or main motion will be admitted at the priority of a privileged motion. The question of privilege itself is a request or a main motion. After having been admitted, it has the same rank and Standard Descriptive Characteristics as a main motion or a simple request.	212, 213

CALL FOR THE ORDERS OF THE DAY (PRIVILEGED)

★ = Least difficult → ★★ ★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Call for the Orders of the Day</i> that relate to: 1. Debate. 2. Amending. 3. Reconsidering.	1. Undebatable. 2. Unamendable. 3. Cannot be reconsidered.	209 t22, t23
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Call for the Orders of the Day</i> that relate to: 1. Seconding. 2. Voting. 3. If it can be made when another member has the floor.	1. Does not require a second. 2. No vote. Any members may call for it. 3. Can be made when another member has the floor.	208, 209 t22, t23
3 ★	1. What is the purpose of a <i>Call for the Orders of the Day</i> ? 2. What class of motions does it belong to? 3. How can the assembly deny that the orders of the day not be taken up?	1. To require that business be taken up in order. 2. Privileged. 3. Two-thirds of the assembly can vote against bringing it up.	207
4 ★	What are two steps that must occur <u>before</u> a member makes the motion to <i>Call for the Orders of the Day</i> ?	1. The member rises. 2. The member addresses the chair and does not wait to be recognized (and makes the motion).	210, 211
5 ★	Name three privileged motions that are in order if the motion to <i>Call for the Orders of the Day</i> is pending.	1. <i>Fix the Time to Which to Adjourn.</i> 2. <i>Adjourn.</i> 3. <i>Recess.</i> 4. <i>Raise a Question of Privilege.</i>	208 t4
6 ★	Name three undebatable subsidiary motions that the motion to <i>Call for the Orders of the Day</i> has precedence over.	1. <i>Lay on the Table.</i> 2. <i>Previous Question.</i> 3. <i>Limit or Extend Limits of Debate.</i>	208 t4
7 ★	Name three debatable subsidiary motions that the motion to <i>Call for the Orders of the Day</i> has precedence over.	1. <i>Postpone to a Certain Time (or Definitely).</i> 2. <i>Commit (or Refer).</i> 3. <i>Amend.</i> 4. <i>Postpone Indefinitely</i>	208 t4
8 ★★	1. Must a member be recognized by the chair in order to call for the orders of the day? 2. Name two forms of wording used to make the motion to <i>Call for the Orders of the Day</i> .	1. No. 2. “Mr. /Madam President, I call for the orders of the day.” or “Mr./Madam President, I demand the regular order.”	211

9 ★★	There are 60 members in an organization and 40 are attending a regular monthly meeting. Thirty of the members cast a vote on whether the orders of the day will be considered. 1. What vote is required for setting aside this motion, majority or two-thirds? 2. How many would have to vote in the negative to not consider it?	1. Two-thirds in the negative. 2. 20.	209
10 ★ ★★	Name the three circumstances when a <i>Call for the Orders of the Day</i> is applicable?	1. When the agenda, program, or order of business is being varied from. 2. When a general order, in order at the time, is not being taken up. 3. When the time for considering a special order has arrived or passed and it is not being taken up.	208
11 ★ ★★	1. Under what circumstance does a <i>Call for the Orders of the Day</i> yield to a motion to <i>Suspend the Rules</i>? 2. Can a member “demand” the orders of the day for a “specified” order of the day? 3. Explain your answer to question #2.	1. When the rule proposed to suspend deals with the priority of business. 2. No. 3. The call must simply be “for the orders of the day”. This motion is only a demand that the proper schedule of business-whatever it is- be followed. The member can, if necessary, remind the chair of the matter set for that time.	208, 211
12 ★ ★★	1. Name the two pathways by which a motion to set aside the <i>Orders of the Day</i> may be initiated. 2. What should guide the chair in determining to assume the motion to set aside the orders of the day?	1. At the initiative of the chair and at the initiative of a member. 2. The chair should sense that the assembly wishes to set aside the orders of the day.	210, 211
13 ★★ ★★	According to <i>Roberts Rules of Order Newly Revised</i> (abbrev. RONR), there are three instances when a <i>Call for the Orders of the Day</i> is in order. Two of them cannot interrupt PENDING business and one of them can interrupt pending business. Name all three and indicate which can interrupt pending business and which cannot.	1. When the agenda, program, or order of business is being varied from. This cannot interrupt pending business. 2. When a general order, in order at the time, is not being taken up. This cannot interrupt pending business. 3. When the time for considering a special order has arrived or passed and it is not being taken up. This can interrupt pending business.	208-210
14 ★★ ★★ ★★	Assume you are the chairman and the assembly has voted to set aside a special order to continue consideration of the presently pending question. 1. At the conclusion of the presently pending question, what action is required by the assembly to make the special order pending again? 2. At the conclusion of the presently pending question, what action is required by the chair? 3. If during this delay for the presently pending question, another time for another special order is reached, which is taken up first?	1. None, the matter is pending at the conclusion of the presently pending question. 2. The chair simply announces that the special order is now pending and proceeds with handling the motion. 3. The special order that was made first is considered first.	210, 211 350, 351

15 ☆☆ ☆☆	Assume you are the chairman and a member <i>Calls for the Orders of the Day</i> under the following circumstances. What ruling or action would you take for the following scenarios? 1. A <i>Special Order</i> for a specific time and the time has not yet been reached. 2. A member calls for the orders of the day when the agenda is not being varied from and no general or special order has been neglected. 3. A member <i>Calls for the Orders of the Day</i> and reminds the chair that a general order has been neglected while another main motion is pending.	1. Rule the motion out of order or entertain a motion to take up the <i>Special Order</i> before the designated time. 2. Rule the motion out of order. 3. Rule the motion out of order as neglect of a general order cannot interrupt pending business.	349, 209
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LAY ON THE TABLE (SUBSIDIARY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Lay on the Table</i> that relate to: 1. Seconding. 2. Debate. 3. Precedence over subsidiary motions.	1. Requires a second. 2. Undebatable. 3. Takes precedence over all subsidiary motions.	199, 200 t18, t19
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Lay on the Table</i> that relate to: 1. Amending. 2. Voting. 3. If it can be made when another member has the floor.	1. Unamendable. 2. A majority vote is required. 3. Cannot be made when another member has the floor.	200, 201 t18, t19
3 ★	Name two undebatable subsidiary motions that the motion to <i>Lay on the Table</i> has precedence over.	1. <i>Previous Question</i> . 2. <i>Limit or Extend Limits of Debate</i> .	199 t4
4 ★	Name three debatable subsidiary motions that the motion to <i>Lay on the Table</i> has precedence over.	1. <i>Postpone to a Certain Time (or Definitely)</i> . 2. <i>Commit or Refer</i> . 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	199 t4
5 ★	Name three unamendable privileged motions that take precedence over the motion to <i>Lay on The Table</i> .	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call for the Orders of the Day</i> .	199 t4
6 ★	Name three debatable subsidiary motions that may adhere to a main motion if it is laid on the table.	1. <i>Postpone Indefinitely</i> . 2. <i>Amend</i> . 3. <i>Commit or Refer</i> . 4. <i>Postpone to a Certain Time (or Definitely)</i> .	199, 200 t4
7 ★★	1. What is the purpose of making the motion to <i>Lay on the Table</i> ? 2. The motion to <i>Lay on the Table</i> is sometimes used wrong in the place of two motions. Name them. 3. How can the chair prevent a member from using the motion to <i>Lay on the Table</i> improperly?	1. To set aside the pending business temporarily to consider an urgent matter. 2. <i>Postpone Indefinitely</i> and <i>Postpone to a Certain Time (or Definitely)</i> . 3. The chair can ask the maker of the motion the reason for making the motion.	1. 190 2. 198, 199 3. 200
8 ★★	1. Is the motion such as “I move to lay the pending motion on the table for 10 minutes” proper? Explain your answer. 2. What debatable subsidiary motion would be used to take up a motion at a specific time? 3. What happens to motions that are adhering to a motion if it is laid on the table?	1. No. It cannot be qualified in any way. 2. <i>Postpone to a Certain Time (or Definitely)</i> . 3. They all return after the motion is taken from the table.	1. 198 2. 199 3. 202
9 ★★	Name three classes of motions that the subsidiary motion to <i>Lay on the Table</i> takes precedence over.	1. <i>Main Motions</i> . 2. All other subsidiary motions. 3. Incidental motions that are pending when it is proposed.	199

10 ☆☆	- What is the meaning of “renewing” the motion to <i>Lay on the Table</i>? - Name two circumstances when it is allowed to renew the motion to <i>Lay on the Table</i> if it has not been adopted.	- To lay the motion to <i>Lay on the Table</i> again. - After there is progress in business or debate or If there is an urgent matter that needs to be considered.	202, 203
11 ☆☆	- Name one form of wording that should <u>not</u> be used in making the motion to <i>Lay on the Table</i>. - Name two forms of wording used to make the motion to <i>Lay on the Table</i>.	“to table” a motion or “that the motion be tabled.” “I move to lay the question on the table”, and “I move that the resolution (or motion) be laid on the table”	205 205, t38
12 ☆☆	There are 20 members in an organization and 11 are attending a regular monthly meeting. Four members abstain when the vote is called to <i>Lay the Motion on the table</i>.” - What vote is required to adopt the motion? - How many members attending cast a vote? - What is the minimum affirmative vote required to pass the motion?	- Majority. 7. 4.	379, 380
13 ☆☆	A main motion is laid on the table at the current meeting of an assembly that meets weekly. At the next meeting, the motion is taken from the table, debated and laid on the table again. - Is this in order? - When must the motion be taken from the table before it dies? - At the next meeting, can it be taken from the table and laid on the table again? Explain your answer.	- Yes - Before the end of the meeting following the meeting it was last laid on the table. - Yes, there is no limit to the number of times it can be laid on the table or taken from the table as long as it does not exceed the time limits.	202
14 ☆☆	- Can <i>Lay on the Table</i> be applied to an amendment? Explain your answer. - Can <i>Lay on the Table</i> be applied to a main motion with a primary amendment pending? Explain your answer.	- No, the motion to <i>Lay on the Table</i> can only be applied to the main motion. - Yes, the primary amendment adheres to the main motion and returns with it as the immediately pending question.	200 200
15 ☆☆	- If a motion is passed to lay a motion on the table, how long does it remain available to the assembly the before it dies if the assembly meets monthly? - If a motion is passed to lay a motion on the table, how long does it remain available to the assembly the before it dies if the assembly meets annually? - If a motion is passed to lay a motion on the table, how long does it remain available to the assembly the before it dies if the assembly meets quarterly?	- If not taken from the table before the end of the next session, it dies. - If not taken from the table before the end of the current session, it dies. - If not taken from the table before the end of the next session, it dies.	202

16 ★ ★★	1. Can a positive vote on <i>Lay on the Table</i> be reconsidered? Explain your answer. 2. Can the negative vote on <i>Lay on the Table</i> be <i>Reconsidered</i>? 3. For what length of time can the negative vote be <i>Reconsidered</i>?	1. A positive vote cannot be reconsidered because it is easier and more direct to <i>Take the Motion from the Table</i> the motion. 2. Yes. 3. Only until such time as a motion to <i>Lay on the Table</i> can be renewed.	201
17 ★ ★★	Assume you are the chairman and a member moves that the main motion be laid on the table in order for the guest speaker to speak after the previous question on all pending matters had been ordered and the first item had been voted on. What would be your next step ?	Restate the motion to <i>Lay on the Table</i> and put it to a vote?	199
18 ★ ★★	Name two motions that bring a question again before the assembly that can have the motion to <i>Lay on the Table</i> applied to it.	1. <i>Reconsider</i>. 2. <i>Rescind</i>. 3. <i>Amend Something Previously Adopted</i> (This motion is not an FFA permissible motion, but may be used as an answer).	1. 302 2. 288 3. 288
19 ★ ★★	Assume a motion to <i>Rescind</i> a main motion is pending and the motion to <i>Rescind</i> requires either a two-thirds vote or a majority of the entire membership vote. 1. Can a member move to lay this motion on the table? 2. If so, what vote will the <i>Lay on the Table</i> require? 3. What if the motion to <i>Rescind</i> only required a majority vote because previous notice had been given?	1. Yes. 2. A majority vote. 3. A majority vote.	1. 305 2. 212 3. 212
20 ★ ★★	1. As chairman, what would you do if a member was allowed to debate the motion <i>Lay on the Table</i>? 2. What vote is required to take a motion from the table if 50 members cast a vote?	1. Call the action out of order. 2. 26	1. 200 2. 201
21 ★ ★★	Assume that you are a member at a meeting in which a motion was laid on the table. You wish to offer a motion on the same topic at that meeting. 1. Can you offer the new main motion while the other main motion remains on the table? 2. What procedure should you use to introduce your <i>Main Motion</i>?	1. No, since the main motion remains within the control of the assembly, the new main motion on the same topic would not be in order. 2. Move to take the main motion from the table and then if adopted, offer your main motion as a substitute for the original main motion .	1. 214 2. 214, 215

22 ★ ★★	1. If a motion is not taken from the table within the prescribed time period, what happens to the <i>Main Motion</i>? 2. After the <i>Main Motion</i> has died due to expiration of the time limits, can the motion be	1. It dies. 2. Yes, each subsequent session is free to consider the motion again after it is no longer on the table.	1. 285 2. 321
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	renewed at a subsequent session?		
23 ★ ★★	Assume you are the chairman and a motion to <i>Lay on the Table</i> has just been defeated, a motion to <i>Adjourn</i> or <i>Recess</i> is then immediately defeated. The member then immediately renews the motion to <i>Lay on the Table</i>. 1. Would you allow the renewed motion to <i>Lay on the Table</i>? 2. Explain your answer.	1. No. 2. A motion to <i>Recess</i> or <i>Adjourn</i> does not constitute sufficient business for renewal of the motion to <i>Lay on the Table</i>.	324
24 ★ ★★	The <i>Previous Question</i> has been ordered on a <i>Main Motion</i> and an <i>Amendment</i>. 1. Is it in order to lay the <i>Main Motion</i> along with the amendment on the table? 2. If the <i>Lay on the Table</i> is adopted and the motion is taken from the table at the same session, what effect does this have on the order for the <i>Previous Question</i>? 3. If the <i>Lay on the Table</i> is adopted and the motion is taken from the table at a subsequent session, what effect does this have on the order for the <i>Previous Question</i>?	1. Yes, as long as it does not interrupt the voting. 2. It has no effect and the order for the <i>Previous Question</i> is still in effect. 3. The order for the <i>Previous Question</i> is exhausted.	1. 203 2. 193 3. 193
25 ★ ★★	1. A limitation of debate has been ordered on a <i>Main Motion</i> and an <i>Amendment</i>. Is it in order to lay the <i>Main Motion</i> along with the amendment on the table? Explain your answer. 2. If the <i>Lay on the Table</i> is adopted and the motion is <i>Taken from the Table</i> at the same session, what effect does this have on the order to <i>Limit Debate</i>? 3. If the <i>Lay on the Table</i> is adopted and the motion is <i>Taken from the Table</i> at a subsequent session, what effect does this have on the order to <i>Limit Debate</i>?	1. Yes, as long as it does not interrupt the voting. 2. It has no effect and the order to <i>Limit Debate</i> is still in effect. 3. The order to <i>Limit Debate</i> is exhausted.	1. 203 2. 184, 185 3. 184, 185

26 ★	Assume you are the chairman at a meeting and there are three special committee reports on the adopted agenda and after that the next item is new business. 1. Can a member move to lay all three committee reports on the table at the same time to get to an item of New Business? Explain your answer.	1. No, since the motion to lay on the table can be applied only to a motion that is actually pending, a class or group of main questions cannot be laid on the table.	200
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PREVIOUS QUESTION (SUBSIDIARY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the <i>Previous Question</i> that relate to: 1. Seconding. 2. Amending. 3. Precedence over privileged motions.	1. Requires a second. 2. Unamendable. 3. Yields to all privileged motions.	188, 189 t24, t25, t4
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the <i>Previous Question</i> that relate to: 1. Debating 2. Voting. 3. If it can be made when another member has the floor.	1. Undebatable. 2. A two-thirds vote is required. 3. Cannot be made when another member has the floor.	189 t24, t25
3 ★	1. What are two purposes of the <i>Previous Question</i> ? 2. If it is made in the unqualified form, what does this mean?	1. To close debate and To prevent making subsidiary motions except to <i>Lay on the Table</i> . 2. It means that it is applied only to the immediately pending question.	1. 187 2. 188
4 ★	Name three privileged motions that the <i>Previous Question</i> yields to.	1. <i>Fix the Time to Which to Adjourn</i> . 2. <i>Adjourn</i> . 3. <i>Recess</i> . 4. <i>Raise a Question of Privilege</i> . 5. <i>Call for the Orders of the Day</i> .	188 t4
5 ★	1. Name one undebatable subsidiary motion that the motion <i>Previous Question</i> has precedence over. 2. Name two amendable privileged motions that have precedence over <i>Previous Question</i> even though the <i>Previous Question</i> can be applied to both.	1. <i>Limit or Extend Limits of Debate</i> . 2. <i>Fix the Time to Which to Adjourn</i> and <i>Recess</i> .	188 t4
6 ★	Name three debatable subsidiary motions that the motion <i>Previous Question</i> has precedence over.	1. <i>Postpone to a Certain Time (or Definitely)</i> . 2. <i>Commit or Refer</i> . 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	188 t4
7 ★★	1. If a motion is made such as “I move we vote now,” how is it handled? 2. If the <i>Previous Question</i> is made for a series of motions, how are they voted on? 3. Assume the motions to <i>Postpone Indefinitely</i> and a <i>Main motion</i> are pending. What happens to the <i>Main Motion</i> if the <i>Previous Question</i> is ordered on this series of two motions?	1. All of the standard descriptive characteristics for the <i>Previous Question</i> would be used. 2. The immediately pending question is voted on first and the remainder are voted on by rank (in the order they were proposed). 3. If <i>Postpone Indefinitely</i> is adopted, voting stops for the <i>Main Motion</i> .	1. 191 2. 192 3. 192

8 ☆☆	1. Is the <i>Previous Question</i> allowed in committees? 2. What effect does an order for the <i>Previous Question</i> have on making privileged and incidental motions? 3. Explain how an order for the <i>Previous Question</i> effects a special order.	1. No 2. It does not prevent the making of privileged and incidental motions. 3. It does not prevent taking up a special order.	188
9 ☆☆	Name three forms of wording used to make the motion <i>Previous Question</i> in an unqualified form.	1. "I move the previous question" 2. "I demand the previous question." 3. "I call for the question." 4. "I call the question." 5. "I move we vote now."	191 t41
10 ☆☆	Assume there are 80 members in an organization and 60 attend a meeting and cast a vote on the <i>Previous Question</i>. 1. What is a majority of the members of the organization? 2. What <u>percent</u> of the members are attending the meeting? 3. How many of the members who cast a vote would have to vote in the affirmative to adopt the <i>Previous Question</i>?	1. 41. 2. 75% ($60 \div 80 \times 100 = 75\%$). 3. 40.	339, 380
11 ☆☆	Name three forms of wording used to make the subsidiary motion <i>Previous Question</i> in a qualified form.	1. Three examples with at least two motions are correct. Example "I move [or "demand," or "call for"] the previous question on the motion to <u>commit</u> and the <u>amendment</u>." 2. "I demand the previous question on all pending questions."	196 t41
12 ☆☆	1. Is the motion for the <i>Previous Question</i> amendable? 2. How can a pending motion for the <i>Previous Question</i> be altered?	1. No, the <i>Previous Question</i> is not amendable. 2. The same process can be accomplished by offering another more inclusive or less inclusive motion for the <i>Previous Question</i> at the same time.	1. 189 t4, t24, t25 2. 189
13 ☆☆	1. If multiple motions for the <i>Previous Question</i> are pending at the same time, which one is voted on first? 2. Explain your answer.	1. The most inclusive form is voted on first. 2. If it is adopted it makes the less inclusive form moot.	189
14 ☆☆	The vote on a motion for the <i>Previous Question</i> can be reconsidered but only for a short time interval. Explain this time interval for: 1. An affirmative vote on the <i>Previous Question</i>. 2. A negative vote on the <i>Previous Question</i>.	1. The affirmative vote can be reconsidered only before any vote has been taken under the order. 2. The negative vote can be reconsidered only until such time that material progress in business or debate allows it to be renewed.	190

15 ★ ★★	When is an order for the <i>Previous Question</i> said to be exhausted?	1. When all motions on which it was ordered have been voted upon. 2. When those not yet voted on have been either committed or postponed indefinitely. 3. At the end of the session at which the <i>Previous Question</i> was ordered- whichever comes first.	193
16 ★ ★★	Assume you are the chairman at a meeting, and the following motions are pending, a motion for the <i>Previous Question</i>, a motion for the <i>Previous Question</i> on all pending questions, and a motion to limit debate to 30 minutes of debate. 1. In which order would you vote on these items? 2. If the first motion voted on is adopted, what is voted on next? 3. If neither of the first two motions is adopted, what is voted on next?	1. First is the <i>Previous Question</i> on all pending matters. 2. If that was rejected, then the <i>Previous Question</i>. 3. If both the previous were rejected then the vote on the <i>Limit Debate</i>.	189, 193
17 ★ ★★	Assume there is a main motion and three debatable subsidiary motions pending when the <i>Previous Question</i> is adopted on all pending matters. 1. If the motion is postponed until the next meeting, is the <i>Previous Question</i> still in effect? Explain your answer. 2. If the motion is postponed until later in the same session is the <i>Previous Question</i> still in effect? Explain your answer. 3. If the motion is postponed until another day within the same convention is the <i>Previous Question</i> still in effect? Explain your answer.	1. No, because the session has ended. 2. Yes, because the session has not ended. 3. Yes, because the session has not ended.	193
18 ★★ ★★	There are five ways in which an order for the <i>Previous Question</i> can be interrupted before or after it has been partly carried out. Name three of them.	1. Adoption of a motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. Adoption of a motion to <i>Commit or Refer</i>. 3. Adoption of a motion to <i>Postpone Indefinitely</i> 4. Adoption of a motion to <i>Lay on the Table</i>. 5. The intervention of a special order set for a particular hour.	192, 193

LIMIT OR EXTEND LIMITS OF DEBATE (SUBSIDIARY)

★ = Least difficult → ★★☆☆ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Limit or Extend Limits of Debate of Debate</i> that relate to: 1. Precedence over privileged motions. 2. Seconding. 3. Amending.	1. Yields to all privileged motions. 2. Requires a second. 3. Amendable.	1. 180 2. 181 t14, t15 3. 181 t14, t15
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Limit or Extend Limits of Debate</i> that relate to: 1. If it can be made when another member has the floor. 2. Debating. 3. Voting.	1. Cannot be made when another member has the floor 2. Undebatable 3. A two-thirds vote is required.	181 t14, t15
3 ★	Name three subsidiary motions that the motion to <i>Limit or Extend Limits of Debate</i> yields to.	1. <i>Previous Question</i> . 2. <i>Lay on the Table</i> . 3. <i>Amend</i> (only when <i>Amend</i> is applied to it).	180, 181 t4
4 ★	Name three debatable subsidiary motions that the motion to <i>Limit or Extend Limits of Debate</i> has precedence over.	1. <i>Postpone to a Certain time (or Definitely)</i> . 2. <i>Commit (or Refer)</i> . 3. <i>Amend</i> . 4. <i>Postpone Indefinitely</i> .	180, 181 t4
5 ★	Name three debatable and amendable subsidiary motions that the motion to <i>Limit or Extend Limits of Debate</i> has precedence over.	1. <i>Postpone to a Certain time (or Definitely)</i> . 2. <i>Commit (or Refer)</i> . 3. <i>Amend</i> .	180, 181 t4
6 ★	Assume an organization has a membership of 90. There are 30 members present and 21 abstain from participating in a rising vote on the motion to <i>Limit or Extend Limits of Debate</i> . 1. What is a majority of their membership? 2. What is a two thirds vote of the members present? 3. How many of the members who cast a vote would have to vote in the affirmative to adopt the motion to <i>Limit or Extend Limits of Debate</i> ?	1. 46. 2. 20. 3. 6.	379, 380
7 ★	Name three amendable subsidiary motions that the motion <i>Limit or Extend Limits of Debate</i> has precedence over.	1. <i>Postpone to a Certain time (or Definitely)</i> . 2. <i>Commit (or Refer)</i> . 3. <i>Amend</i> .	180, 181 t4
8 ★★	Name three ways that the motion to <i>Limit or Extend Limits of Debate</i> can limit debate.	1. By reducing the number of speeches. 2. By reducing the length of speeches. 3. By closing debate after a certain hour. 4. By closing debate after a specific length of time.	179, 180

9 ☆☆	1. Can the motion to <i>Limit of Extend Limits of Debate</i> be used close debate? 2. Explain what is meant when the motion to <i>Limit of Extend Limits of Debate</i> is said to be “exhausted.” 3. If a motion to <i>Limit or Extend Limits of Debate</i> is made when no question is pending, what kind of a main motion is it?	1. No. 2. When an order for the motion is not in force. 3. Incidental.	180
10 ☆☆	Name three forms of wording used to reduce or increase the number or length of speeches.	1. “...that debate be limited to one speech of five minutes for each member” 2. “...that Mr. Jones’ time be extended three minutes” 3. “...I ask unanimous consent that Mr. Jones’ time...”	185, 186 t37
11 ☆☆	What motions does an order <i>limiting</i> debate apply to?	1. The motion which the limitation is ordered. 2. Any debatable subsidiary motions. 3. <i>Reconsider</i>. 4. Pending debatable appeals while the order to limit debate is in force.	182
12 ☆☆	Name three unamendable privileged motions that have precedence over <i>Limit or Extend Limits of Debate</i> .	1. <i>Adjourn</i>. 2. <i>Raise a Question of Privilege</i>. 3. <i>Call for the Orders of the Day</i>.	180, 181 t4
13 ☆☆	An order limiting debate has been adopted limiting debate to one debate per person not to exceed five minutes while a main motion is pending. Subsequently a motion to amend is proposed and an appeal is raised that the amendment is not germane, what is the permissible number and length of speeches on the: 1. <i>Appeal</i>? 2. <i>Amendment</i>? 3. <i>Main Motion</i>?	1. <i>Appeal</i>-One debate per member not to exceed 5 minutes. 2. <i>Amendment</i>- One debate per member not to exceed 5 minutes. 3. <i>Main Motion</i>- One debate per member not to exceed 5 minutes.	181, 182
14 ☆☆	1. Name two subsidiary motions that can be applied to a motion to <i>Limit Debate</i>. 2. Why can <i>Previous Question</i> be applied to <i>Limit or Extend Limits of Debate</i> if <i>Limit or Extend Limits of Debate</i> if it is not debatable?	1. <i>Amend</i> and <i>Previous Question</i>. 2. To prevent amendments.	180, 181

15 ☆☆	<i>Roberts Rules of Order Newly Revised</i> (abbrev. RONR) states that when the chair states the motion to <i>Limit or Extend Limits of Debate</i> , the phrase for this motion “is not debatable but it can be amended. Are there any amendments?” should be used. Name three other motions that are not debatable but are amendable.	1. <i>Amend</i> an undebatable motion. 2. <i>Recess</i>. 3. <i>Division of a Question</i>. 4. <i>Fix the Time to Which to Adjourn</i> (when privileged). 5. <i>Consider by Paragraph or Seriatim</i> (This is not an FFA permissible motion, but may be used as an answer.) 6. <i>Motions relating to methods of voting and the polls</i>. (This is not an FFA permissible motion, but may be used as an answer.) 7. <i>Motions relating to nominations</i>. (This is not an FFA permissible motion, but may be used as an answer.)	t47
16 ☆☆	When is the order for limiting or extending limits of debate <i>exhausted</i> ?	1. When the motion (s) it was applied to are voted on. 2. When the motions that have not been voted on have been referred to a committee or postponed indefinitely or At the conclusion of the session at which the motion to <i>Limit or Extend Limits of Debate</i> was adopted—whichever took place first.	185
17 ☆☆	1. How is the vote on the motion to <i>Limit or Extend Limits of Debate</i> usually put to a vote? 2. What is the exception to taking a rising vote? 3. If a motion for limiting debate is adopted, what statement does the chair make after taking a rising vote?	1. By rising. 2. If it is adopted by unanimous consent. 3. “There are two thirds in the affirmative and the motion is adopted.”	186, 187
18 ☆☆	An order extending debate has been adopted extending debate to three debates per person while a main motion is pending. Subsequently a motion to amend is proposed and an appeal is raised that the amendment is not germane, what is the permissible number of speeches on the: 1. <i>Appeal</i>? 2. <i>Amendment</i>? 3. <i>Main Motion</i>?	1. <i>Appeal</i>—One debate per member. 2. <i>Amendment</i>—Two debates per member. 3. <i>Main motion</i>—Three debates per member.	181, 182
19 ☆☆	An order closing debate in 15 minutes has been adopted but no set time for taking the vote was specified and the 15 minutes has expired. Name three subsidiary motions that are in order.	1. <i>Postpone Indefinitely</i>. 2. <i>Amend</i>. 3. <i>Extend Debate</i>. 4. <i>Previous Question</i>. 5. <i>Lay on the Table</i>.	182
20 ☆☆	1. An order closing debate in 15 minutes has been adopted but no set time for taking the vote was specified and the 15 minutes has expired. Name two subsidiary motions that are not in order. 2. If an amendment is proposed after the time for closing debate has expired, would it be debatable?	1. <i>Commit or Refer</i> and <i>Postpone to a Certain Time (or Definitely)</i>. 2. The amendment would not be debatable.	182

21 ★ ★★	An order limiting debate to one debate per person on a main motion is in place. 1. Can a member move to extend the limits of debate to two debates per person be proposed? 2. Explain your answer.	1. Yes. 2. The adoption of one motion limiting or extending debate does cause another conflicting motion from being in order.	184
22 ★ ★★	Name three ways that an assembly can alter the normal length of speeches but allow an unlimited number of speeches per person and do so by only a majority vote.	1. Adopt a motion to go into a committee of the whole. 2. Adopt a motion to go into a quasi-committee of the whole. 3. Adopt a motion to consider the motion informally.	371
23 ★ ★★	If a society wishes to alter the limits of debate contained in the parliamentary authority under the following circumstances, how would they do so? 1. For all meetings of the Society? 2. For an entire session of the Society? 3. For only the immediately pending question?	1. Adopt a special rule of order to that effect. 2. Adopt an incidental main motion limiting or extending the limits of debate for the entire session. 3. Adopt the subsidiary motion to <i>Limit or Extend Limits of Debate</i> with regard to that motion.	369, 370
24 ★ ★★	1. An order limiting debate is in place limiting debate to one debate per person not to exceed five minutes. If a member only debates for two minutes, can he/she debate for an additional three minutes for a total of 8 minutes on a subsequent recognition? Explain your answer. 2. Could another member transfer their debate to the member? Explain your answer. 3. If a member wanted to speak again after they have exhausted their debate under an order limiting debate, how could they do so?	1. No, their debate is exhausted on the first recognition regardless of how long they speak? 2. No, rights in debate on not transferrable. 3. Propose a subsequent motion to extend the limits of debate.	368
25 ★ ★★	1. Assume that you are the chairman and a main motion, an amendment are pending when a member proposes to limit debate to one debate per person, another member immediately moves the previous question after being recognized by the chair, was this <i>Previous Question</i> in order? Explain your answer. 2. Assume the previous question passes, what would you vote on next? Explain your answer. 3. Assume the previous question fails, what would you vote on next? Explain your answer.	1. Yes because <i>Previous Question</i> has a higher precedence than limit debate. 2. The amendment because the limit debate would be moot. 3. The motion to <i>Limit Debate</i> because it would then be the immediately pending question.	188 t4

26 ☆☆ ☆☆	1. An order closing debate in 15 minutes has been adopted and it was specified that the vote shall be taken at that time, after the 15 minutes has expired, it is said to be treated as if which subsidiary motion has been adopted? 2. What other subsidiary motions would be in order at that time? 3. What would you do if you were the chairman and a member rose, addressed the chair and offered an amendment after the time had expired?	1. <i>Previous Question.</i> 2. <i>Lay on the Table.</i> 3. Rule the amendment out of order.	181
27 ☆☆ ☆☆	1. An order closing debate in 15 minutes has been adopted and it was specified that the vote shall be taken at that time, if you wanted to extend the time for debate prior to the time expiring, how could you do that? 2. After the time expired? 3. After the time has expired, a member moves to lay the question on the table. What would you do as the chairman?	1. You could offer a motion to extend the limits of debate and the time of the vote. 2. You could move to reconsider the vote on the order limiting debate. 3. Allow the motion and proceed to vote if it is seconded.	181-183
28 ☆☆ ☆☆	Motions to postpone definitely or refer are not in order if a motion to close debate at or after a certain time is adopted. 1. In light of this, <i>Robert's Rules of Order Newly Revised</i> (abbrev RONR) states that these motions can have an effect on the exhaustion of the order limiting debate, how would this be possible? 2. What effect would an adopted motion to <i>Commit or Refer</i> have on the order limiting debate in the same AND subsequent sessions? 3. What effect would an adopted motion to postpone definitely have on the order limiting debate in the same AND subsequent sessions?	1. Either motion would have had to have been pending when the order limiting or extending debate was voted on. 2. The order limiting debate would be exhausted regardless of whether the committee reported at the current or a subsequent session. 3. If the motion was postponed to later in the same session, the order limiting debate would remain in effect. If the motion was postponed to a subsequent session, the order would be exhausted.	181, 182
29 ☆☆ ☆☆	An order has been adopted limiting debate to one debate per person not to exceed five minutes per speech on a main motion. The main motion along with a subsequent amendment is laid on the table. 1. If the motion is taken from the table later in the same meeting, how many debates and for how long is he allowed if he had debated the motion once immediately before it was laid on the table for three minutes? 2. If it is taken from the table on a different day of a 5 day convention? 3. If it is taken from the table at a subsequent regularly scheduled meeting?	1. None. 2. None. 3. Two times not to exceed 10 minutes.	185

POSTPONE TO A CERTAIN TIME (OR DEFINITELY) (SUBSIDIARY)

★ = Least difficult → ★★☆☆ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) that relate to: 1. Debating. 2. Amending. 3. Precedence over privileged motions.	1. Debatable. 2. Amendable. 3. Yields to all privileged motions.	171, 172 t24, t25
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) that relate to: 1. Seconding. 2. Voting. 3. If it can be made when another member has the floor.	1. Must be seconded. 2. A majority vote is required. Special order requires a two-thirds vote. 3. Cannot be made when another member has the floor.	172 t24, t25
3 ★	Name three subsidiary motions that the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) yields to.	1. <i>Limit or Extend Limits of Debate</i> . 2. <i>Previous Question</i> . 3. <i>Lay on the Table</i> . 4. <i>An amendment that is applied to it</i> .	171 t4
4 ★	Name three unamendable privileged motions that take precedence over the motion <i>Postpone to a Certain Time</i> (or <i>Definitely</i>).	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call for the Orders of the Day</i> .	171, 172 t4
5 ★	1. Name two debatable and amendable subsidiary motions that the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) takes precedence over. 2. Name one debatable and unamendable subsidiary motion that the motion to <i>Postpone to a Certain Time</i> takes precedence over.	1. <i>Commit</i> (or <i>Refer</i> and <i>Amend</i> . 2. <i>Postpone Indefinitely</i> .	171 t4
6 ★	Name three subsidiary motions that take precedence over the motion <i>Postpone to a Certain Time</i> (or <i>Definitely</i>).	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	171 t4
7 ★★	1. How is the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) used? 2. If the motion to <i>Postpone to a Certain Time</i> is made to postpone the hearing of a committee report, what kind of motion is it? 3. What is the difference in the purposes of the motions to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) and to <i>Postpone Indefinitely</i> ?	1. To put off action on a pending question. 2. <i>Incidental Main Motion</i> . 3. The purpose of the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) is to put off action on a pending question while the purpose of the motion to <i>Postpone Indefinitely</i> is to kill the pending main motion.	1. 169 2. 170 3. 170
8 ★★	1. What is the restriction on debating the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>)? 2. Name two rules that must be followed in amending the motion to <i>Postpone to a Certain Time</i> .	1. Debate cannot go into the merits of the main question.. 2. Can be amended as to the time the main question may be postponed to and Can be amended as to making the postponed question a <i>special order</i> .	172

9 ☆☆	- How long can a question be postponed for if an organization holds regular meetings on the same day each week? - How long can a question be postponed for if an organization holds regular meetings at more than a quarterly time interval? - How long can a question be postponed for if an organization holds regular meetings on the second Tuesday of each month?	- No longer than a week. - Not beyond the end of the present session. - No longer than a month.	173, 174
10 ☆☆	- What are the two types of <i>orders of the day</i>? - When are general orders taken up at a meeting?	<i>General orders</i> and <i>special orders</i>. - After unfinished business .	175, 176
11 ☆☆	- Name two forms of wording used to make the motion to <i>Postpone a Question to the Next Meeting</i>. - What vote would be required to adopt it?	"I move to postpone the motion to the next meeting." or "I move that the question be postponed to the next meeting." - Majority.	177 177 172
12 ☆☆	- What form of wording would be used to make certain a question will be taken up at a precise time at the next meeting in preference to all other motions? - What vote is required to adopt this motion? - If 60 members cast a vote, what is the minimum number of members that would have to vote in the affirmative to adopt this motion for a special order?	"I move that the motion be postponed and be made a special order for 2 P.M. tomorrow." - Two-thirds. 40.	178
13 ☆☆	There are 100 members at a regular monthly meeting and a member moved to postpone the pending main motion to the next meeting. The motion was seconded and 40 of the members present cast a vote. - What per cent of the members present voted? - How many members present did not vote? - What is the minimum number of affirmative votes it would take to adopt the motion?	40%. 60. 21.	381, 382
14 ☆☆	- If a motion is postponed to later in the same day and no motion limiting debate is in effect, what effect does the postponement have on a member's rights to debate? - If it is postponed to another day but still within the same session and no motion limiting debate is in effect? - If it is postponed to the next regular meeting and a limitation of debate was in effect at the time the postponement occurred?	- Any debates the member made prior to the postponement count against his number of speeches. - The member's rights of debate are restored because it is a different day. - The member's rights of debate are restored because it is a different day and the limitation of debate is exhausted.	176, 177

15 ★ ★★	1. If it is desired to postpone a question to a time between regular scheduled meetings and a motion to postpone the question to the next regularly scheduled meeting is pending, what steps would have to happen for this to be possible? 2. If an adjourned meeting is created to occur before the next regular meeting, can the motion still be postponed to the next regular meeting?	1. A member would have to first propose a motion to <i>Fix the Time to Which to Adjourn</i>. If an adjourned meeting is created, he/she could then move to amend the <i>Postpone Definitely</i> to the time of the adjourned meeting. 2. Yes, as long as that meeting occurs within a quarterly time interval.	172, 173
16 ★ ★★	1. If a motion is postponed to the next meeting in the unqualified form, where would it appear on the order of business? 2. If a motion is postponed to the next meeting in the qualified form, where would it appear on the order of business? 3. If a motion is pending when the meeting adjourns and motions are postponed in both the qualified and unqualified forms as above, list their order in the order of business.	1. Unfinished business and general orders. 2. Special Orders. 3. The Special Order, then the motion pending when the meeting adjourned and finally the General Order.	175, 176
17 ★ ★★	1. Can a general order set for a specific time interrupt pending business? Explain your answer. 2. Can a special order set for a specific time interrupt pending business? Explain your answer. 3. What happens to the pending business if interrupted by a special order?	1. No. When the time for the special order has been reached, the pending business still takes precedence over the general order. 2. Yes. A special order for a particular hour takes precedence over any pending business except another special order made before it was or the special order for the meeting. 3. Business is resumed where it was left off when the special order interrupted.	175, 176
18 ★ ★★	1. Can a class of business such as committee reports be postponed by either a subsidiary or incidental main motion to postpone them? 2. <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists two alternatives to postponing a class of business to accomplish the same purpose. What are they?	1. No. 2. Postpone each item of business individually, and Suspend the rules and take up the desire item of business out of order.	174
19 ★ ★★	1. How can a special order be considered before that hour? 2. Explain how a special order can be taken up at the designated time.	1. By a two-thirds vote. 2. All business is interrupted.	350
20 ★★ ★★	Assume you are in a meeting on January 1st and a member moves to postpone the motion to the next meeting. 1. If the next meeting is April 30th, is this motion in order? 2. If the next meeting is May 1st, is this motion in order? 3. If the next meeting is April 1st, is this motion in order?	1. Yes. 2. No. 3. Yes.	80, 81

21 ☆☆ ☆☆	1. Can a motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) be proposed if a motion to limit debate to 15 minutes is pending? Explain your answer. 2. How could you make it in order to make this postponement? 3. If an order limits debate to one debate per person, would a motion to postpone definitely be in order while the order limiting debate remains in effect? Explain your answer.	1. No. The motion would not be in order because the motion sets a total time limit on debate. 2. By either reconsidering the vote on the limitation of debate or a motion to extend the limits of debate. 3. Yes. A limit on the number of debates has no effect on the moving of a postponement.	182
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COMMIT OR REFER (SUBSIDIARY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Commit</i> or <i>Refer</i> that relate to: 1. Debating, 2. Amending, 3. Precedence over privileged motions.	1. Debatable. 2. Amendable. 3. Yields to all privileged motions.	1. 160 t12, t13 2. 160 t12, t13 3. 158 t 4
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Commit</i> or <i>Refer</i> that relate to 1. Seconding 2. Voting 3. If it can be made when another member has the floor.	1. Must be seconded. 2. A majority vote is required. 3. Cannot be made when another member has the floor.	160 t12, t13
3 ★	1. Why is the motion to <i>Commit</i> or <i>Refer</i> used? 2. How is the motion to <i>recommit</i> used? 3. If the motion to <i>Commit</i> or <i>Refer</i> is made when no question is pending, what kind of motion is it?	1. To place a question in the hands of a committee so that it can be investigated carefully. 2. It places a motion to a committee a second time. 3. Incidental main motion.	157, 158
4 ★	1. Name two types of ordinary committees. 2. Explain their difference regarding how long they exist.	1. Standing committees and Special committees. 2. Standing committees have a continuing existence, while special committees go out of existence after their assigned task is completed.	466, 467
5 ★	1. Does the motion <i>Commit</i> or <i>Refer</i> take precedence over the main motion? 2. Name two subsidiary motions that it takes precedence over.	1. Yes. 2. <i>Postpone Indefinitely</i> and <i>Amend</i> .	158 t4
6 ★	Name three subsidiary motions that the motion to <i>Commit</i> or <i>Refer</i> yields to.	1. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. <i>Limit or Extend Limits of Debate</i> . 3. <i>Previous Question</i> . 4. <i>Lay on the Table</i> . 5. An amendment that is applied to it.	158 t4
7 ★	Name three unamendable privileged motions that take precedence over the motion to <i>Commit</i> or <i>Refer</i> .	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call for the Orders of the Day</i> .	158 t4
8 ★	Name three undebatable privileged motions that take precedence over the motion to <i>Commit</i> or <i>Refer</i> .	1. <i>Fix the Time to Which to Adjourn</i> . 2. <i>Adjourn</i> . 3. <i>Recess</i> . 4. <i>Raise a Question of Privilege</i> . 5. <i>Call for the Orders of the Day</i> .	158 t4

9 ★	What three items should be included in a motion to refer a motion to a special committee?	1. The number of members. 2. How the members are selected . 3. The name of the members, if how the members are selected is not included in the motion.	161
10 ★★	How can a motion to refer to a special committee be amended?	1. The committee's composition. 2. The manner of selecting the committee. 3. The instructions that the committee must follow.	160
11 ★★	1. What are two other names often used for a special committee? 2. What document would be used to determine the method of selecting a committee if it is not indicated when making the motion to <i>Commit</i> or <i>Refer</i> ?	1. Select or Ad hoc. 2. The organization's bylaws.	161
12 ★★	1. Name two ways that a special committee chairman is usually selected. 2. How should the chair handle the naming of a committee chair if the committee's job will require a great amount of time to complete?	1. The chair can specifically designate the name of the first person named to the committee. or The first named committee member is automatically the chairman without a mention of a name. 2. The chair can appoint a "vice-chairman."	164, 165
13 ★★	What are three variations of the motion to <i>Commit</i> or <i>Refer</i> which places the entire assembly in a committee?	1. Committee of the whole. 2. Quasi committee of the whole. 3. Consider Informally.	157
14 ★★	Explain how the chairman is chosen for: 1. A committee of the whole 2. A quasi committee of the whole 3. Informal consideration	1. The chairman is appointed. 2. The regular presiding officer remains in the chair. 3. The regular presiding officer remains in the chair.	503, 504
15 ★★	What are the forms of wording used for the three variations for the motion to <i>Commit</i> or <i>Refer</i> which permits the assembly's full meeting body to consider it?	1. to "go into a committee of the whole". 2. to "go into quasi committee of the whole". or to "consider as if in committee of the whole" 3. to "consider informally".	157
16 ★★	There are three variations to the motion <i>Commit</i> or <i>Refer</i> which permits the assembly's full meeting body to consider it. 1. Which variation is used for large assemblies? 2. Which variation is recommended to use for medium sized meetings of 50 to 100 members? 3. Which variation is recommended to use for small sized meetings?	1. Committee of the whole. 2. Quasi committee of the whole. 3. Informal consideration.	503, 504

17 ☆☆	An organization consists of 70 members. Sixty of the members are attending a regular chapter meeting, and 55 participate in a vote on a motion to “refer the motion to a committee of three, appointed by the chair and that they report back at the next regular meeting.” 1. What is a majority of the chapter membership? 2. How many members did not vote on the motion to <i>Commit</i> or <i>Refer</i>? 3. What is the minimum number of members who cast a vote that would have to vote in the affirmative to adopt the motion to <i>Commit</i> or <i>Refer</i>?	1. 36. 2. 5. 3. 28.	379, 380
18 ☆☆	1. Can a committee recommend indefinite postponement as part of their committee report? 2. What happens to a pending motion to postpone indefinitely if a motion is referred to a committee? 3. Can a member move to postpone a main motion indefinitely while a motion to refer to a committee is pending? Explain your answer.	1. Yes. 2. It is dropped from consideration. 3. No. It is lower in the order of precedence of motions.	1. 493, 494 2. 165, 166 3. t4
19 ☆☆	There are five forms of the motion to <i>Commit</i> or <i>Refer</i>. Name three of them.	1. Committee of the whole 2. Quasi committee or the whole. 3. Consider Informally. 4. Standing Committee. 5. Special Committee.	163
20 ☆☆	1. Can a non-member be named as a member of a committee? 2. Can a non-member be named as the chairman of a committee? 3. If a committee is to be appointed by the chair, what additional step is required to appoint a non-member to a committee?	1. Yes. 2. Yes. 3. The assembly must also approved the appointment of the non-member.	164
21 ☆☆	1. How long do standing committees stay in existence? 2. If the bylaws do not state how long its standing committee members serve, how is it decided?	1. Permanently, or for the life of the organization that establishes them 2. The members serve for the same term as their officers or until their successors are chosen.	467
22 ☆☆	1. Who usually calls for a committee meeting? 2. How would a meeting be called if the committee chairman does not want to schedule a committee meeting? 3. What is normally the quorum in a committee?	1. Its chairman. 2. The meeting would be called by any <u>two</u> of its members. 3. A majority of its membership unless the organization has set a different quorum.	475, 476
23 ☆☆	Name five methods of appointing committees.	1. Election by Ballot. 2. Nominations from the Floor (open nominations). 3. Nominations by the chair. 4. Appointment by the chair. 5. Appointment by adoption of a motion naming the committee members.	469-472

24 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) recommends a difference in the composition of special committees depending on whether the committee is charged with implementing an order of the assembly versus being charged with deliberating or investigating. Outline the major differences in the recommended composition of these committees.	A special committee charged with implementing an order should be small and composed only of members in favor of the action to be carried out. A special committee charged with investigating or deliberating a subject should be larger and all points of view represented on the committee if possible.	475, 476
25 ★ ★★	1. If the committee chairman is not named by the president naming the committee, who is the chair of the committee? 2. Unless the assembly specifies a different quorum, what is the quorum in a special committee? 3. May the committee adopt its own rules?	1. The first member named when the committee is appointed. 2. A majority of the membership of the committee. 3. Not unless authorized in the rules of the society or in instructions to the committee.	1. 475 2. 476 3. 477
26 ★ ★★	What rules is a committee required to operate under?	1. The bylaws. 2. The parliamentary authority. 3. Any special rules of order or standing rules of the society which are applicable to the committee.	476
27 ★ ★★	1. If the motion to <i>Postpone Indefinitely</i> is pending when a main motion is referred to a committee, what happens to the motion to <i>Postpone Indefinitely</i>? 2. If the motion to <i>Amend</i> is pending when a main motion is referred to a committee, what happens to the motion to <i>Amend</i>? 3. If a debatable <i>Appeal</i> is pending when a main motion is referred to a committee, what happens to the motion to <i>Appeal</i>?	1. It is dropped from further consideration or lost. 2. The committee considers the main motion AND the amendment. 3. The committee considers the main motion. AND the debatable appeal.	165, 166
28 ★ ★★	1. If the committee is named by a power other than the chair, who has the power to name the chairman? 2. If the appointing power does not name a chair of the committee, how is the chairman selected? 3. If the committee is to elect its own chairman, who presides while this election takes place?	1. The appointing power. 2. The committee itself elects its own chairman. 3. The first member named to the committee.	165
29 ★ ★★	1. If a motion is introduced by a committee, is a second required? Explain your answer. 2. Who usually makes the motion to implement the recommendations of a committee? 3. If the person presenting the committee report is not a member of the assembly, who can move to implement the recommendations of the committee?	1. No, unless the committee is only one person. A majority of the committee would have had to vote for the committee report. 2. The committee chairman. 3. Any member of the assembly.	482, 483

30 ★ ★★	1. What is a report of less than a majority of the committee called? 2. What is a report of a majority of the committee called? 3. Does the minority have the right to present their minority report? Explain your answer.	1. The minority report. 2. The committee report. 3. No. It is a privilege not a right.	501
31 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists criteria for the use of Committee of the Whole with regard to the size of the assembly, whether ratification of business is required and who chairs this type of committee. 1. What is the recommended size for this type of committee? 2. Does business conducted in a committee of the whole have to be ratified by the general assembly? 3. Who chairs when the assembly goes into a committee of the whole?	1. Recommended for large assemblies. (Over 100 members) 2. Yes, it must be ratified. 3. A chairman is appointed.	503, 504
32 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists criteria for the use of Quasi-Committee of the Whole with regard to the size of the assembly, whether ratification of business is required and who chairs this type of committee. 1. What is the recommended size for this type of committee? 2. Does business conducted in a quasi-committee of the whole have to be ratified by the general assembly? 3. Who chairs when the assembly goes into a quasi-committee of the whole?	1. Recommended for medium sized (50 to 100 members). 2. Yes it must be ratified. 3. The normal presiding officer remains in place.	504
33 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists criteria for the use of informal consideration with regard to the size of the assembly, whether ratification of business is required and who chairs this type of committee. 1. What is the recommended size for this type of committee? 2. Does business conducted in a committee of the whole have to be ratified by the general assembly? 3. Who chairs when the assembly goes into a committee of the whole?	1. Recommended for small assemblies (less than 50 members). 2. It does not have to be ratified. 3. The normal presiding officer remains in place.	504
34 ★ ★★	1. What is the quorum in a committee of the whole? 2. What motion is used to adjourn a committee of the whole? 3. What are the limits of debate in a committee of the whole?	1. The same as that of the assembly unless the bylaws provide or the assembly establishes a different quorum. 2. Rise and report 3. There is no limit to the number of debates but each speech remains limited to ten minutes per speech.	1. 510 2. 507 3. 506

35 ★ ★★	1. What is the quorum in a quasi-committee of the whole? 2. What motion is used to adjourn a quasi-committee of the whole? 3. What are the limits of debate in a quasi-committee of the whole?	1. The same as that of the assembly unless the bylaws provide or the assembly establishes a different quorum. 2. None. The chairman simply reports. 3. There is no limit to the number of debates but each speech remains limited to ten minutes per speech.	539, 540
36 ★ ★★	1. What is the quorum in informal consideration? 2. What motion is used to end informal consideration? 3. What are the limits of debate in informal consideration?	1. The same as that of the assembly unless the bylaws provide or the assembly establishes a different quorum. 2. A motion that “the regular rules of debate be in force” or “that the question be considered formally” 3. There is no limit to the number of debates but each speech remains limited to ten minutes per speech.	540, 541
37 ★ ★★	1. Can an affirmative vote on refer to a committee be reconsidered? 2. A vote on a motion to refer to a committee can be reconsidered until what action occurs? 3. After the committee has begun consideration of the question, what motion must be used to take the question out of the hands of the committee?	1. Yes. 2. The committee has begun consideration of the question. 3. Discharge a committee.	160
38 ★★ ★★	1. The chairman and the secretary are preparing an agenda for an upcoming meeting. In what order would the several reports of different standing committees be presented? 2. In what order would reports of special committees be listed on the agenda? 3. Which group of committee reports would be listed first?	1. The order in which they are listed in the bylaws. 2. The order in which they were appointed. 3. Reports of Standing Committees.	1. 487 2. 488 3. 488
39 ★★ ★★	A main motion with a primary and secondary amendment has been referred to a committee. The committee wishes to offer a different primary amendment, when the committee reports, in what order would the amendments be considered?	Adhering Secondary Amendment. Adhering Primary Amendment Committee proposed Primary Amendment.	495

AMEND (SUBSIDIARY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Amend</i> that relate to: 1. Reconsidering. 2. Amending. 3. Precedence over privileged motions.	1. Can be reconsidered. 2. Amendable. 3. Yields to all privileged motions.	1. 122 t8, t9 2. 122 t8, t9 3. 121 t8, t9
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Amend</i> that relate to: 1. Seconding 2. Voting 3. If it can be made when another member has the floor.	1. Must be seconded. 2. A majority vote is required. 3. Cannot be made when another member has the floor.	122 t8, t9
3 ★	Assume that an organization with 26 members is conducting a regular meeting and fifteen members are in attendance. A secondary amendment is made, seconded and stated by the chair. Fourteen members abstain from voting on the secondary amendment. 1. What vote is required to adopt a secondary amendment? 2. How many member cast a vote? 3. What is the minimum affirmative vote required to adopt the secondary amendment?	1. Majority. 2. 12. 3. 7.	479, 380
4 ★	1. What is the amendment process called where words are placed between words? 2. What is the amendment process called where words are cut out? 3. What is the amendment process called to replace words that are deleted?	1. To insert words. 2. To strike out words. 3. To strike out and insert words.	1. 129 2. 134, 135 3. 137, 138
5 ★	1. Name two undebatable privileged motions that are amendable. 2. Name one undebatable subsidiary motion that is amendable.	1. <i>Fix the Time to Which to Adjourn</i> and <i>Recess</i> . 2. <i>Limit or Extend Limits of Debate</i> .	1. 129 t4, t16, t17 217 t4, t26, t27 2. 181 and t4, t14, t15

6 ★	Name three subsidiary motions that are amendable.	1. <i>Limit or Extend Limits of Debate.</i> 2. <i>Postpone to a Certain Time (or Definitely).</i> 3. <i>Commit (or Refer).</i> 4. <i>Amend.</i>	1. 181 t4, t14, t15 2. 172 t4, t24, t25 3. 160 t4, t12, t13 4. 122 t4, t8, t9
7 ★	Name three <u>debatable</u> subsidiary motions that are amendable.	1. <i>Postpone to a Certain Time (or Definitely).</i> 2. <i>Commit or Refer.</i> 3. <i>Amend.</i>	1. 172 t4, t24, t25 2. 160 t4, t12, t13 3. 122 t4, t8, t9
8 ★	Name three subsidiary motions that the motion to <i>Amend</i> yields to.	1. <i>Postpone to a Certain Time (or Definitely).</i> 2. <i>Limit or Extend Limits of Debate.</i> 3. <i>Previous Question.</i> 4. <i>Lay on the Table.</i> 5. An amendment that is applied to it.	120, 121 t4
9 ★	Name three unamendable privileged motions that take precedence over the motion to <i>Amend</i> .	1. <i>Adjourn.</i> 2. <i>Raise a Question of Privilege.</i> 3. <i>Call for the Orders of the Day.</i>	120, 121 t4
10 ★	Name three undebatable privileged motions that take precedence over the motion to <i>Amend</i> .	1. <i>Fix the Time to Which to Adjourn.</i> 2. <i>Adjourn.</i> 3. <i>Recess.</i> 4. <i>Raise a Question of Privilege.</i> 5. <i>Call for the Orders of the Day.</i>	120, 121 t4
11 ★★	1. What is the rule regarding whether an amendment is debatable? 2. Explain your answer to # 1 using a <i>Main Motion</i> that is to be amended <i>as an example</i> . 3. Give one example of a privileged motion that has been proposed to be amended when the amendment would not be debatable.	1. An amendment is debatable if the motion it is applied to is debatable. 2. Since a <i>Main Motion</i> is debatable, an amendment applied to it is also debatable. 3. <i>Fix the Time to Which to Adjourn</i> or <i>Recess.</i>	122 t4
12 ★★	Name the three processes of amendment relating to words?	1. Insert or add. 2. Strike out. 3. To strike out and insert and to substitute.	123
13 ★★	1. What are the two degrees of amendment? 2. What does a secondary amendment apply to?	1. Primary and Secondary. 2. A primary amendment.	124

14 ☆☆	1. What are <u>two</u> terms used for a primary amendment? 2. What is <u>one</u> term for a secondary amendment?	1. Amendment of the first degree <u>and</u> amendment to the main question. 2. Amendment to the second degree or Amendment to an amendment.	124
15 ☆☆	1. Who “makes an amendment?” 2. If a member votes in the negative on an Amendment, must he/she vote against the motion that the amendment is applied to? 3. An amendment must be <i>germane</i>. What does that mean?	1. The assembly 2. No. 3. It must be closely related to the motion it is applied to.	120
16 ☆☆	Name the rules for debate and voting for a “friendly amendment” even though the maker of the main motion “accepts” the amendment.	1. Must be opened for debate. 2. Must be voted on formally or decided by unanimous consent.	150
17 ☆☆	1. What is meant by the statement that “an amendment must be germane?” 2. Who usually decides if an amendment is germane? 3. If the chair does not make a ruling on the germaneness of an amendment, how is the decision made?	1. The amendment must relate to the subject of the motion to be amended. 2. The chair. 3. The assembly decides by a vote.	1. 125 2. 127 3. 127
18 ☆☆	1. What motion does a primary amendment apply to? 2. What motion does a secondary amendment apply to? 3. What motion does a third degree amendment apply to?	1. The pending motion. 2. A primary or first degree amendment. 3. Nothing.	124
19 ☆☆	1. What amendment process would be used to replace an entire motion with another motion? 2. Is the amendment process <i>to substitute</i> amendable? 3. What vote is required to adopt an amendment to substitute?	1. To substitute. 2. Yes. 3. Majority.	1. 142 2. 142 t8, t9 3. 122 t8, t9
20 ☆☆	<i>Robert’s Rules of Order Newly Revised</i> (abbrev. RONR) states that there are three steps to restating an amendment. Assume the motion is “to purchase oak furniture” and the amendment is to strike “oak.” Restate the amendment properly using all three steps.	1. “It is moved and seconded to amend by striking ‘oak’.” 2. “If the amendment is adopted, the motion would read ‘to purchase furniture.’” 3. “The question is on striking ‘oak’. Are you ready for the question? (or ‘Is there any debate?’)”	132

21 ☆☆	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) states that there are three steps to putting an amendment. Assume the motion is "to purchase oak furniture" and the amendment is to strike "oak." Please put the amendment properly using all three steps assuming debate has been concluded and the amendment is adopted?	1. The question is on striking the word "oak". 2. If the amendment is adopted, the motion would read "to purchase furniture" 3. Those in favor of striking "oak" say <i>aye</i>. Those opposed say <i>no</i>. The <i>ayes</i> have it and the amendment is adopted. The question is now on the motion as amended "to purchase furniture." Are you ready for the question? (or "Is there any debate?")	132,133
22 ☆☆	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) recommends three steps when stating the question on an amendment. Use the main motion "That we have picnic" and a primary amendment to add "next Saturday" make a statement for each of the 3 steps used by the chairman.	Step 1: "It is moved and seconded to add next Saturday." Step 2: "If the amendment is adopted, the main motion would read, "That we have a picnic next Saturday." Step 3: The question is on adding the words "next Saturday."	132, 133
23 ☆☆	There are six improper amendments. Name three of them	1. An amendment that is not germane. 2. An amendment that, if approved, rejects the original motion. 3. An amendment that would make the amended question out of order. 4. An amendment that changes one form of amendment to another form. 5. An amendment that would changes one parliamentary motion into another motion 6. An amendment that strikes out "<i>Resolved</i>" or other enacting words.	127, 128
24 ☆☆	1. Name one FFA CDE permissible motion that brings a question again before the assembly that is amendable. 2. Name one FFA CDE permissible incidental motion that is amendable. 3. Name one undebatable FFA CDE permissible subsidiary motion that is amendable.	1. <i>Rescind</i>. 2. <i>Division of a Question</i>. 3. <i>Limit or Extend Limits of Debate</i>.	1. 288 t28, t29 2. 256 t14, t15 3. 181 t14, t15
25 ☆☆	1. Can an amendment be hostile to or even defeat the spirit of a main motion? 2. If a main motion is pending to commend the chapter officers for their work, could a member move to amend by striking "commend" and inserting "reprimand"? 3. Explain your answer to question # 2.	1. Yes. 2. Yes. 3. Because the motion still expresses how the assembly feels about the job the chapter officers have done.	126, 127

26 ★ ★★	1. Assume that a main motion is pending “to authorize the purchase of a desk for the secretary.” Would it be a germane amendment to add “and pay the expenses of the president to the State Convention? Explain your answer. 2. If the chairman is in doubt as to whether an amendment is germane, what should he/she do? 3. If the chairman refers the question to the assembly of whether an amendment is germane or not, what vote would it require for the assembly to determine that the amendment is germane?	1. No. Paying the expenses of the president is unrelated to purchasing furniture for the secretary except for the expenditure of funds. 2. Refer the matter to the assembly for a vote as to whether the amendment is germane or not. 3. Majority in favor that the amendment IS germane.	126, 127
27 ★ ★★	1. A main motion is pending to “purchase oak furniture.” Another member moves to amend by striking out “oak”. Is this amendment in order? Explain your answer. 2. Under the same scenario with a primary amendment pending to strike “oak,” another member offers a secondary amendment to add “and insert maple.” Is this amendment in order? Explain your answer. 3. All of those amendments are lost and the main motion now reads “to purchase oak furniture.” A member offers an amendment to insert “not” before “to purchase. Is this amendment in order? Explain your answer.	1. Yes. A primary amendment to strike would be in order because it simply removes the requirement to purchase oak if furniture is purchased. 2. No. This is an improper amendment which converts one form of amendment to another. 3. No. This is an improper amendment that makes adoption of the amendment equivalent to rejection of the main motion.	127, 128
28 ★ ★★	1. What amount of wording is a motion to “substitute” normally applied to? 2. Can a “substitute” be offered for an entire main motion of only one sentence? 3. If a substitute is adopted, how can the substituted portion be amended further?	1. A paragraph.(Section or article are also correct answers). 2. Yes. 3. Only by adding to the paragraph.	142, 143
29 ★ ★★	1. How could an unlimited number of alternative choices for a particular variable in a motion be proposed? 2. If a blank is to be filled by a name, in which order are they voted on? 3. If a motion to purchase a new stock trailer is pending with a blank to be filled for the amount of money and the suggestions are \$1,000, \$5000 and \$10,000, in what order would each proposal be voted on?	1. By proposing to create a blank. 2. In the order they were proposed. 3. \$10,000, \$5,000, \$1,000. Beginning with the one least likely to be adopted when spending money.	1. 150 2. 155 3. 155, 156

30 ☆☆ ☆☆	1. Assume an amendment is pending to strike out certain words. What form(s) of secondary amendments may be used to amend the primary amendment? 2. If an amendment to strike out words is amended by striking out additional words and the secondary amendment is adopted, what happens to those words that were struck out in the secondary amendment if the primary amendment to strike out is adopted? 3. If an amendment to strike out words is amended by striking out additional words and the secondary amendment is adopted, what happens to those words that were struck out in the secondary amendment if the primary amendment to strike out is lost?	1. Only striking out additional words. 2. The words remain in the main motion. 3. The words remain in the main motion	134, 135
31 ☆☆ ☆☆	1. Suppose a lengthy motion or resolution with many references to the "leadership" committee is pending and you wanted to change all of these reference to read "finance" committee. Could you do this with a single motion to amend? 2. What is this application of a single amendment to multiple locations called? 3. What is the most important criteria of conforming amendments?	1. Yes. 2. Conforming amendments. 3. In order to use this application of amendment, the criteria is if any of the individual amendments were adopted, all of them would have to be adopted for the motion to be coherent.	125
32 ☆☆ ☆☆	Assume an amendment was pending to add "on September 18 th " to a motion and a secondary amendment was pending to strike "18 th " and insert "20 th " was also pending. Name three ways you could change the date to the 22 nd if you were not the maker of the secondary amendment.	1. A member could state in debate that if the secondary amendment is voted down, they will offer a different secondary amendment for the 22 nd . 2. A member could move to create a blank where the date is and offer the 22 nd as a suggestion for filling the blank. 3. The member could move to suspend the rules which prohibit tertiary or third degree amendments.	1. 124 2. 150, 151 3. 250, 251
33 ☆☆ ☆☆	1. Assume a main motion had been adopted after it had been amended. Depending on when it was adopted, there are two ways you could change the amendment. Name them. 2. If the amendment is to be reconsidered, it also opens up the main motion to reconsideration. During debate on whether the amendment should reconsidered or not, what can be debated?	1. Amend Something Previously adopted and Reconsider the amendment which includes reconsideration of the main motion. 2. Only the reconsideration of the amendment and debate can go into the merits of the amendment only.	312
34 ☆☆ ☆☆	Name three ways that a motion to amend by inserting words may be amended.	1. By inserting or adding words. 2. By striking words. 3. By striking and inserting words.	131

35 ☆☆ ☆☆	1. How can a primary amendment to strike out words be amended? 2. How can primary amendment to strike out a single word be amended? 3. How can words that are separated be struck out via amendments or amendment?	1. Only by striking further words. 2. It cannot be amended. 3. Either the entire clause can be struck by a single amendment or after disposal of a primary amendment striking a word is disposed of, another primary amendment to strike the second word can be offered.	136
36 ☆☆ ☆☆	1. If an amendment to strike out and insert words is pending how may the part <u>to be</u> stricken be amended? 2. How may the part to be inserted be amended? 3. Would an amendment to strike words from one place in a motion and insert the same words in another place in the motion be in order?	1. Only by striking further words. 2. By inserting or adding words, by striking words or by striking and inserting words. 3. Yes.	136, 137
37 ☆☆ ☆☆	1. Assume that a main motion is pending “to authorize the purchase of a desk for the secretary.” Would it be a germane amendment to insert “and chair” after desk? Explain your answer. 2. If that amendment is adopted, would it be in order to insert “leather” before chair? Explain your answer. 3. While the amendment is pending to insert “and chair” would it be in order to insert “leather” before chair as a secondary amendment? Explain your answer.	1. Yes, because it has to do with purchasing furniture for the secretary. 2. No, because that wording has already been perfected by a primary amendment to insert. 3. Yes, the secondary amendment could be offered while the primary amendment was pending.	1. 126, 127 2. 129 3. 125, 126

POSTPONE INDEFINITELY (SUBSIDIARY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Postpone Indefinitely</i> that relate to: 1. Reconsidering. 2. Amending. 3. Precedence over privileged motions.	1. Affirmative vote can be reconsidered. 2. Unamendable. 3. Yields to all privileged motions.	1. 117 t22, t23 2. 117 t4, t22, t23 3. 116 t4
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Postpone Indefinitely</i> that relate to: 1. Seconding. 2. Voting. 3. Being made when another member has the floor.	1. Must be seconded. 2. A majority vote is required. 3. Cannot be made when another member has the floor.	117 t22 t23
3 ★	1. What motion(s) does <i>Postpone Indefinitely</i> take precedence over? 2. How does it rank compared to the other subsidiary motions? 3. What subsidiary motions does it yield to?	1. <i>Main Motion</i> . 2. Lowest ranking subsidiary motion. 3. It yields to all subsidiary motions.	116 t4
4 ★	Name three debatable subsidiary motions that take precedence over <i>Postpone Indefinitely</i> .	1. <i>Postpone to a Certain Time (or Definitely)</i> . 2. <i>Commit or Refer</i> . 3. <i>Amend</i> .	116 t4
5 ★	Name three undebatable subsidiary motions that take precedence over <i>Postpone Indefinitely</i> .	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	116 t4
6 ★	Name three unamendable privileged motions that take precedence over <i>Postpone Indefinitely</i>	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call For the Orders of the Day</i> .	116 t4
7 ★	1. Name two undebatable and unamendable subsidiary motions that take precedence over <i>Postpone Indefinitely</i> . 2. Name the only motion that <i>Postpone Indefinitely</i> can be applied to.	1. <i>Lay on the Table</i> and <i>Previous Question</i> . 2. <i>Main Motion</i> .	116 t4
8 ★	Name three undebatable and unamendable privileged motions that take precedence over <i>Postpone Indefinitely</i>	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> 3. <i>Call For the Orders of the Day</i> .	116 t4
9 ★	What is the difference in effect between the motion to <i>Postpone Definitely</i> and the motion to <i>Postpone Indefinitely</i> ?	The motion to <i>Postpone Indefinitely</i> kills the motion for the remainder of the session. The motion to <i>Postpone Definitely</i> may be postponed to a more convenient time or used to delay action on a motion.	169,170

10 ★	What is the difference in effects between the motion to <i>Postpone Indefinitely</i> and <i>Lay on the Table</i> ?	The motion to <i>Postpone Indefinitely</i> kills the motion for the remainder of the session. The motion to <i>Lay on the Table</i> allows the assembly to set aside a pending motion to reach something of immediate urgency or importance.	117, 198
11 ★★	1. Name two consequences of adopting the motion to <i>Postpone Indefinitely</i> . 2. Compared to other subsidiary motions, how is debate different for <i>Postpone Indefinitely</i> ?	1. It kills the <i>Main Motion</i> and avoids a direct vote on the main motion. 2. Debate can go into the merits of the <i>Main Motion</i> it is applied to.	1. 116 2. 117 t22, t23
12 ★★	1. <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) states that debate on a motion to <i>Postpone Indefinitely</i> can go into the merits of the underlying main motion. What does that mean? 2. Does this mean that debate can only be for the positive side of the main motion? 3. What other subsidiary motion allow member's to debate and go into the merits of the underlying main motion?	1. It means debate can be just as if debating on the main motion itself. 2. No. 3. None.	117
13 ★★	1. What is the effect of postponing a main motion indefinitely in the current session? 2. What is the effect of postponing a main motion indefinitely at a convention of two meetings? 3. What is the consequence of adopting the motion to <i>Postpone Indefinitely</i> ?	1. Its adoption suppresses the main motion throughout the entire session. 2. The suppression continues through both meetings. 3. A rejection of the <i>Main Motion</i> .	117
14 ★ ★★	1. Can a <i>Main Motion</i> be referred to a committee when the motion to <i>Postpone Indefinitely</i> is pending? 2. Does the motion to <i>Postpone Indefinitely</i> go to the committee if the motion to <i>Commit</i> is adopted? 3. Explain your answer for question #2.	1. Yes. 2. No. 3. The assembly adopted the motion to <i>Commit</i> which means that the assembly does not want to adopt the motion to <i>Postpone Indefinitely</i> .	118
15 ★ ★★	1. Can the motion to <i>Postpone Indefinitely</i> be reconsidered? 2. If a motion to <i>Postpone Indefinitely</i> is lost can another motion to <i>Postpone Indefinitely</i> be made in the same meeting?	1. An affirmative or positive vote can be reconsidered. and a negative vote cannot be reconsidered. 2. Yes, as long as it is not applied to the same <i>Main Motion</i> .	117
16 ★ ★★	1. Can a motion to <i>Postpone Indefinitely</i> be renewed in conjunction with the same main motion at the same meeting in which it was lost? Explain your answer. 2. Can it be renewed at a future meeting in the same session if the main motion is postponed to that meeting? Explain your answer. 3. Can it be renewed at a future meeting in a different session if the main motion is postponed to that meeting? Explain your answer.	1. No. It cannot be renewed in conjunction with the same main motion for the remainder of the session. 2. No. It cannot be renewed in conjunction with the same main motion for the remainder of the session. 3. Yes. Because it is now in a new session, the preclusion from making the motion is no longer a renewal of the motion.	117, 322

17 ★ ★★	Parliamentary strategists sometime use the motion to <i>Postpone Indefinitely</i> in special ways. Name three specialty purposes of the motion to <i>Postpone Indefinitely</i> .	1. To test the strength of a motion they oppose or test the waters. 2. To avoid a direct vote on the matter. 3. To allow more debate for a member that has exhausted his rights of debate.	118
18 ★ ★★	1. If a motion to <i>Postpone Definitely</i> is adopted while a motion to <i>Postpone Indefinitely</i> is pending, what happens to the <i>Postpone Indefinitely</i> when consideration of the motion resumes? 2. If a motion to <i>Refer to a Committee</i> is adopted while a motion to <i>Postpone Indefinitely</i> is pending, what happens to the <i>Postpone Indefinitely</i> when consideration of the motion resumes? 3. A motion to <i>Postpone Indefinitely</i> was dropped from consideration because the motion was referred to a committee. If the committee reports back at the next regular meeting, could a member again move to <i>Postpone Indefinitely</i> the main motion? Explain your answer.	1. It adheres to the main motion and is the pending (but not necessarily the immediately pending) question when consideration is resumed. 2. It is dropped from consideration and not considered by the committee. 3. Yes. The motion can be renewed because it is now a new session.	117, 118 321, 322
19 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) states that debate on a motion to <i>Postpone Indefinitely</i> can go into the merits of the underlying main motion. Name two other motions that allow a member's debate to go into the merits of the underlying motion.	1. <i>Reconsider</i>. 2. <i>Rescind</i>. 3. <i>Reconsider and Enter in the Minutes</i>. (This is not an FFA permissible motion, but may be used as an answer). 4. <i>Rescind and Expunge from the Minutes</i>. (This is not an FFA permissible motion, but may be used as an answer). 5. <i>Amend Something Previously Adopted</i>. (This is not an FFA permissible motion, but may be used as an answer). 6. <i>Discharge a Committee</i>. (This is not an FFA permissible motion, but may be used as an answer).	289, 302 t14, t15, t22, t23, t28, t29
20 ★ ★★	1. Can a motion to <i>Postpone Indefinitely</i> be laid on the table? Explain your answer. 2. If a <i>Main Motion</i> is laid on the table while <i>Postpone Indefinitely</i> is pending, what happens to the motion to <i>Postpone Indefinitely</i> when the motion is taken from the table? 3. Can a motion to <i>Limit Debate</i> be applied solely to a motion to <i>Postpone Indefinitely</i>? Explain your answer.	1. No, but the main motion can be laid on the table while the motion to <i>Postpone Indefinitely</i> is pending. 2. It adheres to the <i>Main Motion</i> and is the pending (but not necessarily the immediately pending) question when consideration is resumed. 3. Yes, the motion to <i>Limit Debate</i> could specify that it only applies to the motion to <i>Postpone Indefinitely</i>.	116, 117

21 ★ ★★	1. If a motion is adopted to <i>Postpone Indefinitely</i> while an order for the <i>Previous Question</i> remains in effect, what effect does this have on the order for the <i>Previous Question</i>? 2. If a motion is adopted to <i>Postpone Indefinitely</i> while an order limiting debate remains in effect, what effect does this have on the order to <i>Limit Debate</i>? 3. Assume motion is adopted to <i>Limit Debate</i> to 30 minutes is adopted while a <i>Main Motion</i> is pending. If a motion to <i>Postpone Indefinitely</i> is proposed 5 minutes later, how long can the motion to <i>Postpone Indefinitely</i> be debated.	1. It exhausts the order for the <i>Previous Question</i>. 2. It exhausts the order to <i>Limit Debate</i>. 3. 25 minutes.	248, 249, 185
22 ★★ ★★	1. If a motion has been materially amended since the <i>Postpone Indefinitely</i> was lost, can the motion to <i>Postpone Indefinitely</i> be renewed? 2. If a motion to <i>Postpone Indefinitely</i> is adopted, for how long is the <i>Main Motion</i> suppressed? 3. If a <i>Main Motion</i> is postponed indefinitely at this regularly monthly meeting, can the main motion be reintroduced at the next regular monthly meeting? Explain your answer.	1. No. It cannot be renewed in conjunction with the same main motion for the remainder of the session. 2. For the remainder of that session. 3. Yes. Each session is independent of the previous session.	221, 222

MAIN MOTIONS

★ = Least difficult → ★★ ★★ ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Main Motion</i> that relate to: 1. Debate 2. Seconding 3. Reconsidering.	1. Debatable. 2. Must be seconded. 3. Can be reconsidered.	94, 95 t6, t7
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Main Motion</i> that relate to: 1. Seconding 2. If it can be amended 3. If it can be made when another member has the floor.	1. Requires a second. 2. Amendable. 3. Not in order when another member has the floor.	94, 95 t6, t7
3 ★	Name three unamendable privileged motions that take precedence over a <i>Main Motion</i>	1. <i>Adjourn.</i> 2. <i>Raise a Question of Privilege.</i> 3. <i>Call for the Orders of the Day.</i>	94 t4
4 ★	Name three amendable subsidiary motions that take precedence over a <i>Main Motion</i> .	1. <i>Amend.</i> 2. <i>Commit (or Refer).</i> 3. <i>Postpone to a Certain Time (or Definitely).</i> 4. <i>Limit or Extend Limits of Debate.</i>	94 t4
5 ★★	Name three classes of motions that can be made by a member before his/her debate on a <i>Main Motion</i> is finished.	1. Subsidiary. 2. Privileged . 3. Incidental.	107, 366
6 ★★	Name three <i>Main Motions</i> that are not in order.	1. <i>Main Motions</i> that conflict with federal, state or local law. 2. <i>Main Motions</i> that conflict with the rules, bylaws or constitution of the parent organization 3. <i>Main Motions</i> that conflict with a motion previously adopted and still in force. 4. <i>Main motions</i> that is outside the organizations object, unless the organization authorizes its introduction by a two-thirds vote. 5. <i>Main Motions</i> that are the same as a previously rejected <i>Main Motion</i> from the same session. 6. <i>Main Motions</i> that are the same as one which has been temporarily but not finally disposed of.	101, 102, 103
7 ★★	1. When can a <i>Main Motion</i> be brought up? 2. Name two motions that can bring up a <i>Main Motion</i> while business is pending.	1. When no other motions are pending. 2. <i>Call for the Orders of the Day</i> and <i>Question of Privilege.</i>	109
8 ★★	What are the three steps in bringing a <i>Main Motion</i> before the assembly?	1. A motion is made. 2. The motion is seconded by another member. 3. The presiding officer states the question on the motion.	28, 29
9 ★★	What are the three steps in considering a <i>Main Motion</i> before the assembly?	1. The motion is debated. 2. The presiding officer puts the question. 3. The presiding officer announces the result of the vote.	38

10 ☆☆	1. What is the motion to <i>Ratify</i> used for? 2. What are two other terms often used in the place of <i>Ratify</i> ?	1. To confirm or make valid an action previously taken. 2. <i>Approve</i> and <i>Confirm</i> .	115
11 ☆☆	Name three motions normally classified as privileged motions that can be made as incidental main motions when no business is pending.	1. <i>Fix the Time to Which to Adjourn</i> . 2. <i>Recess</i> . 3. <i>Adjourn</i> (at a future time). 4. <i>Raise a Question of Privilege</i> .	61
12 ☆☆	1. What is an original <i>Main Motion</i> ? 2. What is an incidental <i>Main Motion</i> ? 3. What is the main difference in the rules for an original <i>Main Motion</i> and an incidental <i>Main Motion</i> ?	1. A motion that brings new business before the assembly. 2. A motion that is related to the business of the assembly or its past or future actions. 3. An <i>Objection to the Consideration of a Question</i> can only be applied to an <u>original</u> <i>Main Motion</i> .	1. 92 2. 92-93 3. 93
13 ☆☆	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) cites several examples of incidental <i>Main Motions</i> . What are three of them?	1. Move to take a <i>Recess</i> when business is not pending. 2. Move to limit the length of speeches throughout an entire meeting when business is not pending. 3. Move to ratify action taken at a meeting when a quorum was not present. 4. Move to adopt committee recommendations based upon instructions.	93, 94
14 ☆☆	Give three examples of improper wording that should <u>not</u> be used when framing <i>Main Motions</i> .	1. "I so move." 2. A motion to "reaffirm" an action already taken. 3. "Refrain" from doing something.	96
15 ☆☆	1. What are <i>resolutions</i> ? 2. Name and describe the two parts of <i>resolutions</i> ?	1. A lengthy or complex <i>Main Motion</i> that is usually submitted in writing. 2. <i>Preamble</i> -Reasons for adoption. and <i>Resolving clauses</i> -Action and positions taken.	97, 98
16 ☆☆	1. What kind of motion is the motion to <i>Ratify</i> ? 2. Is the motion to <i>Ratify</i> debatable? 3. Is the motion it is applied to debatable when the motion to <i>Ratify</i> is pending?	1. <i>Main Motion</i> . 2. Yes. 3. Yes.	114
17 ☆☆	Name three motions normally classified as subsidiary motions that can be made as incidental main motions when no business is pending.	1. <i>Postpone Indefinitely</i> . 2. <i>Amend</i> . 3. <i>Refer</i> . 4. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 5. <i>Limit or Extend Limits of Debate</i> .	59
18 ☆☆	Name one motion from each of the following classes of motions that can be made as an incidental main motion: 1. Privileged 2. Subsidiary 3. Incidental	1. <u>Privileged</u> [<i>Fix the Time to Which to Adjourn</i> , <i>Adjourn</i> (at a future time), <i>Recess</i> , <i>Raise a Question of Privilege</i> .] 2. <u>Subsidiary</u> [<i>Postpone Indefinitely</i> , <i>Amend</i> , <i>Refer</i> , <i>Postpone to a Certain Time</i> (or <i>Definitely</i>), <i>Limit Debate</i>] 3. <u>Incidental</u> [<i>Suspend the Rules</i> , <i>Objection to the Consideration of a Question</i>]	59 57 73

19 ☆☆ ☆☆	What are three actions when the motion to <i>Ratify</i> may is used?	1. Action taken at a meeting when a quorum was not present. 2. Action taken at a special meeting that were not indicated at the call of the meeting. 3. Unauthorized action taken by members. 4. Action taken by a local unit that needs approval by their state or national organization. 5. Action taken by a national organization that needs approval by its constituent units.	115
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SUSPEND THE RULES (INCIDENTAL)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Suspend the Rules</i> that relate to: 1. Reconsidering. 2. Amending. 3. The rules that it can be applied to.	1. Cannot be can be reconsidered. 2. Unamendable. 3. Can be applied to any rule except the bylaws.	1. 247 t30, t31 2. 247 t30, t31 3. 247
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Suspend the Rules</i> that relate to: 1. Seconding 2. The usual vote required for adoption 3. If it can be made when another member has the floor.	1. Must be seconded. 2. Usually requires a two-thirds vote. 3. Cannot be made when another member has the floor.	247 t30, t31
3 ★★	Name three privileged motions that the motion to <i>Suspend the Rules</i> yields to.	1. <i>Fix the Time to Which to Adjourn.</i> 2. <i>Adjourn.</i> 3. <i>Recess.</i> 4. <i>Raise a Question of Privilege.</i> 5. <i>Call for the Orders of the Day.</i>	246
4 ★★	Name three rules of the assembly that the motion to <i>Suspend the Rules</i> cannot be applied to.	1. Bylaws. 2. Constitution. 3. Corporate charter. 4. Rules of Order that embody fundamental principles of parliamentary law 5. Rules prescribed by state, federal or local Law 6. Rules that protect absentees 7. Rules that protect the basic rights of members	248-250
5 ★★	Name three rules that can be suspended if they interfere with a proposed action.	1. Rules contained in the parliamentary authority. 2. Special rules. 3. Standing rules.	247
6 ★★	1. What are the <i>rules of order</i> of a society? 2. What vote is usually required to suspend these rules? 3. What vote is required to suspend a standing rule?	1. Parliamentary procedure rules. 2. Two-thirds. 3. Majority.	1. 251 2. 250 t30, t31 3. 251
7 ★★	1. Can a motion to <i>Suspend the Rules</i> be renewed for the same purpose at the same meeting? 2. Can a motion to <i>Suspend the Rules</i> be renewed for the same purpose at a different meeting? 3. Assume a member moves to suspend the rules for another purpose other than the one that which has just been defeated. If you were the chairman, what would you do? Explain your answer.	1. No. 2. Yes. 3. Allow the motion because a suspension of the rules for a different purpose is still allowed at the same meeting.	248
8 ★★★	Name three rules that protect the rights of absentees or individual members that cannot be suspended.	1. Quorum requirements. 2. Previous notice requirements. 3. Requirement of a secret ballot vote. 4. Full right to participate in a meeting.	249- 250

9 ★ ★★	What vote is required to suspend each of the three types of rules?	1. Special Rules of Order require a two-thirds vote to suspend. 2. Rules of Order contained in the parliamentary authority require a two-thirds vote to suspend. 3. Standing Rules (rules of administration) require a majority vote to suspend.	250, 251
10 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists five types of rules that cannot be suspended by any vote. Two of those are rules that protect the rights of absentees and of individual member's rights. Name the other three.	1. Rules contained in the bylaws. 2. Procedural rules prescribed by federal, state or local law. 3. Rules which embody fundamental principles of parliamentary law.	248, 249
11 ★★	1. What is the vote and previous notice requirement to adopt a standing rule? 2. What is the vote and previous notice requirement to adopt a special rule of order?	1. A majority vote and no notice is required. 2. Either previous notice and a two-thirds vote or a vote of a majority of the entire membership.	16
12 ★ ★★	In organized societies, the corporate charter, constitution and bylaws are the highest authority of rules and cannot be suspended. Name the next three highest ranking rules that may be suspended under some circumstances.	1. Special Rules of Order. 2. Rules of Order. 3. Standing Rules.	14-17
13 ★★	1. How long does a standing rule remain in effect? 2. How long does a rule of order remain in effect?	1. Until it is rescinded or amended. 2. Until it is superseded by a special rule of order or the bylaws are amended changing the parliamentary authority.	15, 16
14 ★ ★★	1. If an organization has adopted <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) as their parliamentary authority and a member raises a point of order that a procedure is wrong according to a different parliamentary authority such as, <i>Mason's Manual</i>, which one prevails? 2. Explain your answer to question #1. 3. If <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) is silent on the matter of a procedure at hand, does what is says in another parliamentary authority such as <i>Mason's Manual</i> have any bearing on the situation? Explain your answer.	1. <i>Robert's Rules of Order Newly Revised</i>. 2. It has no bearing because the other manual has no bearing on the case. 3. If the parliamentary authority is silent on the issue, the rules found in another work of parliamentary law are persuasive but not binding on the body.	15
15 ★★ ★★	1. The assembly has a rule that an organization cannot spend more than \$2,000 per year on recreational activities. A current motion is pending that, if passed would exceed that amount. Can that rule be suspended to allow this motion? Explain your answer. 2. A member moves to not allow a member to attend meetings. Can the rule allowing a member to attend all meetings be suspended so this motion is in order? Explain your answer. 3. Can a member move to suspend the rules to allow members not present to vote by proxy or absentee votes? Explain your answer.	1. No. That rule has an effect outside the meeting and therefore cannot be suspended. 2. No. This rule protects the individuals basic right to attend meetings. 3. No. This rule embodies a fundamental principal of parliamentary law.	248, 249

16 ☆☆ ☆☆	1. What is wrong with the motion “to suspend standing rule #19. The secretary will maintain a guest registry.” 2. When suspending a rule, should the effect be stated or the rule itself that is to be suspended? 3. How is the vote on a motion to suspend the rules usually taken if little or no opposition is anticipated?	1. The rule being suspended should not be mentioned. 2. The effect of the suspension should be stated not the rule. 3. By unanimous consent.	247, 248, 251
17 ☆☆ ☆☆	1. If the bylaws do not state a particular manual as a parliamentary authority, what vote and notice is required to adopt a manual of parliamentary rules? 2. If a rule contained in the parliamentary authority such as <i>Robert’s Rules of Order Newly Revised</i> (abbrev. RONR) conflicts with special rule of order, which rule takes precedence? Explain your answer. 3. Assume a long standing tradition of the organization dictates that the order of business be done in a certain way. A member rises to a point of order that the parliamentary authority clearly states a different order of business. How would you rule on the point of order and give your reasons?	1. Either previous notice and a two-thirds vote or a vote of a majority of the entire membership. 2. Special rules of order supersede any rules in the parliamentary authority with which they may conflict. 3. Rule the point of order well taken. The custom falls to the ground in light of a point of order correctly citing the parliamentary authority.	14 14 17
18 ☆☆ ☆☆	1. Can the assembly suspend multiple rules with a single motion to accomplish a single purpose? 2. If a rule has been suspended, how can this be undone? Explain your answer. 3. Can a member move “to suspend the rules and take from the table the motion to hold a barn dance” in effect having two motions pending at the same time? Explain your answer.	1. Yes, the individual rules are not stated. Only the purpose to be achieved is stated. 2. It cannot. A suspension of the rules cannot be reconsidered. 3. Yes. It is specifically allowed under guidelines for suspend the rules.	247-248
19 ☆☆ ☆☆	1. What privileged motion yields to <i>Suspend the Rules</i> under certain circumstances? 2. Under what circumstances does suspend the rules take precedence over a <i>Call for the Orders of the Day</i>? 3. If a motion is adopted to <i>Suspend the Rules</i> and take up an item of business much further down in the order of business, does the motion bypass all of the schedule business or move the one item of business forward in the order of business?	1. <i>Call for the Orders of the Day</i>. 2. If the suspension or rules relates to the priority of business. 3. The next item of business would be the one scheduled to be next at the time the rule was suspended. Suspending the rules does not bypass the schedule. It just moves the one item of business forward in the order of business.	247, 250

WITHDRAW A MOTION (INCIDENTAL)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★★	Assume that a motion has been stated by the chair and the motion to <i>Withdraw</i> it has been made. Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Withdraw a Motion</i> that relate to: 1. Reconsidering. 2. Amending. 3. Debate.	1. Negative vote can be reconsidered. 2. Unamendable. 3. Undebatable.	272, 273 t32, t33
2 ★★	Assume that a motion has been stated by the chair and the motion to <i>Withdraw</i> it has been made. Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Withdraw a Motion</i> that relate to: 1. When it can be made 2. The usual vote required for adoption 3. Seconding.	1. Can be made when no question is pending. 2. Requires a majority vote. 3. Does not require a second. The motion to grant permission to withdraw a motion after an objections to the unanimous consent vote requires a second if made by member requesting permission. Does not require a second if made by some one else.	272, 273 t32, t33
3 ★★	1. What vote is required for a member to withdraw or modify their motion before it has been restated by the chair? 2. After a motion has been restated by the chair, how should the chairman take the vote on a request to withdraw the maker's motion? 3. If the chairman asks for unanimous consent to allow a member to withdraw their motion after it has been restated by the chair and a member "objects" to granting that permission, what vote is required to grant permission for the member to withdraw their motion?	1. No vote is required. It is the property of the motion maker. 2. Unanimous consent. 3. Majority.	272, 273 t32, t33
4 ★★	Name three privileged motions that the motion to <i>Withdraw</i> yields to.	1. <i>Fix the Time to Which to Adjourn.</i> 2. <i>Adjourn.</i> 3. <i>Recess.</i> 4. <i>Raise a Question of Privilege.</i> 5. <i>Call for the Orders of the Day.</i>	295
5 ★★	Name three unamendable privileged motions that the motion to <i>Withdraw</i> yields to.	1. <i>Adjourn.</i> 2. <i>Raise a Question of Privilege.</i> 3. <i>Call for the Orders of the Day.</i>	275
6 ★★	1. Is the motion to <i>Withdraw</i> in order when another member has the floor? 2. Explain your answer to #1. 3. What subsidiary motions can be applied to the motion to <i>Withdraw</i> ?	1. Yes. 2. In order if it requires immediate attention. 3. No subsidiary motions can be applied to <i>Withdraw</i> .	275

7 ☆☆	Describe three steps to handle a motion to <i>Withdraw</i> by unanimous consent if a motion is before the assembly. That is, the motion has been stated by the chair.	1. The member who made the motion states, "Mr./Madam chairman, I ask permission [or "leave"] to withdraw the motion." 2. The chair treats the permission to <i>Withdraw</i> as a unanimous-consent request. 3. If there is no objection to the unanimous consent, the chair states, "the motion is withdrawn."	278, 279
8 ☆☆	1. May a member <i>Withdraw</i> his/her motion before it is seconded? 2. Explain your answer. 3. What is the form for withdrawing a motion before it is stated by the chair?	1. Yes. 2. A member who makes a motion may <i>Withdraw</i> it before it is stated by the chair without the consent of members. 3. The member who makes the motion states, "Mr./Madam president I withdraw the motion."	278
9 ☆☆	1. Can a member other than the motion maker withdraw a motion? 2. If a member other than the motion maker suggests that the motion be withdrawn by the motion maker, what options does the motion maker have? 3. Can a member other than the motion maker move that the motion be withdrawn? Explain your answer.	1. No. But they can suggest that the motion be withdrawn. 2. The motion maker can accept or decline the suggestion. 3. No. In effect, this would be invoking the <i>Previous Question and Objection to the Consideration of a Question</i> by a majority vote.	279
10 ☆☆	1. If a member suggests to the motion maker a change in a motion that has not been restated by the chair, what options does the motion maker have? 2. If a member suggests to the motion maker to accept a change in a motion that has been restated by the chair, what options does the motion maker have? 3. What options does the assembly have?	1. The motion maker may accept or decline the changes. 2. The motion maker has no options. It now belongs to the assembly. 3. The assembly can accept the changes by unanimous consent or if there is an objection, the member suggesting can offer a formal amendment.	278
11 ☆☆	1. A main motion, a motion to <i>Postpone Indefinitely</i> and a motion to <i>Commit or Refer</i> are pending. Can the maker of the <i>Main Motion</i>, request permission to withdraw the <i>Main Motion</i>? Explain your answer. 2. If the permission is granted by the assembly, what happens to the motion to <i>Refer to a Committee</i>? 3. If the main motion was successfully amended, could the maker of the <i>Main Motion</i> still request permission to withdraw the <i>Main Motion</i>? Explain your answer.	1. Yes. The maker of the main motion can request permission to withdraw their motion regardless of what motions adhere to it. 2. It ceases to be before the assembly. 3. Yes. It may be withdrawn even if it has been amended.	279

12 ★ ★★	1. A main motion is made and then a motion to <i>Divide the Question</i> is adopted. Subsequently, the maker of the main motion requests permission to withdraw both motions. Is this motion in order? Explain your answer. 2. If they request to only withdraw one part of the divided motion? Explain your answer. 3. Assume a main motion was divided and then the first part of the main motion was adopted. What parts of the main motion can the motion maker request to withdraw?	1. Yes. One or more parts may be withdrawn without affecting the other parts. 2. Yes. One or more parts may be withdrawn without affecting the other parts. 3. Only the part that has not yet been adopted may still be withdrawn.	279
13 ★ ★★	1. After a main motion has been successfully withdrawn, can the exact same main motion be renewed in the same session? Explain your answer. 2. How would a main motion that was withdrawn be recorded in the minutes? 3. Suppose a main motion was postponed from this meeting to the next meeting. It would be reflected in the minutes as being postponed. If at the next meeting, the postponed main motion was withdrawn, how would that be reflected in the minutes?	1. Yes. It is as if it was never made and would be in order any time it would have previously been in order. 2. It would not be recorded except in special circumstances be recorded in the minutes. 3. The withdrawal at the second meeting should be noted for completeness of the minutes.	279 447 447 footnote
14 ★ ★★	1. If a motion maker accepts a suggested alteration to a main motion before it has been restated by the chair and the person who originally seconded the motion then withdraws their second, is another second required? Explain your answer. 2. If a motion maker agrees to accept a suggested alteration of a main motion after it has been restated by the chair, what is the chair's next step? 3. If when the chair asks for unanimous consent for the alteration, a member objects to the alteration, may the chair assume the motion to amend or must a formal amendment be made?	1. No. The person who suggested the alteration has in effect seconded the motion. 2. Ask for unanimous consent to alter the pending motion. 3. The chair can assume the amendment if the amendment would be in order (germane and not otherwise prohibited).	278, 279
15 ★ ★★	1. What is the earliest time that a request to withdraw a motion can be made by the maker of the motion but still require permission of the assembly to withdraw it? 2. What is the latest time the motion maker may request permission to withdraw a motion? 3. A main motion and an amendment are pending. Immediately after voting on the amendment, the main motion maker requests permission to withdraw their motion. Is this in order? Explain your answer.	1. After the motion is restated by the chair. 2. It may be withdrawn until voting on the motion to be withdrawn has begun. 3. Yes. It may be withdrawn until voting on the motion to be withdrawn has begun.	278, 279

OBJECTION TO THE CONSIDERATION OF A QUESTION (INCIDENTAL)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Name three unamendable privileged motions that the motion <i>Objection to the Consideration of a Question</i> yields to.	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call for the Orders of the Day</i> .	252, 253
2 ★★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion <i>Objection to the Consideration of a Question</i> that relate to: 1. Reconsidering. 2. Amending. 3. Precedence over privileged motions.	1. A negative vote can be reconsidered. 2. Unamendable. 3. Undeatable.	268 t20, t21
3 ★★	Name three privileged motions that the motion <i>Objection to the Consideration of a Question</i> yields to.	1. <i>Fix the Time to Which to Adjourn</i> . 2. <i>Adjourn</i> . 3. <i>Recess</i> . 4. <i>Raise a Question of Privilege</i> . 5. <i>Call for the Orders of the Day</i> .	252, 253
4 ★★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion <i>Objection to the Consideration of a Question</i> that relate to: 1. Seconding 2. Voting 3. If it can be made when another member has the floor.	1. Second is not required. 2. Two-thirds vote against consideration. 3. In order when another member has the floor until debate has begun on the motion which it is applied.	253 t20, t21
5 ★	Can an <i>Objection to the Consideration of the Question</i> be applied to an incidental main motion?	No.	253
6 ★★	1. What class of motions does <i>Objection to the Consideration of a Question</i> belong to? 2. Name the only type of main motion that the motion <i>Objection to the Consideration of a Question</i> can be applied to. 3. Name two incidental motions that <i>Objection to the Consideration of a Question</i> can be applied to.	1. Incidental. 2. Original main motions. 3. It cannot be applied to incidental motions.	253 t20, t21
7 ★★	1. If an <i>Objection to the Consideration of the Question</i> is sustained, how long is the <i>Main Motion</i> suppressed for? 2. Can an <i>Objection to the Consideration of the Question</i> be renewed in conjunction with the same motion in the same session? Explain your answer. 3. If an <i>Objection to the Consideration of the Question</i> is sustained, can another <i>Objection to the Consideration of the Question</i> be raised on a different <i>Main Motion</i> in the same session?	1. For the duration of the session. 2. No. Not in conjunction with the same motion. 3. Yes. As long as it is a different main motion.	254

8 ★★	1. If an <i>Objection to the Consideration of a Question</i> receives 20 votes in favor of consideration of the motion and 30 votes opposed to considering the motion, is the <i>Objection to the Consideration of a Question</i> sustained? 2. If 60 total votes are cast on the vote of a motion to <i>Objection to the Consideration of a Question</i>, how many must be cast in favor of considering the question for it to be considered? 3. If 60 total votes are cast on the vote of a motion to <i>Object to the Consideration of the Question</i>, how many must be cast opposed to considering the question for it not to be considered?	1. No. 2. 21. 3. 40.	380
9 ★★	1. What is the purpose of an <i>Objection to the Consideration of a Question</i>? 2. How are the motions <i>Objection to the Consideration of a Question</i> and a <i>Point of Order</i> similar? 3. If an objection is sustained, name two ways the original main motion could be renewed during the same session?	1. To avoid bringing up an objectionable original main motion. 2. Both can be initiated by the chair. 3. By unanimous consent or by reconsidering the vote on the objection.	1. 252 2. 253 3. 254
10 ★★	1. Can the vote sustaining an <i>Objection to the Consideration of the Question</i> be reconsidered? 2. Can the vote <u>not</u> sustaining an <i>Objection to the Consideration of the Question</i> be reconsidered? 3. What subsidiary motion can be applied to a <i>Main Motion</i>, while an <i>Objection to the Consideration of the Question</i> is pending?	1. Yes. 2. No. 3. <i>Lay on the Table</i>.	252, 253
11 ★★	Name three items that an <i>Objection to the Consideration of the Question</i> can be applied to.	1. Original <i>Main Motions</i>. 2. Petitions not from a superior body. 3. Communications not from a superior body.	252, 253
12 ★★	1. What is the earliest time that an <i>Objection to the Consideration of a Question</i> be raised? 2. What is the latest time that an <i>Objection to the Consideration of a Question</i> be raised? 3. A <i>Main Motion</i> is moved, seconded and restated by the chair. A member immediately moves to lay the motion on the table and this motion is adopted. When the motion is taken from the table, can an <i>Objection to a Consideration of a Question</i> be raised? Explain your answer.	1. There is no earliest time. 2. Before any debate has begun or any subsidiary motions have been made except <i>Lay on the Table</i>. 3. Yes. Debate has not taken place or any subsidiary motion except <i>Lay on the Table</i>.	252, 253
13 ★★	1. What is the difference in effect regarding debate of a motion to <i>Object to the Consideration of a Question</i> and a motion to <i>Postpone Indefinitely</i>? 2. If a vote that sustained an <i>Objection to the Consideration of a Question</i> is reconsidered, what is the immediately pending question if the <i>Reconsider</i> is passed? Explain your answer. 3. What other motion besides <i>Objection to the Consideration of a Question</i> can the chair make without stepping down from the chair?	1. The motion to <i>Postpone Indefinitely</i> allows the motion to be debated while an <i>Objection to the Consideration of the Question</i> does not. 2. The main motion. The objection is considered to be overturned. 3. <i>Point of Order</i>. (A <i>Division of the Assembly</i> is also technically a correct answer)	252, 253 116 117

POINT OF ORDER (INCIDENTAL)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Point of Order</i> that relate to: 1. Reconsidering. 2. Amending. 3. Debate.	1. Cannot be reconsidered. 2. Unamendable. 3. Undebatable.	235 t22, t23
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Point of Order</i> that relate to: 1. Seconding. 2. Vote required. 3. If it can be made when another member has the floor.	1. Second is not required. 2. Normally ruled upon by the chair. 3. In order when another member has the floor.	235 t22, t23
3 ★	Name three privileged motions that a <i>Point of Order</i> yields to.	1. <i>Fix the Time to Which to Adjourn.</i> 2. <i>Adjourn.</i> 3. <i>Recess.</i> 4. <i>Raise a Question of Privilege.</i> 5. <i>Call for the Orders of the Day.</i>	233
4 ★	Name three unamendable privileged motions that a <i>Point of Order</i> yields to.	1. <i>Adjourn.</i> 2. <i>Raise a Question of Privilege.</i> 3. <i>Call for the Orders of the Day.</i>	233 t4
5 ★★	1. What can a <i>Point of Order</i> be applied to? 2. How is a <i>Point of Order</i> handled if it is made while a pending main motion is laid on the table? 3. May a member who makes a <i>Point of Order</i> <u>debate</u> their point? Explain your answer.	1. Any breach of rules of the assembly. 2. The <i>Point of Order</i> also goes to the table. 3. No. The chair may permit an <u>explanation</u> of the member's point.	1. 234 2. 234 3. 235
6 ★★	1. Who normally makes the ruling on a <i>Point of Order</i> ? 2. Name <u>two</u> instances when a vote is taken for a <i>Point of Order</i> .	1. The chair. 2. The chair is in doubt or The chair's ruling on a point of order is appealed.	235
7 ★★	1. If the chair notices a breach of rules, what actions are taken by him? 2. If the chair does not correct a breach of the rules immediately how is it handled? 3. Normally, who can the chair consult with before making a ruling on a <i>Point of Order</i> ?	1. The chair corrects the matter immediately. 2. Any member can make a <i>Point of Order</i> . 3. The Parliamentarian.	235
8 ★★	1. When must a <i>Point of Order</i> be made? 2. What is included in the minutes regarding a <i>Point of Order</i> ? 3. How can a ruling by the chair be overturned?	1. Promptly when the breach of order occurs. 2. The reasons given by the chair for the ruling. 3. By an <i>Appeal</i> .	1. 236 2. 238 3. 238
9 ★★	Name three forms of wording used to make the motion <i>Point of Order</i> .	1. "Point of order!" 2. "I rise to a point of order." 3. "I call the member to order." [Applying to indecorum]	239 t40
10 ★★	If the chair is unsure on how to rule on a point of order, he/she may consult with three different sources. What are the three sources?	1. The parliamentary authority. 2. The parliamentarian. 3. Experienced members.	235, 240

11 ★★	1. Assume a member raises a <i>Point of Order</i> that a motion had not been seconded after another member had begun speaking in debate. How would you rule as the chairman? 2. What is the timeliness requirement for a <i>Point of Order</i> to be raised? 3. If a member is unsure if a breach has occurred, what parliamentary step should they take at the time of the incident?	1. Rule the <i>Point of Order</i> “not well taken” and state the reason as the point of order was not raised at the time the breach occurred. 2. With a few exceptions, the point of order must be raised at the time the breach of order occurs. 3. They can raise a <i>Parliamentary Inquiry</i> about the situation which may call the chairs attention to the situation.	236
12 ★★	1. A member notices that a quorum is no longer present but correctly waits for the member to finish speaking. Is a <i>Point of Order</i> timely? Explain your answer. 2. Can the chairman of the assembly raise a <i>Point of Order</i> without yielding the chair? Explain your answer. 3. What other motion can the chair order without yielding the chair?	1. Yes, because the breach is of a continuing nature. 2. Yes, the chair can raise a question or order and does so whenever they rule a motion out of order. 3. <i>Objection to the Consideration of the Question.</i> or <i>Division of the Assembly</i> is also correct.	1. 331, 332 2. 253 3. 253
13 ★★	1. What phrases does the chair make in ruling on a <i>Point of Order</i>? 2. What is the next statement by the chair after stating if the <i>Point of Order</i> is well taken or is not well taken?	1. “the point of order is well taken” or “the point of order is not well taken.” 2. The reasons for the ruling.	239
14 ★ ★★	If a point of order adheres to a pending motion, it yields to six motions. Name five of them.	1. <i>Lay on the Table.</i> 2. <i>Call for the Orders of the Day.</i> 3. <i>Raise a Question of Privilege.</i> 4. <i>Recess.</i> 5. <i>Adjourn.</i> 6. <i>Fix the Time to Which to Adjourn.</i>	233
15 ★ ★★	There are only five exceptions to the rule that a <i>Point of Order</i> must be made at the time the breach occurs. These breaches are said to be of a continuing nature. Name three of these types of breaches.	1. A <i>Main motion</i> has been adopted that conflicts with the bylaws. 2. A <i>Main Motion</i> has been adopted that conflicts with a main motion previously adopted and still in effect. 3. An action has been taken that would be a violation of procedural federal, state and local laws. 4. An action has been taken in violation of a fundamental principle of parliamentary law. 5. Any action in violation of a rule protecting absentees, a rule in the bylaws requiring a vote to be taken by ballot or a rule protecting the basic rights of an individual member.	236, 237
16 ★ ★★	1. What is a precedent? 2. How is a precedent created? 3. How may a precedent be overturned?	1. The reasons given for a ruling on a <i>Point of Order</i> along with the actual ruling. 2. When the chairman rules on an issue, the ruling and the reasons are recorded in the minutes to be used as persuasive should the same situation happen again. 3. By means of a successful appeal of the ruling of the chair which sets a new precedent.	238, 239

17 ★ ★★	1. If a <i>Point of Order</i> is raised, the chair rules on the <i>Point of Order</i>, the ruling is appealed and the chair's decision is sustained, can the same <i>Point of Order</i> be raised again at the same session? 2. If a <i>Point of Order</i> is raised, the chair rules on the <i>Point of Order</i>, the ruling is appealed and the chair's decision is sustained, can the same <i>Point of Order</i> be raised again at a subsequent session? 3. What could the chair cite as being persuasive in the matter?	1. No that point of order cannot be made during the same session? 2. Yes. The <i>Point of Order</i> can be raised at a subsequent session. 3. The precedent set by the prior point of order or the appeal being sustained.	1. 323 2. 323 3. 238
18 ★ ★★	1. In response to a <i>Parliamentary Inquiry</i> asking "if it is in order to offer a primary amendment at this time?" while another primary amendment is pending, the chair responds that, "yes it is in order." This is incorrect. Could you call a point of order at that point? Explain your answer. 2. When could you correctly call a <i>Point of Order</i>? 3. If the chairman incorrectly restates a main motion before a vote should you call a <i>Point of Order</i>? Explain your answer.	1. No. Because no breach of order has occurred yet. 2. When the member offered the second primary amendment and the chair did not rule it out of order. 3. Yes, because the way that the chair restates the motion before putting it to a vote is the way it will be recorded in the minutes.	1. 277 2. 277 3. 39, 40
19 ★ ★★	1. Can the parliamentarian rule on a <i>Point of Order</i>? Explain your answer. 2. What should the parliamentarian do if they notice an obvious breach of order affecting member's rights? 3. Can the chairman disregard the advice of the parliamentarian? Explain your answer.	1. No. Only the chair can make a ruling. 2. They should call it to the attention of the chair immediately as inconspicuously as possible. 3. Yes. The chair should listen to the advice of the parliamentarian.	233, 235 444, 445
20 ★ ★★	When the chair refers a <i>Point of Order</i> to the assembly, it becomes debatable the same as an <i>Appeal</i> . What are the requirements for that <i>Point of Order</i> to be debatable?	It is debatable unless it: 1. Relates to indecorum or transgression of the rules of speaking or debate. 2. Relates to the priority of business. 3. Is made when an undebatable motion is immediately pending OR involved in the <i>Appeal</i>.	243, 244
21 ★ ★★	1. Under what circumstances could a <i>Point of Order</i> become debatable? 2. If a member wanted to ensure that their <i>Point of Order</i> was timely but also was unsure of their point and wanted to listen to the maker's debate, what could they do? 3. What should a member do if a minor irregularity occurs and it is clear that no member's rights are being infringed upon and no real harm is being done? Explain your answer.	1. It is not debatable unless the chair refers the decision to the assembly for a vote. 2. Reserve a <i>Point of Order</i>. 3. Nothing. <i>Points of Order</i> of purely a technical nature only serve to slow down the orderly conduct of business.	243, 244
22 ★★ ★★★	If an assembly is dissatisfied with a precedent set by prior rulings, name three ways a precedent may be overturned.	1. By a new ruling from the chair. 2. By a successful appeal. 3. Adoption, rescission or amendment of the bylaws. 4. Adoption, rescission or amendment of the special rules of order. 5. Adoption, rescission or amendment of the standing rules.	238

23 ☆☆ ☆☆	1. What is the difference between a <i>custom</i> and a <i>precedent</i>? 2. Is either a <i>custom</i> or <i>precedent</i> binding if the parliamentary authority says something to the contrary? Explain your answer. 3. If a precedent is set by a <i>Point or Order</i>, what should be included in the minutes besides the actual ruling?	1. A custom is a tradition of doing things in a certain way. A precedent is a history of rulings made by the chair. 2. No. The parliamentary authority would take precedence. 3. The chair's reasons for making the ruling.	17, 238, 239
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PARLIAMENTARY INQUIRY (INCIDENTAL)

★ = Least difficult → ★★☆☆ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Parliamentary Inquiry</i> that relate to: 1. Reconsidering. 2. Amending. 3. Debate.	1. Cannot be reconsidered. 2. Unamendable. 3. Undebatable.	275, 276 t22, t23
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Parliamentary Inquiry</i> that relate to: 1. Seconding 2. Vote required. Explain your answer. 3. If it can be made when another member has the floor.	1. Second is not required. 2. Not voted on. Chair responds. 3. In order when another member has the floor.	275 t22, t23
3 ★★	1. How is a <i>Parliamentary Inquiry</i> used? 2. Does it involve a ruling by the chair? 3. Name one subsidiary motion that can be applied to a <i>Parliamentary Inquiry</i> .	1. Used to ask the chair's opinion on parliamentary law or the rules of the organization on the pending business. 2. No. 3. No subsidiary motions can be applied to it.	275, 276
4 ★★	Name three forms that are used to make the motion <i>Parliamentary Inquiry</i> .	1. "I rise to a parliamentary inquiry." 2. "Parliamentary inquiry, Mr./Madam president!" 3. "A parliamentary inquiry, please."	1. t40 2. t40 3. 277
5 ★★	1. What is the difference between a <i>Parliamentary Inquiry</i> and a <i>Request for Information</i> ? 2. Can a <i>Parliamentary Inquiry</i> be reconsidered? 3. Should a <i>Parliamentary Inquiry</i> always interrupt a speaker? Explain your answer.	1. A <i>Parliamentary Inquiry</i> asks a question of parliamentary law or the rules of the organization. A <i>Request for Information</i> is for other information relevant to the business at hand. (This is not an FFA permissible motion, but may be used if desired). 2. No. 3. No. Only if requires immediate attention.	275, 276
6 ★★	1. Who is a <i>Parliamentary Inquiry</i> directed to? 2. A <i>Parliamentary Inquiry</i> is a question designed to obtain information in two different areas. Name them.	1. The presiding officer or chairman. 2. Parliamentary law and Rules of the organization.	276
7 ★★★	1. Is the chair's response to a <i>Parliamentary Inquiry</i> subject to an <i>Appeal</i> ? 2. Explain your answer to your answer to #1. 3. How does the chair handle a <i>Parliamentary Inquiry</i> if it is made when a member has the floor and an answer is not needed at once?	1. No. 2. The chair's response is an opinion, and not a ruling, and therefore cannot be appealed. 3. The response to the <i>Parliamentary Inquiry</i> is made later after the floor is yielded.	276

9 ★ ★★	1. Can the parliamentarian answer a <i>Parliamentary Inquiry</i>? 2. If the chairman did not know the answer to a <i>Parliamentary Inquiry</i> and wanted to consult with the parliamentarian or the parliamentary authority, how could they do that in a meeting? 3. If a member is unsure if a breach of order has occurred, what step does <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) recommend?	1. No. Only the chair can respond unless the chair asks the parliamentarian to address the assembly. 2. Ask the assembly to "Stand at Ease". 3. Raise a <i>Parliamentary Inquiry</i>.	1. 276 2. 444 3. 236
10 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) states that it is the chair's duty to answer <i>Parliamentary Inquiries</i> when it may assist a member to do one of four things. Name three of them?	1. Make an appropriate motion. 2. Raise a proper point of order. 3. Understand the parliamentary situation. 4. Understand the effect of the motion	276
11 ★ ★★	1. The chair is asked the following <i>Parliamentary Inquiry</i>. "Assume that a main motion was pending and I wanted to move to refer that main motion to a committee while <i>Postpone Indefinitely</i> was pending. Would that be in order if <i>Postpone Indefinitely</i> was not pending?" Or must the chair answer that <i>Parliamentary Inquiry</i>? 2. Explain your answer to question #1. 3. May the chair answer a <i>Parliamentary Inquiry</i> of a hypothetical nature? Explain your answer.	1. No, the chair does not need to answer that <i>Parliamentary Inquiry</i>. 2. The chair is not required to answer inquiries of a hypothetical nature. 3. Yes. The chair is not prohibited from answering, just not required to answer.	293, 294

REQUEST FOR INFORMATION OR (POINT OF INFORMATION) (INCIDENTAL)

(NOTE: THIS IS NOT AN FFA PERMISSIBLE MOTION)

★ = Least difficult → ★★☆☆ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Request for Information</i> that relate to: 1. Reconsidering. 2. Amending. 3. Debate.	1. Cannot be reconsidered. 2. Unamendable. 3. Undebatable.	275, 276 t18, t19
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Request for Information</i> that relate to: 1. Seconding. 2. Vote required. 3. If it can be made when another member has the floor.	1. Second is not required. 2. Not voted on. 3. In order when another member has the floor if it requires immediate attention.	275 t18, t19
3 ★★	1. How is a <i>Request for Information</i> used? 2. Does it involve a ruling by the chair? 3. Name one subsidiary motion that can be applied to a <i>Request for Information</i> .	1. Used to obtain information related to the business at hand and not parliamentary procedure. 2. No 3. No subsidiary motions can be applied to it.	1. 277 2. 277 3. 275
4 ★★	Name three forms of wording used to make the motion <i>Request for Information</i> .	1. "I have a request for information." 2. "A point of information, please." 3. "Will the member yield for a question?"	277 t38
5 ★★	1. When can a <i>Request for Information</i> be made? 2. Name two unamendable privileged motions that a <i>Request for Information</i> yields to.	1. Any time when no question is pending. 2. <i>Adjourn</i> or <i>Raise a Question of Privilege</i> or <i>Call For the Orders of the Day</i> .	275
6 ★★	Name three subsidiary motions that can be applied to the motion <i>Request for Information</i> .	No subsidiary motions can be applied to the motion <i>Request for Information</i> .	275
7 ★★	1. Name two people that a request for to whom a <i>Request for Information</i> may be directed. 2. What is the primary difference in the content of a <i>Parliamentary Inquiry</i> versus a <i>Request for Information</i> ?	1. To the chair and To another member or officer through the chair. 2. A <i>Parliamentary Inquiry</i> is a request regarding parliamentary law or the rules of the organization. A <i>Request for Information</i> requests information of a non-parliamentary nature relevant to the business at hand.	1. 277 2. 276, 277

8 ☆☆	1. Must a speaker consent to the interruption for a <i>Request for Information</i> ? 2. Explain your answer to question #1. 3. May a <i>Request for Information</i> be used to remind a speaker of an important point to be made in their argument?	1. Yes 2. Since the speaker will be utilizing their time in debate to answer the <i>Request for Information</i> , they must consent to the question. 3. Yes.	277, 278
9 ☆ ☆☆	1. When a member wishes to ask another member a question, how does it affect the speaking time of the member who will answer the question? 2. Are members allowed to carry on a discussion when using a <i>Request for Information</i> ? 3. What motion is used to obtain information regarding parliamentary procedure?	1. The time taken will be deducted from the time of the member who answers the question. 2. No. 3. <i>Parliamentary Inquiry</i> .	1. 277 2. 277 3. 276

APPEAL (INCIDENTAL)

★ = Least difficult → ★★ ★★ ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for an <i>Appeal</i> that relate to: 1. Reconsidering. 2. Amending. 3. Voting.	1. Can be reconsidered. 2. Unamendable. 3. Majority or tie vote sustains chair's decision.	243, 344 t8, t9
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for an <i>Appeal</i> that relate to: 1. Seconding. 2. If it can be made when another member has the floor. 3. When it must be made.	1. Second is required. 2. In order when another member has the floor. 3. Must be made at the time of a ruling.	242, 243 t8, t9
3 ★	Name three privileged motions that an <i>Appeal</i> yields to.	1. <i>Fix the Time to Which to Adjourn.</i> 2. <i>Adjourn.</i> 3. <i>Recess.</i> 4. <i>Raise a Question of Privilege.</i> 5. <i>Call for the Orders of the Day .</i>	242
4 ★	Name three unamendable privileged motions that an <i>Appeal</i> yields to.	1. <i>Adjourn.</i> 2. <i>Raise a Question of Privilege.</i> 3. <i>Call for the Orders of the Day.</i>	242
5 ★★	Name three special rules regarding the presiding officer speaking on an <i>Appeal</i> .	1. The presiding officer is the only member of the assembly who may speak more than once. 2. The presiding officer may speak first. 3. The presiding officer does not have to leave the chair when speaking. 4. When members of the assembly have completed their speaking, the presiding officer may speak a second time.	244 368, 369
6 ★★	1. Name two amendable privileged motions that an <i>Appeal</i> yields to. 2. Name one privileged motion that is both debatable and amendable that an <i>Appeal</i> yields to.	1. <i>Fix the Time to Which to Adjourn</i> and <i>Recess.</i> 2. There are none.	242
7 ★★	1. Can the chair's answer to a <i>Parliamentary Inquiry</i> be appealed? Explain your answer. 2. Is the chair judgment as to which side is more numerous on a voice vote subject to an <i>Appeal</i> ? Explain your answer. 3. Is the chair's judgment as to which side is more numerous on a rising vote subject to an <i>Appeal</i> ? Explain your answer.	1. No. It is the opinion of the chair not a ruling. 2. No. A member could simply call for a <i>Division of the Assembly.</i> 3. No. A member could move to have a rising counted vote.	244, 145

8 ☆☆	1. If a vote on appeal was 21 for sustaining the decision of the chair and 20 opposed to sustaining the chair, how could the chair's decision be sustained? 2. Can the chair vote once as a member and once as the chairman if he/she is a member? Explain your answer. 3. Should a chairman be offended that a member appealed his/her ruling? Explain your answer.	1. The chair could, if a member, vote to sustain his decision thereby creating a tie which sustains the decision of the chair. 2. No. One member one vote. 3. No. In fact it may relieve the chairman of responsibility in a strongly contested situation.	1. 244 2. 244 3. 385
9 ☆☆	1. What is the effect of a tie vote on an <i>Appeal</i>? 2. Why does a tie vote on an <i>Appeal</i> sustain the decision of the chair? 3. How can the presiding officer vote to sustain the chair's decision on an <i>Appeal</i> if the affirmative vote is 15 and the negative vote is 16?	1. A tie vote sustains the decision of the chair 2. Because it is not a majority vote against the chair's decision. 3. The chair could vote in the affirmative, thus creating a tie and the chair's decision is sustained.	244
10 ☆☆	1. Are <i>Appeals</i> included in the minutes? 2. What two items of information are included in the minutes regarding an <i>Appeal</i>?	1. Yes. 2. If the <i>Appeal</i> is sustained or lost and the chair's reasons for the ruling	448
11 ☆☆	An <i>Appeal</i> is always debatable unless one of three criteria apply. Name the three criteria that cause an <i>Appeal</i> to not be debatable.	1. When the <i>Appeal</i> relates to indecorum or the transgression of the rules of speaking. 2. When the <i>Appeal</i> relates to the priority of business. 3. When the <i>Appeal</i> is made when an undebatable question is immediately pending or involved in the appeal	243, 244
12 ☆☆	1. When an <i>Appeal</i> is debatable, what two subsidiary motions can be applied to the <i>Appeal</i> alone? 2. One of the criteria determining what subsidiary motions can be applied to an <i>Appeal</i> is whether or not the <i>Appeal</i> adheres to the underlying main motion. What does the term "the <i>Appeal</i> does not adhere" mean?	1. <i>Limit or Extend Limits of Debate</i> and <i>Previous Question</i>. 2. That the decision on the <i>Appeal</i> would in no way affect the pending question.	243
13 ☆☆	If the chair stated in a <i>Parliamentary Inquiry</i> that a motion was currently not in order, what three steps would be necessary to obtain a vote of the assembly on that answer?	1. A member would have to make the motion that the chair had stated would not be in order during the answer to the <i>Parliamentary Inquiry</i>, thereby acting contrary to the advice of the chairman. 2. The chair would have to rule the motion out of order. 3. An <i>Appeal</i> from the decision of the chair would be called for.	244, 245

14 ★ ★★	- How many times can the chairman debate on a debatable <i>Appeal</i>? - How many times can a member debate on a debatable <i>Appeal</i>? - Can the chairman state his reasons for a ruling on a non-debatable <i>Appeal</i>? Explain your answer.	- Twice-First and Last. - Once. - Yes. The chair's reasons are necessary for the minutes for future precedents.	244
15 ★ ★★	- What is the timeliness requirement for an <i>Appeal</i> to be made? - If a chair's decision has been sustained on <i>Appeal</i>, can that appeal be renewed? Explain your answer. - Assume a member appeals from the decision of the chair about which there cannot possibly be two reasonable opinions. How should the chair proceed?	- At the time the ruling is made. - No. That <i>Appeal</i> would basically be asking the assembly to decide the same question a second time. - Rule the motion out of order as dilatory because there cannot possibly be two reasonable opinions.	245 321 325, 326
16 ★ ★★	<i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR) lists two times when an <i>Appeal</i> cannot be applied to a ruling of the chair. Name them. - An undebatable <i>Appeal</i> is pending on an amendment to a main motion. Another member moves to lay the main motion along with the <i>Appeal</i> on the table. Is this in order? Explain your answer.	- When a <i>Point of Order</i> is ruled on regarding an appeal that is already pending. There cannot be two appeals pending at any one time. and When the chair rules on a question about which there cannot possibly be two reasonable opinions. - Yes. The <i>Main Motion</i> along with the appeal could be laid on the table but not the appeal alone.	242, 243
17 ★ ★★	- The chairman has ruled that an amendment to a motion to <i>Recess</i> is not germane. Would an <i>Appeal</i> to this ruling be debatable? Explain your answer. - The chair rules that an amendment to a <i>Main Motion</i> is not germane. Would an <i>Appeal</i> to this ruling be debatable? Explain your answer. - A member appeals after the chair ruled that another member was not entitled to speak a second time in debate while any member who had not spoken wished to speak. An amendment to a main motion is pending. Is this <i>Appeal</i> debatable? Explain your answer.	- No, because it is not applied to a debatable motion. - Yes, because the motion to which the <i>Appeal</i> is applied is debatable. - No, because the ruling has to do with the rules of speaking.	243, 244

DIVISION OF THE ASSEMBLY (INCIDENTAL)

★ = Least difficult → ★★☆☆ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Division of the Assembly</i> that relate to: 1. Reconsidering. 2. Amending. 3. Debate.	1. Cannot be reconsidered. 2. Unamendable. 3. Undebatable.	265 t14, t15
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Division of the Assembly</i> that relate to: 1. Seconding. 2. Vote required. 3. If it can be made when another member has the floor.	1. Does not require a second. 2. Vote not required. 3. In order when another member has the floor.	265 t14, t15
3 ★	1. What are two reasons for a member to call for a <i>Division of the Assembly</i> ? 2. How is a vote on a vote on a <i>Division of the Assembly</i> taken?	1. The results of the voice or hand vote are in doubt or to determine if a representative number of members cast a vote. 2. By rising.	264
4 ★★	1. When can a <i>Division of the Assembly</i> be called? 2. What motions does a <i>Division of the Assembly</i> taken precedence over?	1. From the time the negative votes are cast until the announcement of the result is complete, or immediately thereafter. 2. It takes precedence over any motions when a vote is pending or if a vote has just been taken.	264, 265
5 ★★	1. Name one subsidiary motion that can be applied to a <i>Division of the Assembly</i> . 2. How many members are required to demand a <i>Division of the Assembly</i> before it can be taken up? 3. Under what circumstances can the chair take a vote by a <i>Division of the Assembly</i> ?	1. No subsidiary motions can be applied to it. 2. One. 3. If the chair determines that the vote results are uncertain or the vote is unrepresentative.	1. 265 2. 264 3. 42
6 ★★	Name three forms that are used to make the motion <i>Division of the Assembly</i> .	1. "I doubt the results of the vote." 2. "I call for a division." 3. "Division!"	266 t37
7 ★★	1. What is the form of wording for taking an affirmative vote if a <i>Division of the Assembly</i> has been demanded? 2. What are the forms of wording for announcing the voting results for an <i>uncounted Division of the Assembly</i> ?	1. "Those in favor of the motion to...will rise [Or, "stand."]...be seated. 2. "The affirmative has it and the motion is adopted." and "The negative has it and the motion is lost."	1. 42 2. 45

8 ☆☆	1. What vote does the motion for a <i>Division of the Assembly</i> require to be ordered on the vote just taken? 2. What type of vote does a <i>Division of the Assembly</i> demand? 3. Is the vote as a result of a <i>Division of the Assembly</i> a counted vote?	1. No vote required. It is a demand. 2. A rising vote. 3. No.	26
9 ☆☆	1. To what motions does a <i>Division of the Assembly</i> yield? 2. Must a member rise to demand a <i>Division of the Assembly</i>? 3. If the no member demands a <i>Division of the Assembly</i>, can the chair order a rising vote at his own initiative?	1. It yields to no motion. 2. No. 3. Yes	265
10 ☆☆	1. <i>Robert's Rules of Order Newly Revised</i> (abbrev RONR) lists two valid reasons that a member may call a <i>Division of the Assembly</i>. Name them. 2. If a member repeatedly calls <i>Division of the Assembly</i> on votes where it is clear that there has been a full vote and there can be no reasonable doubt as to which side is the majority, they are doing this to obstruct the will of the assembly. What is this type of action called?	1. Because the results appear close or Because the member doubts that a representative number of members present have voted. 2. Dilatory.	1. 264 2. 265
11 ☆☆	1. How can a member initiate a rising counted vote? 2. How can the chairman initiate a rising counted vote? 3. If a member moves to have the vote counted, what vote does that motion require for the vote to be counted if the assembly does not have a special rule of order specifying a different vote?	1. The member can move that the vote be counted. 2. The chair may order the vote counted at their own initiative. 3. Majority.	388
12 ☆☆	1. Can an individual member order that a vote be counted? Explain your answer. 2. Can the chair order that a vote be counted? Explain your answer. 3. If a rising vote is taken and the chairman is unsure about the outcome, can they retake another rising vote? Explain your answer.	1. No, but they can move to have the vote counted. 2. Yes. The chair has a responsibility to determine the proper outcome of a vote and therefore has the power to order the vote to be counted. 3. No. A different method can be used but it is never retaken by the same method.	388

13 ★ ★★	1. What is the earliest time after a vote is taken that a <i>Division of the Assembly</i> may be called? 2. What is the latest time after a vote is taken that a <i>Division of the Assembly</i> can be called? 3. Define what <i>Robert's Rules of Order Newly Revised</i> (abbrev RONR) considers to be "immediately thereafter."	1. After the moment the negative votes have been cast. 2. Until the announcement of the result is complete, or immediately thereafter. 3. Before any debate or business has intervened such as a member being recognized and begun speaking in debate, giving a report or the chair restating a subsequently made motion.	1. 264 2. 264, 265 3. 386, 387
14 ★ ★★	1. A voice vote is being taken which appears to be close and a member calls for a <i>Division of the Assembly</i> as soon as the negative votes are cast. Is this <i>Division of the Assembly</i> in order? Explain your answer. 2. Is this good parliamentary strategy? Explain your answer. 3. A rising vote is taken and the Secretary counts and records in the minutes the number of votes on both sides of her own accord? Is this proper? Explain your answer.	1. Yes. A <i>Division of the Assembly</i> may be called as soon as the negative vote is cast. 2. No. Strategy wise, the chair may announce in favor of the side that the member favors. 3. No. The secretary does not have the power to order the vote counted and votes should only be recorded in the minutes if the vote was a counted vote.	264 388, 389
15 ★ ★★	1. A member calls for a <i>Division of the Assembly</i> on the vote taken on a <i>Main Motion</i> while a member is debating on the next <i>Main Motion</i> . Is this <i>Division of the Assembly</i> in order? Explain your answer. 2. A member calls for a <i>Division of the Assembly</i> on the vote taken on a <i>Main Motion</i> immediately after a member has made a new <i>Main Motion</i> but <u>before</u> it is stated by the chair. Is this <i>Division of the Assembly</i> in order? Explain your answer. 3. A member calls for a <i>Division of the Assembly</i> on the vote taken on a <i>Main Motion</i> immediately after a member has made a new <i>Main Motion</i> but <u>after</u> the new <i>Main Motion</i> has been restated by the chair. Is this <i>Division of the Assembly</i> in order? Explain your answer.	1. No. It exceeds the time limits to call a division. 2. Yes. The <i>Division of the Assembly</i> may be called until the next motion has been restated by the chair. 3. No. The <i>Division of the Assembly</i> may be called until the next motion has been restated by the chair.	386, 387

DIVISION OF A QUESTION (INCIDENTAL)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTION		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for a <i>Division of a Question</i> that relate to: 1. Debate. 2. Seconding. 3. Voting requirements.	1. Undebatable. 2. Must be seconded. 3. Majority vote required.	256 t14, t15
2 ★	Describe the Standard Descriptive Characteristics for a <i>Division of a Question</i> (abbrev. SDCs) that relate to: 1. Seconding. 2. If it can be amended. 3. If it can be made when another member has the floor.	1. Does require a second. 2. Amendable. 3. Not in order when another member has the floor.	256 t14, t15
3 ★★	1. Name two motions that a <i>Division of a Question</i> can be applied to. 2. Can a motion to divide a main question be made while an amendment to the main question is pending?	1. <i>Main Motion</i> and <i>Amend</i> (if the amendment is divisible). 2. No.	256
4 ★★	1. If a motion is moved to establish a committee and give it instructions, is it divisible? 2. Explain your answer to question #1. 3. How can a member delete part of an indivisible motion?	1. No 2. The two parts cannot stand alone as separate motions. 3. By making an amendment to <i>strike out</i> .	1. 62, 63, 276 2. 62, 63, 276 3. 258, 259
5 ★★	Assume that an organization with 26 members is conducting a regular meeting and fifteen members are in attendance. <i>A Division of a Question</i> is made, seconded and stated by the chair, and one member abstains from voting. 1. What vote is required to adopt a <i>Division of a Question</i> ? 2. How many members cast a vote? 3. What is the minimum affirmative vote required to adopt the <i>Division of a Question</i> ?	1. Majority. 2. 14. 3. 8.	379, 380
6 ★★★	1. Name two forms of wording used to make the motion <i>Division of a Question</i> . 2. Using one of the forms you stated, state a motion to divide the main motion, to purchase a new computer and printer.	1. "I move to divide the resolution (or motion) so as to consider separately..." and "I move to divide the resolution (or motion) into two parts as follows: 2. "I move to divide the motion so as to consider separately purchasing a new computer and purchasing a new printer." or "I move to divide the motion into two parts as follows: To purchase a new computer and to purchase a new printer."	259, 260 t37

7 ★ ★★	Name three motions which a <i>Division of a Question</i> takes precedence over.	1. <i>Main Motion</i> . 2. <i>Postpone Indefinitely</i> . 3. <i>Amend</i> , if the amendment is divisible.	256
8 ★ ★★	1. Name two motions that can be applied to a <i>Division of a Question</i> alone. 2. What is the purpose of applying the <i>Previous Question</i> to motion for <i>Division of a Question</i> ?	1. <i>Amend</i> and <i>Previous Question</i> . 2. To prevent amendments.	256
9 ★ ★★	1. What is the primary criterion for determining if a motion is divisible? 2. If each idea in a motion could stand alone but dividing the question would require a significant rewriting of the motion, can the motion be divided? Explain your answer. 3. Can words that only appear once in the main motion be repeated in each of the motions if divided? Explain your answer.	1. Each motion presents a motion that can stand alone if none of the other parts are adopted. 2. No. If significant rewriting of the motion is required, it cannot be divided. 3. Yes. If the words apply to both parts of the division.	276, 277
10 ★ ★★	Assume that a main motion is pending “to prepare breakfast and lunch for the alumni and faculty.” State the actual motion to divide this motion in three different places.	1. “Prepare breakfast (and then lunch) for the alumni and faculty.” 2. “Prepare breakfast and lunch for the alumni (and then faculty).” 3. “Prepare breakfast for the alumni (and then lunch for the faculty)” or vice versa.	276, 277
11 ★ ★★	1. Can a motion for <i>Division of a Question</i> in essentially the same way be renewed in the same session? Explain your answer. 2. Can a motion for <i>Division of a Question</i> in essentially the same way be renewed at a different session? Explain your answer. 3. Can a motion for <i>Division of a Question</i> in a different way be offered in the same session? Explain your answer.	1. No. It is prohibited to ask the assembly to consider the same question a second time at the same session. 2. Yes. At a new session, the same main motion and therefore the same <i>Division of a Question</i> can be offered. 3. Yes, as long as it makes it essentially a new question.	321, 322
12 ★ ★★	1. While the motion <i>Division of a Question</i> is pending, can the motion for <i>Division of a Question</i> be withdrawn? Explain your answer. 2. After a motion has been divided, can both parts be withdrawn by the motion maker? Explain your answer. 3. After a motion has been divided, can only one part of the divided motion be withdrawn without affecting the remaining part? Explain your answer.	1. Yes. A motion to <i>Divide the Question</i> can be withdrawn with the permission of the assembly. 2. Yes. With the permission of the assembly. 3. Yes. One or more of the parts of the divided motion may be withdrawn without affecting the other parts. Again with the permission of the assembly	279, 280
13 ★★ ★★	A motion for a <i>Division of a Question</i> is pending. Name three general ways the motion could be amended.	1. The location of division could be amended. 2. The order in which they are considered could be changed. 3. The number of divisions could be changed. (For example from two parts to three parts if applicable)	257

14 ❖❖ ❖❖	1. If a motion contains a series of independent <i>Main Motions</i> with different subjects and it is offered in one motion, how could these motions be separated? 2. If a motion contains the same phrase such as the “finance “ committee in several locations and a member moves to strike “finance” and insert “activities” in all of those phrases, is that amendment in order? 3. What is the terminology for this type of amendment?	1. Not with the motion <i>Division of a Question</i>. A member could demand they be separated which must be honored by the demand of a single member. 2. Yes. 3. Conforming amendments.	258, 259
15 ❖❖ ❖❖	1. If an amendment is pending adding “with the assistance of the leadership and finance committees.” Could the main motion be divided? Explain your answer. 2. Could the amendment be divided? Explain your answer. 3. If the amendment was adopted without being divided, could the main motion then be divided between the “leadership and finance committees? Explain your answer.	1. Not unless the main motion also contained two divisible parts. 2. Yes. <i>Division of a Question</i> can be applied to an amendment if the amendment is divisible. 3. No. After the amendment to add was adopted that wording has been perfected and could no longer be altered except by reconsideration of the amendment.	1. 257 2. 256 3. 129, 130

RECONSIDER

(A MOTION THAT BRINGS A QUESTION AGAIN BEFORE THE ASSEMBLY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Reconsider</i> that relate to: 1. Voting requirements. 2. Seconding. 3. Debate.	1. Majority vote required. 2. Must be seconded. 3. Debatable if the motion it is applied to is debatable.	302, 303 t28, t20
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Reconsider</i> that relate to: 1. Seconding. 2. If it can be amended. 3. If it can be made when another member has the floor.	1. Does require a second. 2. Unamendable. 3. In order when another member has the floor until that member has spoken.	302 t28, t29
3 ★	1. What class of motions does the motion to <i>Reconsider</i> belong to? 2. What is the purpose of the motion to <i>Reconsider</i> ? 3. What members can make the motion to <i>Reconsider</i> ?	1. <i>Motions that bring a question again before the assembly.</i> 2. Brings back a motion for consideration that has been voted on. 3. Members who have voted on the prevailing side.	298, 299 t28
4 ★★	1. Explain what is meant by the statement that “the motion to <i>Reconsider</i> must be made by a member who voted on the prevailing side.” 2. When must the motion to <i>Reconsider</i> be made if a meeting lasts one day?	1. It can be made only by a member who voted in favor of the motion to be reconsidered if it is adopted or by a member who voted against the motion to be reconsidered if it is lost. 2. It must be made on the same day that the motion to be reconsidered was made.	298, 299
5 ★★	1. What member may second the motion to <i>Reconsider</i> ? 2. When is the motion to <i>Reconsider</i> debatable? 3. The <i>Previous Question</i> requires a two-thirds vote. What vote is required to reconsider it?	1. Any member. 2. When the motion proposed to be reconsidered is debatable. 3. Majority.	302, 303
6 ★★	Assume that a local society with 30 members is conducting a regular meeting and sixteen members are in attendance. The motion to <i>Reconsider</i> is made, seconded and stated by the chair, and five members abstain from voting. 1. What vote is required to adopt <i>Reconsider</i> ? 2. How many members cast a vote? 3. What is the minimum affirmative vote required to adopt the motion to <i>Reconsider</i> ?	1. Majority. 2. 11. 3. 6.	379, 380

7 ☆☆	Assume all of this occurs on the same day: 1. If a motion is adopted after lengthy debate and a member had exhausted their debate on the <i>Main Motion</i>, how many times may they debate on the motion to <i>Reconsider</i>? 2. If the motion to <i>Reconsider</i> is adopted, how many times can that same member debate on the <i>Main Motion</i>? 3. If a member had not debated on the <i>Main Motion</i> prior to its adoption and subsequent reconsideration, how many total times could they debate if the motion to <i>Reconsider</i> was adopted including both debate on the <i>Reconsider</i> and the <i>Main Motion</i>?	1. Twice. 2. None. 3. 4 times.	309
8 ☆☆	Assume that a motion to <i>Reconsider</i> was taken up on a different day from the adoption of the motion. 1. If a motion is adopted after lengthy debate and a member had exhausted their debate on the <i>Main Motion</i>, how many times may they debate on the motion to <i>Reconsider</i>? 2. If the motion to reconsider is adopted, how many times can that same member debate on the <i>Main Motion</i>? 3. If a member had not debated on the <i>Main Motion</i> prior to its adoption and subsequent reconsideration, how many total times could they debate if the motion to <i>Reconsider</i> was adopted including both debate on the <i>Reconsider</i> and the <i>Main Motion</i>?	1. Twice. 2. Twice. 3. 4 times.	309
9 ☆☆	Name three subsidiary motions that can be applied to a motion to <i>Reconsider</i> when it is debatable.	1. <i>Postpone to a Certain Time</i> (or <i>Definitely</i>). 2. <i>Limit or Extend Limits of Debate</i>. 3. <i>Previous Question</i>. 4. <i>Lay on the Table</i>	302
10 ☆☆	Name three subsidiary motions than cannot be applied to a motion to <i>Reconsider</i> .	1. <i>Postpone Indefinitely</i>. 2. <i>Amend</i>. 3. <i>Commit</i> or <i>Refer</i>.	302
11 ☆☆	1. Name two forms of wording used to make the motion to <i>Reconsider</i>. 2. What must be stated after a member makes the motion to <i>Reconsider</i>?	1. "I move to reconsider the vote on the motion relating to..." and "I move to reconsider the vote on the amendment striking out ... and inserting ..." 2. The member must state how he/she voted.	1. 314 t42 2. 315
12 ☆☆	1. To what motions does the making of the motion to <i>Reconsider</i> yield? 2. To what motions does the consideration of a motion to <i>Reconsider</i> a <i>Main Motion</i> yield? 3. Can a motion to <i>Reconsider</i> be made while another motion is pending? Explain your answer.	1. The making of <i>Reconsider</i> yields to nothing. 2. The consideration of <i>Reconsider</i> has the same precedence as the motion to be reconsidered so it yields to everything. 3. Yes. The motion to <i>Reconsider</i> can be made but not necessarily considered while another motion is pending.	300

13 ★ ★★	What is meant by the phrase “calling up” a motion to <i>Reconsider</i> ?	When a motion to <i>Reconsider</i> is made at a time when it cannot be considered, when a time is reached when it is in order to consider the motion, a member makes it pending by “calling up” the motion to <i>Reconsider</i> .	299
14 ★ ★★	If a motion to <i>Reconsider</i> is debatable, what subsidiary motions can be applied to it in addition to <i>Lay on the Table</i> ?	1. <i>Previous Question</i> . 2. <i>Limit or Extend Limits of Debate</i> . 3. <i>Postpone to a Certain Time (or Definitely)</i> .	302
15 ★ ★★	<i>Robert’s Rules of Order Newly Revised</i> (abbrev. RONR) lists seven general types of motions which the motion to <i>Reconsider</i> cannot be applied to. Name three of them.	1. A motion which can be renewed. 2. A motion which has been temporarily but not finally disposed of and remains in the control of the assembly. 3. An affirmative vote whose provisions have been partly carried out. 4. An affirmative vote in the nature of a contract when a party has been notified of the outcome. 5. Any vote that has caused something to be done that is impossible to undo. 6. A vote on a motion to <i>Reconsider</i> . 7. When practically the same result can be obtained by some other parliamentary motion.	300, 301
16 ★ ★★	1. If it is desired to <i>Reconsider</i> the vote on a primary amendment which was lost after the <i>Main Motion</i> has been adopted, on which side would the member need to have voted on the <i>Main Motion</i> to be eligible to move to <i>Reconsider</i> the primary amendment? 2. Which side would the member need to have voted on the primary amendment to be eligible to move to <i>Reconsider</i> the primary amendment? 3. While the reconsideration of the primary amendment is pending, can debate on the <i>Reconsider</i> go into the merits of the <i>Main Motion</i> or only the primary amendment?	1. The <i>Main Motion</i> does not determine if the member can reconsider the vote on the amendment. 2. With the prevailing side, in this case against the primary amendment. 3. Only the primary amendment.	312, 313
17 ★ ★★	1. What are the time limits for the making of the motion to <i>Reconsider</i> in a session of one day? 2. What are the time limits for the making of the motion to <i>Reconsider</i> in a session of more than one day? 3. What are the time limits for the making of the motion to <i>Reconsider</i> in a committee?	1. The motion to <i>Reconsider</i> can only be made on the same day the vote to be reconsidered was taken. 2. The motion to <i>Reconsider</i> can only be made on the same day original vote was taken or the next succeeding day within the same session. 3. There are no time limits for the making of <i>Reconsider</i> in a committee.	304

18 ★ ★★	1. If a motion was adopted by unanimous consent, who may move to <i>Reconsider</i> the vote? 2. If a member voted by ballot, can they move to reconsider the vote on a motion? Explain your answer. 3. What may a member do if they did not vote on the prevailing side but wish the motion to be reconsidered?	1. Any member who was present. 2. Yes, if they are willing to waive the secrecy of their ballot. 3. Try to persuade a member who did vote on the prevailing side to offer the motion to <i>Reconsider</i>.	303, 304
19 ★ ★★	1. The motion to <i>Reconsider</i> would be easy to use as a dilatory motion if it were not for some unique characteristics that do not apply to other motions. Name two of them. 2. Unlike most of the motions in <i>Robert's Rules of Order Newly Revised</i> (abbrev. RONR), <i>Reconsider</i> has a unique place of origin. What is it?	1. The maker of <i>Reconsider</i> must have voted on the prevailing side. 2. America.	298, 299
20 ★ ★★	1. A motion to <i>Adjourn</i> is made, seconded and adopted but the chair has not yet declared the meeting adjourned. Is the motion to <i>Reconsider</i> in order after a meeting has voted to adjourn? 2. Explain your answer to #1. 3. If the motion to <i>Reconsider</i> was made after the meeting had voted to adjourn but before it had been declared adjourned, could it be considered at that time.	1. Yes. 2. Because of the strict time limits for <i>Reconsider</i>, it is allowed to be made because after the meeting was adjourned, it can no longer be made. 3. No. It would have to be considered at the next meeting unless if it required immediate attention the vote on adjourn could be retaken.	379
21 ★★ ★★	1. Under what circumstances can the motion to <i>Reconsider</i> be renewed? 2. If the motion <u>to be</u> reconsidered requires a two-thirds vote, what vote is required to adopt the motion to <i>Reconsider</i> this motion? 3. What effect does simply making the motion to <i>Reconsider</i> have on the motion to be reconsidered?	1. Only by unanimous consent. 1. Majority. 3. It suspends all actions that depends on the outcome of the vote on the motion to <i>Reconsider</i>.	303
22 ★★ ★★	The making of the motion to <i>Reconsider</i> suspends all action which are dependent on the outcome of the vote to <i>Reconsider</i> . There are three circumstances which cause this suspending effect to cease to be in effect. Name them.	1. When the motion to <i>Reconsider</i> is voted on and if adopted until the reconsideration is completed. 2. If the motion to <i>Reconsider</i> is not taken up and no more than a quarterly time interval will elapse before the next session, the effect terminates at the end of the next regular session. 3. If the motion to <i>Reconsider</i> is not taken up and more than a quarterly time interval will elapse before the next session, the effect terminates at the end of the current regular session.	304, 305, 81

23 ☆☆ ☆☆	1. Assume a motion to <i>Take from the Table</i> was adopted. Which of the seven reasons a motion cannot be reconsidered apply to prevent the vote on the <i>Take from the Table</i> from being reconsidered? 2. A motion to <i>Lay on the Table</i> was lost and material progress has occurred in debate. Which of the seven reasons a motion cannot be reconsidered apply to prevent the reconsideration of the <i>Lay on the Table</i> ? 3. A motion for <i>Previous Question</i> on all pending matters was adopted. A motion to <i>Commit or Refer</i> is voted on and lost. A member moves to <i>Reconsider</i> the vote on the <i>Previous Question</i> . Which of the seven reasons a motion cannot be reconsidered applies?	1. Practically the same result can be achieved by another motion, <i>Lay on the Table</i> . 2. The motion can be renewed. 3. An affirmative vote whose provisions have been partly carried out.	300, 301
24 ☆☆ ☆☆	A primary amendment has been defeated. Subsequently a member has moved to refer the matter to a committee. While the <i>Commit or Refer</i> is pending, a member moves to <i>Reconsider</i> the vote on the primary amendment. In what order will those motions be considered?	1. <i>Commit or Refer</i> . 2. If the <i>Commit or Refer</i> fails, the reconsideration of the amendment. 3. If the reconsideration of the amendment passes, then the amendment will be Considered. If the reconsideration of the primary amendment is lost, then the main Motion.	310
25 ☆☆ ☆☆	1. In a committee, when can a motion be reconsidered? 2. In a committee, who can reconsider a motion? 3. In a committee, how many times can a motion be reconsidered?	1. There is no time limit for its reconsideration. 2. It can be made by any member who did not vote on the losing side. 3. There is not limit as to the number of times it can be reconsidered.	314
26 ☆☆ ☆☆	1. What motions does the motion to <i>Reconsider</i> take precedence over? 2. When is the motion to <i>Reconsider</i> in order?	1. Any motion. 2. In order when any other question is pending and after the assembly has adopted the motion to adjourn, provided the chair has not stated that the meeting is adjourned.	379
27 ☆☆ ☆☆	There are three major differences between motions to <i>Reconsider</i> in a committee as opposed to a motion to <i>Reconsider</i> in a meeting of the assembly. Name them.	1. There are no time limits or prohibitions against renewal. 2. Any member who did not vote on the losing side can make the motion in a committee as opposed to a member having to have voted with the prevailing side in a meeting. 3. Unless all members who voted with the prevailing side are present or have been notified at the time the reconsideration is moved, it requires a two-thirds vote in a committee as opposed to a majority in a meeting.	313, 314

RESCIND

(A MOTION THAT BRINGS A QUESTION AGAIN BEFORE THE ASSEMBLY)

★ = Least difficult → ★★ ★★ ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Rescind</i> that relate to: 1. Seconding. 2. If it can be amended. 3. If it can be made when another member has the floor.	1. Does require a second. 2. Amendable. 3. In order when another member has the floor until that member has spoken.	289 t28, t29
2 ★★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for <i>Rescind</i> that relate to: 1. Reconsidering. 2. Seconding. 3. Debate.	1. Negative vote can be reconsidered. 2. Must be seconded. 3. Debatable.	289, 290 t28, t29
3 ★★	What vote is required to adopt the motion to <i>Rescind</i> ?	1. Majority with notice. 2. Two-thirds without previous notice or 3. Majority of entire membership without previous notice	289, 290 t28, t29
4 ★★	1. What is the purpose of the motion to <i>Rescind</i> ? 2. What are two other terms commonly used for the motion to <i>Rescind</i> ?	1. To cancel a motion altogether. 2. <i>Repeal</i> or <i>Annul</i> .	1. 288 2. 288
5 ★★	Assume that an organization with 40 members is conducting a regular meeting and eighteen members are in attendance. The motion to <i>Rescind</i> is made, seconded and stated by the chair, and five members abstain from voting. 1. What vote is required to adopt the motion to <i>Rescind</i> at a regular meeting if previous notice is given? 2. How many members cast a vote? 3. What is the minimum affirmative vote required to adopt the motion to <i>Rescind</i> ?	1. Majority. 2. 13. 3. 7.	379, 380 t28, t29
6 ★★	1. Can the vote on a motion to <i>Rescind</i> be reconsidered at the meeting in which the vote was taken? 2. Who can make the motion to <i>Rescind</i> ? 3. In what way would the member have had to have voted on the underlying main motion to make the motion to <i>Rescind</i> ?	1. A negative vote on <i>Rescind</i> can be reconsidered but a vote adopting the motion to <i>Rescind</i> cannot be reconsidered. 2. Any member of the assembly 3. It doesn't matter how they voted any member can make the motion to <i>Rescind</i> .	289, 290
7 ★★	1. Assume that there are 60 members in an Organization, but only 33 are present and six abstain from voting. How many members would have to vote in favor of the motion to <i>Rescind</i> if a majority of the entire membership was the required vote? 2. If the required vote on <i>Rescind</i> was a two-thirds vote? 3. If vote required on <i>Rescind</i> was a majority vote because previous notice had been given?	1. 31. 2. 18. 3. 14.	289, 290 379, 380 t28, t29

8 ☆☆	Name all of the subsidiary motions that can be applied to <i>Rescind</i> that are also not debatable.	1. <i>Lay on the Table</i> . 2. <i>Previous Question</i> . 3. <i>Limit or Extend Limits of Debate</i> .	288
9 ☆☆	1. What is the vote usually required to adopt the motion to <i>Rescind</i> when it is applied to a constitution or bylaws? 2. What is the time limit to make the motion to <i>Rescind</i> ?	1. Two thirds and previous notice. or majority of entire membership without previous notice. 2. There is not a time limit.	290
10 ☆☆	What are three actions that cannot be <i>Rescinded</i> ?	1. Motions that have been carried out and cannot be undone. 2. Motions to accept resignations or actions that elect or expel a person from membership or office. 3. Motions that can be called up by using the motion to <i>Reconsider</i> .	291
11 ☆☆	Name three different items that a motion to <i>Rescind</i> can be applied to.	1. Bylaw. 2. Rule. 3. Policy. 4. Decision. 5. Choice. 6. Any main motion that has been adopted.	288
12 ☆☆	Debate on a motion to <i>Rescind</i> can go into the merits of the underlying motion. Name three other motions which share this characteristic.	1. <i>Postpone Indefinitely</i> . 2. <i>Reconsider</i> 3. <i>Amend Something Previously Adopted</i> . 4. <i>Discharge a Committee</i> .	1. 117 t22, t28, t29 2. 302 t28, t29 3. 389 4. 294 t14, t15
13 ☆☆	1. What effect does previous notice of intent to offer a motion to <i>Rescind</i> an action have on the vote required to adopt the motion to <i>Rescind</i> ? 2. Name two methods by which previous notice of intent to offer a motion to <i>Rescind</i> may be given?	1. It drops the requirement to a majority of the members present. 2. At the preceding meeting (either orally or in writing) and In the call of the meeting.	289, 290 383
14 ☆☆	1. If a motion to <i>Rescind</i> is pending, could a member move to amend the motion to <i>Rescind</i> , in effect converting it to a motion to <i>Amend Something Previously Adopted</i> ? Explain your answer. 2. Can a motion to <i>Rescind</i> be applied to a motion that was lost? Explain your answer.	1. Yes. The motion can be amended to only rescind part of the motion. 2. No. It can only be applied to a motion that was adopted. Otherwise, there is nothing to undo.	1. 289 2. 288
15 ☆☆	If a motion to <i>Rescind</i> is voted down in a session, when can the motion to <i>Rescind</i> be renewed?	It cannot be renewed during the same session for the same motion.	321, 322

16 ☆☆ ☆☆	1. A motion has been adopted to purchase a laptop and printer. The printer has been purchased (and is not returnable). Can the motion be rescinded? Explain your answer. 2. A motion has been made to <i>Reconsider</i> a motion but not taken up. If the next meeting is within a quarterly time interval, can the motion be <i>Rescinded</i>? Explain your answer. 3. A member was elected to be Vice President and they were present when the result was announced? Can the election be rescinded? Explain your answer.	1. Yes. The unexecuted part can be rescinded but not the part that is impossible to undo. 2. No. The motion can be reached by the motion to <i>Reconsider</i>. 3. No. An election or a resignation cannot be rescinded. The rules for removal from office would have to be followed.	291
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TAKE FROM THE TABLE (A MOTION THAT BRINGS A QUESTION AGAIN BEFORE THE ASSEMBLY)

★ = Least difficult → ★★★★★ = Most difficult

ORAL QUESTIONS		ANSWERS TO ORAL QUESTIONS	RONR PAGES
1 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Take From the Table</i> that relate to: 1. Reconsidering. 2. Seconding. 3. Debate.	1. Cannot be reconsidered. 2. Must be seconded. 3. Undebatable.	284 t30, t31
2 ★	Describe the Standard Descriptive Characteristics (abbrev. SDCs) for the motion to <i>Take From the Table</i> that relate to: 1. Seconding. 2. If it can be amended. 3. If it can be made when another member has the floor.	1. Requires a second. 2. Unamendable. 3. Not in order when another member has the floor.	284 t30, t31
3 ★	Name three unamendable subsidiary motions that cannot be applied to the motion to <i>Take From the Table</i> .	1. <i>Previous Question</i> . 2. <i>Lay on the Table</i> . 3. <i>Postpone Indefinitely</i> .	284 t4
4 ★	Name three amendable subsidiary motions that cannot be applied to the motion to <i>Take From the Table</i> .	1. <i>Limit or Extend Limits of Debate</i> . 2. <i>Postpone to a Certain Time (or Definitely)</i> . 3. <i>Commit or Refer</i> . 4. <i>Amend</i> .	284 t4
5 ★	Name three unamendable privileged motions that the motion to <i>Take From the Table</i> yields to.	1. <i>Adjourn</i> . 2. <i>Raise a Question of Privilege</i> . 3. <i>Call For the Orders of the Day</i> .	283, 284 t4
6 ★★	Under what three headings in a standard order of business may a special order that was laid on the table be taken from the table?	1. New business. 2. Special orders. 3. Unfinished business and general orders when no business is pending.	342 339 340
7 ★★	Under what three headings in a standard order of business may a standing committee report be taken from the table?	1. Reports of officers, boards and standing committees. 2. Unfinished business and general orders when no business is pending. 3. New business.	337 341 342
8 ★★	1. If a motion is taken from the table at the same meeting it was laid on the table, how many total times may a member debate the main motion? 2. If it is taken from the table at the next meeting and a member was not present at the first meeting, how many total times may a member debate the <i>Main Motion</i> ? 3. If the member was present at both meetings, how many total times could they have debated? Explain your answer.	1. Twice. 2. Twice. 3. Four. Two at each meeting.	286, 287

9 ★★	1. What is the purpose of the motion to <i>Take From the Table</i>? 2. What class of motions does the motion to <i>Take From the Table</i> belong to? 3. When a motion is laid on the table, when can it be taken from the table?	1. To bring back a motion that has been laid on the table. 2. Motions that bring a question again before the assembly. 3. After some business has been transacted since the motion was laid on the table.	1. 283 2. t30 3. 201, 284
10 ★★	Assume that an organization with 20 members is conducting a regular meeting and ten members are in attendance. The motion to <i>Take From the table</i> is made, seconded and stated by the chair, and three members abstain from voting. 1. What vote is required to adopt the motion to <i>Take From the Table</i> at a regular meeting? 2. How many members cast a vote? 3. What is the minimum affirmative vote required to adopt the motion to <i>Take From the Table</i>?	1. Majority. 2. 7. 3. 4.	379, 380 t30, t31
11 ★★	1. If the next regular business session will occur before a quarterly time interval has elapsed, when is the latest time that a motion can be taken from the table? 2. If the next regular business session will occur after a quarterly time interval has elapsed, when is the latest time that a motion can be taken from the table? 3. What happens to a motion that is not taken from the table with the time limits?	1. Before the end of the next regular business session. 2. Before the end of the current business session. 3. It dies.	284, 285
12 ★★	1. If a motion is taken from the table at the same meeting it was laid on the table, does an order for a limitation of debate remain in effect? Explain your answer. 2. If it is taken from the table at the next meeting, does the limitation remain in effect? Explain your answer. 3. What happens to motions adhering to the <i>Main Motion</i> when it was laid on the table, when the motion is taken from the table?	1. Yes. The order to <i>Limit Debate</i> remains in effect. 2. No. The order to <i>Limit Debate</i> is exhausted. 3. They continue to adhere and become pending again.	286, 287
13 ★ ★★	1. If a motion is taken from the table at the same meeting it was laid on the table, does an order for the <i>Previous Question</i> remain in effect? Explain your answer 2. If it is taken from the table at the next meeting, does the <i>Previous Question</i> remain in effect? Explain your answer. 3. If a member wanted to move to <i>Take from the Table</i> a motion but the chair recognized another member first, who has offered a new main motion, what could the member do before the motion is restated by the chair?	1. Yes. The <i>Previous Question</i> remains in effect. 2. No. The order for the <i>Previous Question</i> is exhausted. 3. Rise and claim preference in recognition to offer to <i>Take from the Table</i> the motion.	286, 287

14 ★ ★★	1. If a motion is laid on the table at the February 15 th meeting and the next meeting is May 25 th , can the motion be taken from the table? 2. If the next meeting is May 31 st ? 3. If the next meeting is June 1 st ?	1. Yes. It is within a quarterly time interval. 2. Yes. It is within a quarterly time interval. 3. No. It is not within a quarterly time interval.	80, 81
15 ★ ★★	1. If the current meeting is to be held on January 25 th and the last meeting was held on September 25 of the preceding year, would it be in order to <i>Take from the Table</i> the main motion? 2. If the last meeting was held on October 1 st of the preceding year? 3. If the last meeting was held on October 23 rd of the preceding year?	1. No. It is not within a quarterly time interval. 2. Yes. It is within a quarterly time interval. 3. Yes. It is within a quarterly time interval.	80, 81
16 ★ ★★	1. If a motion has died because it has not been taken from the table within the time requirements, can that motion be reintroduced? Explain your answer. 2. If a motion remains on the table, can a member renew the same motion at the next meeting? Explain your answer. 3. Why can a motion to <i>Take from the Table</i> not be reconsidered?	1. Yes. Just as a <i>Main Motion</i> can be renewed at a subsequent session because it is a new question for that session. 2. No. It remains within the control of the assembly. 3. Because if it was adopted the motion can simply be laid on the table again and if it failed the motion to <i>Take from the Table</i> can be renewed after the intervening item has been disposed of.	304 305 306
17 ★ ★★	1. A motion to postpone the matter until the next regular meeting is the immediately pending question when the <i>Main Motion</i> is laid on the table. If the motion is taken from the table at the <u>next</u> meeting, how is the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) treated? 2. A motion to postpone the matter until the next regular meeting is the immediately pending question when the <i>Main Motion</i> is laid on the table. If the motion is taken from the table at the <u>same</u> meeting, how is the motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) treated? 3. A motion to refer the matter to a committee to report back at the next meeting is the immediately pending question when the <i>Main Motion</i> is laid on the table. If the motion is taken from the table at the next meeting, how is the motion to <i>Commit or Refer</i> treated? Explain your answer.	1. It is ignored. 2. The motion to <i>Postpone to a Certain Time</i> (or <i>Definitely</i>) is the immediately pending question. 3. The motion to <i>Commit or Refer</i> is the immediately pending question. The committee will report at the meeting after the motion is taken from the table.	286, 287