

# BPA Parliamentary Procedures Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

- 1. What should members ensure before proposing a main motion?**
  - A. That all members are present**
  - B. That they know the motion procedure**
  - C. That there are no pending motions**
  - D. That the topic is discussed in prior meetings**
- 2. What is the minimum size requirement for a board within an assembly?**
  - A. One member**
  - B. Five members**
  - C. No minimum size required**
  - D. Two members**
- 3. What should the chairman say if a main motion is not seconded?**
  - A. "The motion is accepted."**
  - B. "Since there is no second, the motion is not before this meeting."**
  - C. "The members may discuss it."**
  - D. "We will revisit this later."**
- 4. The actions of a deliberative assembly are subject to what?**
  - A. Only the majority rule.**
  - B. Bylaws and applicable laws.**
  - C. The chairperson's discretion.**
  - D. The decisions of previous meetings.**
- 5. What is the significance of adopting minutes from a previous meeting?**
  - A. It allows for the addition of new members**
  - B. It provides a record of decisions made and actions taken**
  - C. It helps to set the agenda for future meetings**
  - D. It confirms the leadership positions**

- 6. How can a member challenge a decision made by the chair?**
- A. By raising a "point of order" or "appeal"**
  - B. By calling for a vote of no confidence**
  - C. By requesting the approval of the majority**
  - D. By discussing it in the next meeting**
- 7. Which of the following is not classified as a principal type of deliberative assembly?**
- A. General assembly**
  - B. Full assembly**
  - C. Committee**
  - D. Local chapter**
- 8. What happens to a motion after it has been voted and passed?**
- A. It is reconsidered immediately**
  - B. It is recorded in the minutes**
  - C. It is tabled for later discussion**
  - D. It can be amended further**
- 9. What is the formal proposal that brings business before an assembly called?**
- A. motion**
  - B. agenda**
  - C. resolution**
  - D. declaration**
- 10. What is a "main motion" typically seeking to do?**
- A. To summarize previous discussions**
  - B. To introduce a new idea, proposal, or policy for consideration**
  - C. To amend an existing motion**
  - D. To adjourn the meeting**



## **Answers**

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1. C
2. C
3. B
4. B
5. B
6. A
7. C
8. B
9. A
10. B

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## **Explanations**

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**1. What should members ensure before proposing a main motion?**

- A. That all members are present**
- B. That they know the motion procedure**
- C. That there are no pending motions**
- D. That the topic is discussed in prior meetings**

Before proposing a main motion, members should ensure that there are no pending motions. This is important because existing pending motions take precedence and must be resolved before new business can be introduced. If a member attempts to introduce a new main motion while there are pending motions, it could lead to confusion and disorganization within the meeting. The structure of parliamentary procedure relies on clarity and order, allowing members to address one matter at a time for effective discussion and decision-making. While the other options highlight valuable considerations—like ensuring all members are present for inclusivity, understanding motion procedures for effectiveness, and discussing topics in prior meetings for preparedness—they do not have the same critical impact on the process of proposing a main motion. The presence of pending motions is a fundamental rule within parliamentary procedure that cannot be overlooked, as it would compromise the established order necessary for a productive meeting.

**2. What is the minimum size requirement for a board within an assembly?**

- A. One member**
- B. Five members**
- C. No minimum size required**
- D. Two members**

The correct option indicates that there is no minimum size requirement for a board within an assembly. This means that a board can be composed of any number of members, including just one. The flexibility of having no minimum size allows for the formation of committees or boards that can effectively operate regardless of the number of participants, which can be particularly useful in small organizations or situations where resources are limited. This concept recognizes that even a single individual can fulfill the roles and responsibilities necessary for certain committee functions, especially in informal or smaller settings, thus ensuring that governance can happen without the hindrance of a rigid member requirement. Having a board with no mandated size accommodates the diverse needs of various meetings and assemblies, allowing for efficiency and adaptability in decision-making processes.

**3. What should the chairman say if a main motion is not seconded?**

- A. "The motion is accepted."
- B. "Since there is no second, the motion is not before this meeting."**
- C. "The members may discuss it."
- D. "We will revisit this later."

When a main motion is made during a meeting, it requires a second from another member in order to bring it before the assembly for discussion and action. If there is no second, it indicates that there is not enough support or interest in the motion from the other members. Therefore, the chairman should state that "since there is no second, the motion is not before this meeting." This statement clarifies that without a second, the motion does not proceed to discussion or debate, thereby ensuring that the agenda remains focused on matters that have received sufficient support for consideration. The other options do not accurately reflect the rules of parliamentary procedure. Stating that "the motion is accepted" would misrepresent the status of the motion, as it has not been brought forward without a second. Saying "the members may discuss it" also misguides because discussion can only occur if the motion is properly seconded. Lastly, suggesting that "we will revisit this later" implies an intention to put the motion on hold or bring it back, which is unnecessary since the motion was never accepted into discussion.

**4. The actions of a deliberative assembly are subject to what?**

- A. Only the majority rule.
- B. Bylaws and applicable laws.**
- C. The chairperson's discretion.
- D. The decisions of previous meetings.

In a deliberative assembly, the actions and decisions are governed by established rules and frameworks, which include the organization's bylaws and any applicable laws. Bylaws provide the specific guidelines for conducting meetings, making decisions, and managing the organization's affairs. They outline the rights of members, procedures for voting, and other critical operational elements essential for maintaining order and consistency. Applicable laws further establish the legal boundaries within which the assembly operates. These can include state laws regarding nonprofit corporations, regulations about meetings, and any laws pertaining to parliamentary procedure. Together, bylaws and legal requirements form the foundation upon which the assembly's actions must be built, ensuring that decisions are not arbitrary but instead rooted in agreed-upon norms and legal standards. This governance structure is crucial for promoting fairness, accountability, and transparency in decision-making processes within the assembly. Without adherence to these guidelines, the legitimacy of the assembly's actions could be called into question, leading to potential conflicts or disputes.

**5. What is the significance of adopting minutes from a previous meeting?**

- A. It allows for the addition of new members**
- B. It provides a record of decisions made and actions taken**
- C. It helps to set the agenda for future meetings**
- D. It confirms the leadership positions**

Adopting the minutes from a previous meeting is significant because it serves as an official record that documents the decisions made and actions taken during that meeting. This record ensures that all members are aware of what transpired and helps maintain continuity in discussions. Accurate minutes can provide vital information for future meetings, especially regarding unresolved issues and tasks assigned. By adopting these minutes, the organization affirms the validity of those records, which serves to keep the membership informed and accountable. In contrast to the other options, which may relate to different aspects of meeting procedures, the primary role of minutes is to capture and confirm the key outcomes of prior discussions, thus making option B the most representative of the minutes' significance.

**6. How can a member challenge a decision made by the chair?**

- A. By raising a "point of order" or "appeal"**
- B. By calling for a vote of no confidence**
- C. By requesting the approval of the majority**
- D. By discussing it in the next meeting**

A member can challenge a decision made by the chair by raising a point of order or an appeal. The point of order is typically used to call attention to a perceived mistake in the procedure or interpretation of rules, while an appeal is a formal request for the group to decide whether to uphold or overturn the chair's decision. This is a critical mechanism in parliamentary procedure as it allows members to have a say in decisions affecting the group and ensures that the chair is held accountable for their rulings. The other options do not align with established parliamentary procedures. Calling for a vote of no confidence is a separate and more drastic measure that typically pertains to the leadership as a whole rather than decisions made by the chair on specific issues. Requesting the approval of the majority does not specifically provide a mechanism for challenging a chair's ruling; rather, it may relate to promoting or adopting a motion. Discussing the decision in the next meeting does not provide immediate recourse to challenging the chair's authority or decision and does not follow the proper procedures for addressing such matters in a timely manner.

**7. Which of the following is not classified as a principal type of deliberative assembly?**

- A. General assembly**
- B. Full assembly**
- C. Committee**
- D. Local chapter**

The classification of principal types of deliberative assemblies helps structure how groups conduct their business and engage in discussions. Among the options presented, the correct identification of what is not a principal type is a committee. Committees are typically smaller groups formed to focus on specific tasks or areas of concern within a larger organization or assembly. They operate under the directives of the full assembly but do not qualify as a principal type in the same way that assemblies characterized by direct member participation, such as the general assembly, full assembly, or local chapter do. In contrast, a general assembly refers to a body that includes all members for broad discussions and decision-making, while a full assembly involves all eligible voting members coming together to deliberate on various issues. Local chapters, similarly, represent units of larger organizations that operate independently under shared governance principles. Each of these types is established for the purpose of larger group engagement, decision-making, and representation, which distinguishes them from the committee structure.

**8. What happens to a motion after it has been voted and passed?**

- A. It is reconsidered immediately**
- B. It is recorded in the minutes**
- C. It is tabled for later discussion**
- D. It can be amended further**

When a motion is voted on and passes, it becomes an official decision of the assembly. The correct action following the passage of that motion is to record it in the minutes. This documentation serves several important purposes: it provides a permanent record of the decision for future reference, ensures transparency within the organization, and keeps all members informed about the actions taken by the assembly. Recording motions in the minutes is a standard practice in parliamentary procedures and is crucial for maintaining accurate records. These minutes are typically approved in subsequent meetings, further solidifying the validity of the decision. This formality also helps in preventing disputes regarding what has been decided, as the minutes can be referred to if questions arise. The other options do not reflect standard parliamentary procedure regarding passed motions. Reconsidering, tabling, or further amending would occur under specific circumstances that are not the immediate next step after a motion has been passed. Therefore, incorporating the passed motion into the minutes is the appropriate and customary practice.

**9. What is the formal proposal that brings business before an assembly called?**

- A. motion**
- B. agenda**
- C. resolution**
- D. declaration**

A formal proposal that brings business before an assembly is called a motion. In parliamentary procedure, a motion is the mechanism through which a member can propose an action or express an opinion on a particular issue to the assembly. It is essential for the orderly conduct of meetings, as it allows members to organize discussions and decision-making efficiently. When a member makes a motion, it must be seconded, and then it is debatable, allowing other members to discuss the merits or drawbacks of the proposal before a vote is taken. This procedural step ensures that all voices can be heard, fostering democratic participation. In contrast, while an agenda details the order of business for a meeting, it does not serve as a formal proposal itself. A resolution is a type of motion that usually involves more formal language and is often used for issues requiring a detailed expression of the assembly's opinion or policy, but it must still start as a motion. A declaration typically refers to a formal statement and is not used in parliamentary procedure to bring business before an assembly.

**10. What is a "main motion" typically seeking to do?**

- A. To summarize previous discussions**
- B. To introduce a new idea, proposal, or policy for consideration**
- C. To amend an existing motion**
- D. To adjourn the meeting**

A main motion is a fundamental aspect of parliamentary procedure used to propose a specific action or idea for consideration and debate by the assembly. When a member wishes to introduce a new topic, idea, policy, or course of action, they do so through a main motion. This is typically the first step in bringing a matter before the assembly for discussion and ultimately for a vote. The purpose of a main motion is to create an avenue for the group to deliberate and decide on the proposed idea or action. Once the main motion is made, members can discuss, amend, or approve it, which is essential for facilitating organized discussions and decision-making within meetings. In contrast, the other choices reflect different parliamentary actions that do not constitute the primary function of a main motion. Summarizing previous discussions, amending an existing motion, and adjourning a meeting serve distinct purposes within the context of parliamentary procedure, but they are not aimed at introducing new proposals or ideas for consideration, which is the essence of a main motion.



## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://bpaparliamentaryprocedures.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**