

COMMITTEES, VOTING, AND PARLIAMENTARY PROCEDURES PRACTICE TEST (SAMPLE)

STUDY GUIDE

VOTE

SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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

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1. Who appoints committees?

- A. The president.
- B. The secretary.
- C. The vice president.
- D. The parliament speaker.

2. Which of the following is NOT one of the official FFA degrees listed in the material?

- A. Discovery Degree
- B. Greenhand Degree
- C. Chapter Degree
- D. Bronze Degree

3. In relation to the POA, what is the vice president's role?

- A. Develop the POA and serve as an ex-officio, nonvoting member of the POA committees
- B. Lead all meetings as chair
- C. Approve all committee budgets
- D. Maintain the organization's finances

4. How long does a special committee exist?

- A. Until it completes its assigned task.
- B. For two years regardless.
- C. For one session only.
- D. Indefinitely until replaced.

5. When a committee chairman makes a report to an assembly and ends with a motion, does the motion require a second? What is the exception?

- A. Yes, always require a second
- B. No, except when the committee consists of only one person
- C. No, in all cases
- D. No, except when the committee consists of only one person

- 6. In parliamentary procedure, when is an amendment out of order?**
- A. When another member has the floor
 - B. When the motion to amend has not been seconded
 - C. When the main motion is on the floor
 - D. When the presiding officer is not recognized
- 7. Who should be involved in developing the POA?**
- A. Every Chapter Member
 - B. Chapter Advisor Only
 - C. State Officers
 - D. National Officers
- 8. Which term describes the largest number of votes when more than two choices exist?**
- A. Majority vote
 - B. Two-thirds vote
 - C. The largest number of votes when more than two choices exist
 - D. Unanimous consent
- 9. Which document outlines the goals and activities for the year in a chapter?**
- A. Budget
 - B. Bylaws
 - C. POA
 - D. Minutes
- 10. Which is the lowest ranking motion?**
- A. Motion to Adjourn
 - B. Main Motion.
 - C. Motion to Postpone
 - D. Motion to Reconsider

Answers

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

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Explanations

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1. Who appoints committees?

- A. The president.
- B. The secretary.
- C. The vice president.
- D. The parliament speaker.

The key idea is who has the formal role to form groups that will study issues, draft proposals, or oversee specific tasks. In many organizations and parliamentary setups, the leader at the top assigns committees to handle different areas, select members with the right expertise, and set the group's remit and timeline. The president, as the head of the body, typically has that authority to appoint committees and shape their mandate. The secretary mainly handles administrative tasks like notices and minutes, not choosing committee members. The vice president's role is to assist and step in when needed, rather than leading appointments. In some systems the speaker may appoint committees, but in this context the appointed authority is the president.

2. Which of the following is NOT one of the official FFA degrees listed in the material?

- A. Discovery Degree
- B. Greenhand Degree
- C. Chapter Degree
- D. Bronze Degree

The concept being tested is which degrees are officially recognized by FFA. The officially listed degrees are Discovery, Greenhand, Chapter, and American FFA Degree. Discovery is for new members, Greenhand for first-year high school members, Chapter for active members who meet specific leadership and participation requirements, and the American FFA Degree is the highest level for senior members with extensive involvement in agriculture education and SAE activities. Bronze Degree does not appear as an official FFA degree in the material, so it isn't an official recognition.

3. In relation to the POA, what is the vice president's role?

- A. Develop the POA and serve as an ex-officio, nonvoting member of the POA committees
- B. Lead all meetings as chair
- C. Approve all committee budgets
- D. Maintain the organization's finances

The key idea is how the vice president participates in planning and governance around the Plan of Activities (POA). In many organizations, the POA is the yearly plan that outlines events, programs, and actions the group intends to undertake. The vice president typically helps develop this plan so there's a clear path for the year and so the organization has leadership continuity if the president isn't available. Being an ex-officio, nonvoting member of the POA committees means the vice president is on those committees by virtue of holding the office, and can contribute ideas and coordinate across committees, but does not have voting authority in committee decisions. This setup allows active participation and oversight without shifting the voting balance. Leading all meetings is generally the role of the president or the designated chair, not the vice president. Approving all committee budgets and maintaining the organization's finances are typically the responsibilities of the treasurer or a budget/finance committee, rather than the vice president.

4. How long does a special committee exist?

A. Until it completes its assigned task.

B. For two years regardless.

C. For one session only.

D. Indefinitely until replaced.

Special committees are temporary by design. They exist only as long as the task they were created to perform remains unfinished. Once the assigned work is completed, the committee is disbanded and no longer exists. This makes the duration specifically tied to finishing the assigned task, rather than following a set calendar like two years or a single session, or remaining indefinitely or until someone replaces it. So the duration is determined by the completion of the assigned task.

5. When a committee chairman makes a report to an assembly and ends with a motion, does the motion require a second? What is the exception?

A. Yes, always require a second

B. No, except when the committee consists of only one person

C. No, in all cases

D. No, except when the committee consists of only one person

In parliamentary procedure, a motion to adopt a committee's report is a main motion, and normally it needs a second to move forward so there's clear support to discuss and act on it. The exception is when the committee has only one member—the chair. If there's just a single person in the committee, there's no one else to second the motion, so a second isn't required. If the committee has more than one member, the chair's motion to adopt still needs a second from another member to proceed.

6. In parliamentary procedure, when is an amendment out of order?

A. When another member has the floor

B. When the motion to amend has not been seconded

C. When the main motion is on the floor

D. When the presiding officer is not recognized

The main idea here is that you may only propose an amendment when you have the floor and have been recognized by the chair. If another member is speaking, you cannot interrupt to offer an amendment, so the amendment is out of order. This rule keeps discussion orderly and ensures each point is heard before changes are proposed. The other situations aren't about being out of order: a motion to amend must be seconded to be acted on, but lack of a second simply prevents it from moving forward; having the main motion on the floor is exactly when amendments are appropriate; and not being recognized by the presiding officer signals you're not yet in a position to speak, but the specific out-of-order condition described here is the interruption of a member who already has the floor.

7. Who should be involved in developing the POA?

A. Every Chapter Member

B. Chapter Advisor Only

C. State Officers

D. National Officers

The plan of activities is a planning document that should reflect the interests, goals, and initiative of the entire chapter. Involving every chapter member ensures that the activities chosen truly represent what the group wants to accomplish, fosters ownership, and builds leadership as members contribute ideas and take on roles in planning and implementation. The chapter advisor and higher-level officers can guide, provide resources, and offer perspective, but the development of the POA works best when the whole chapter participates so the plan is relevant and actionable at the local level. Limiting input to a single person or to state or national officers tends to miss local needs and reduces buy-in and accountability.

8. Which term describes the largest number of votes when more than two choices exist?

A. Majority vote

B. Two-thirds vote

C. The largest number of votes when more than two choices exist

D. Unanimous consent

In multi-choice contests, the winner is the candidate who receives the most votes, even if that total isn't a majority. This is the situation described by the phrase "the largest number of votes when more than two choices exist," which directly captures how winners are determined when several options are in play. It contrasts with a majority vote (needs more than half), a two-thirds vote (needs a specific supermajority), and unanimous consent (everyone agrees). So this description lines up with the process of determining a winner in a setting with multiple options, making it the best match.

9. Which document outlines the goals and activities for the year in a chapter?

A. Budget

B. Bylaws

C. POA

D. Minutes

Understanding how organizations plan their year helps distinguish these documents. The Plan of Activities, often abbreviated POA, is the document that maps out the chapter's goals and the activities intended for the year. It acts as a roadmap, detailing objectives, planned programs and events, timelines, and who is responsible for each item. This guides leadership in coordinating committees, allocating resources, and tracking progress throughout the year. In contrast, a budget focuses on money and expenditures, bylaws set the governing rules, and minutes record what happened at past meetings. So the plan that outlines the year's goals and activities is the Plan of Activities.

10. Which is the lowest ranking motion?

- A. Motion to Adjourn
- B. Main Motion.**
- C. Motion to Postpone
- D. Motion to Reconsider

Motions have a hierarchy: higher-precedence motions can interrupt or take priority over others. The main motion represents the basic business being proposed and sits at the bottom of that hierarchy among the options given. A motion to adjourn is a privileged motion that can end or suspend the meeting, so it outranks bringing in new business. A motion to postpone is a subsidiary motion that delays addressing the topic, and that also has higher priority than starting the main business. Reconsider is a special incidental motion with its own strict rules for when it can be used. Taken together, these factors mean the main motion is the lowest-ranked option among those listed.

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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.

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

<https://committeesvotingparliamentaryprocedures.examzify.com>

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

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