

FBLA Introduction To Parliamentary Procedure Practice Test (Sample)

Study Guide



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SAMPLE

Questions

- 1. What is the term used when a group wants to cancel or nullify a prior decision made in a meeting?**
 - A. Rescind**
 - B. Annul**
 - C. Nullify**
 - D. Reverse**
- 2. Which term is used for a vote that occurs when all are in agreement?**
 - A. Majority vote**
 - B. Unanimous consent**
 - C. Consensus opinion**
 - D. Plurality vote**
- 3. Which term refers to a proper way of conducting a meeting or assembly?**
 - A. Decorum**
 - B. Disorder**
 - C. Chaos**
 - D. Interruption**
- 4. What type of motion ranks the lowest in terms of priority?**
 - A. Privileged motion**
 - B. Incidental motion**
 - C. Subsidiary motion**
 - D. Main motion**
- 5. What does it mean to annul a decision?**
 - A. To delay the decision**
 - B. To change the decision**
 - C. To rescind, repeal, or render void**
 - D. To summarize the decision**

- 6. What is required to successfully move to adjourn a meeting?**
- A. A two-thirds vote**
 - B. A majority vote**
 - C. An unanimous consent**
 - D. A simple majority of members present**
- 7. In which article is the parliamentary procedure primarily discussed?**
- A. Article XII**
 - B. Article IX**
 - C. Article X**
 - D. Article XI**
- 8. How is a status where a decision is undecided or still under consideration described?**
- A. Pending**
 - B. On Hold**
 - C. Contemplating**
 - D. Delayed**
- 9. Who is responsible for ensuring order during a meeting?**
- A. The president of the assembly**
 - B. The sergeant at arms**
 - C. The secretary of the assembly**
 - D. A nominated member**
- 10. What is typically required for a motion to be considered in most assemblies?**
- A. It must be proposed by the president**
 - B. It must receive a second from another member**
 - C. The floor must be yielded to the chair**
 - D. A vote must already be planned**

Answers

SAMPLE

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

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Explanations

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1. What is the term used when a group wants to cancel or nullify a prior decision made in a meeting?

A. Rescind

B. Annul

C. Nullify

D. Reverse

The term used when a group wants to cancel or nullify a prior decision made in a meeting is "rescind." This term is specifically used in parliamentary procedure to denote the formal action taken to revoke a previous motion or decision. When a motion to rescind is adopted, it effectively cancels the earlier decision, allowing the group to change its course of action or policy. The usage of "rescind" aligns with established parliamentary terminology and procedures, making it the correct choice in this context. Other terms like "annul," "nullify," and "reverse" may convey similar meanings in a general sense but aren't the specific terms applied within formal parliamentary procedure. Each of these alternatives lacks the procedural context provided by "rescind," which is crucial for proper communication in a parliamentary setting. Therefore, understanding the term "rescind" in this context solidifies its role and importance in managing decisions made during meetings.

2. Which term is used for a vote that occurs when all are in agreement?

A. Majority vote

B. Unanimous consent

C. Consensus opinion

D. Plurality vote

Unanimous consent is the term used to describe a situation where everyone in the group agrees on a matter. It indicates that there is complete agreement among the members present, which allows the group to proceed with the business without the need for a formal vote. This method is often utilized in meetings to expedite decision-making when there is obvious consensus, as it streamlines the process and avoids unnecessary delays associated with formal voting procedures. In contrast, the other terms do not signify complete agreement among all members. A majority vote requires more than half of the members to agree for a decision to be made, while a plurality vote simply means the choice with the most votes wins, even if it does not reach a majority. Consensus opinion often implies broad agreement but might not necessarily mean that every individual fully endorses the decision, which distinguishes it from unanimous consent. The definition and context of unanimous consent make it the correct choice for a vote that occurs when all are in agreement.

3. Which term refers to a proper way of conducting a meeting or assembly?

- A. Decorum**
- B. Disorder**
- C. Chaos**
- D. Interruption**

The term that refers to a proper way of conducting a meeting or assembly is decorum. In parliamentary procedure, decorum encompasses the rules and norms that govern conduct, ensuring that meetings are orderly and efficient. It involves maintaining respect among members, observing proper protocols for speaking and decision-making, and following the established agenda. This orderly conduct not only promotes effective communication but also helps facilitate a productive atmosphere for discussion and decision-making. Disorder, chaos, and interruption present contrasting concepts that highlight the negative aspects of meeting conduct. Disorder suggests a lack of structure, chaos implies total disorganization, and interruption disrupts the flow of conversation. In contrast, decorum serves as the fundamental principle that supports the smooth functioning of meetings, allowing for clear communication and organized decision-making.

4. What type of motion ranks the lowest in terms of priority?

- A. Privileged motion**
- B. Incidental motion**
- C. Subsidiary motion**
- D. Main motion**

A main motion is the type of motion that ranks the lowest in terms of priority within parliamentary procedure. This motion is used to introduce a new item of business for discussion and decision. It must be addressed before other types of motions that often have higher priorities, such as privileged motions, which pertain to urgent matters or the comfort and convenience of the assembly, and subsidiary motions, which modify or affect the main motion. Main motions require full debate and a majority vote before they can be adopted. Since they are the foundation upon which business is conducted, they come last in the priority hierarchy, meaning that they cannot interrupt urgent matters or other procedural motions. This structured ranking allows for orderly conduct of meetings, ensuring that more pressing issues are resolved first and that the assembly maintains an efficient flow of discussion.

5. What does it mean to annul a decision?

- A. To delay the decision
- B. To change the decision
- C. To rescind, repeal, or render void**
- D. To summarize the decision

To annul a decision means to rescind, repeal, or render it void, making it as if the decision never existed. This process effectively nullifies the effects of the original decision, eliminating any authority or obligation that arose from it. In parliamentary procedure, this action is significant when a previous decision is deemed no longer valid, either due to new information, a change in circumstances, or a motion that directly addresses the prior decision. Understanding the nuances of parliamentary terminology is essential, as the ability to annul a decision is often necessary to maintain order and adapt to changing situations within a meeting or organization. Other choices do not capture this concept accurately; for instance, delaying a decision only postpones it without nullifying its impact, changing a decision implies modification rather than complete cancellation, and summarizing a decision merely conveys its content without affecting its validity. Thus, the definition of annulment aligns precisely with the idea of completely invalidating a prior decision.

6. What is required to successfully move to adjourn a meeting?

- A. A two-thirds vote
- B. A majority vote**
- C. An unanimous consent
- D. A simple majority of members present

To successfully move to adjourn a meeting, a majority vote is required. This means that more than half of the members present at the meeting must agree to the motion to adjourn. This requirement is grounded in the basic principles of parliamentary procedure, which emphasize the need for a clear consensus among a majority of members in order to effectively conclude the proceedings. In parliamentary settings, the rationale for needing a majority vote is to ensure that the decision to adjourn reflects the wishes of the majority, allowing enough members to have a say in critical decisions regarding the meeting's continuation. This promotes fairness and democratic participation among all members. While options involving unanimous consent or two-thirds votes are commonly used for other motions and decisions, they are not necessary for adjourning a meeting, which can be accomplished with a simpler majority. Therefore, knowing that a majority vote is sufficient for this action is crucial for effectively managing meetings and conducting business.

7. In which article is the parliamentary procedure primarily discussed?

A. Article XII

B. Article IX

C. Article X

D. Article XI

The correct answer is that parliamentary procedure is primarily discussed in Article XII. This article is typically dedicated to outlining the rules and protocols that govern the conduct of meetings and decision-making processes in organizations. Parliamentary procedure serves as a framework for ensuring that meetings are conducted fairly, efficiently, and in an orderly fashion, allowing all members to participate in the decision-making process. Understanding this article is crucial for anyone involved in or leading meetings, as it provides the foundational rules that guide discussions, motions, and voting procedures. Familiarity with these protocols helps organizations operate smoothly and meet their objectives while adhering to democratic principles.

8. How is a status where a decision is undecided or still under consideration described?

A. Pending

B. On Hold

C. Contemplating

D. Delayed

A status where a decision is undecided or still under consideration is described as "Pending." This term is commonly used in parliamentary procedure and various formal settings to indicate that a matter has not yet been resolved or finalized and is awaiting further discussion or decision-making. It signifies that the topic remains active and requires additional deliberation or information before reaching a conclusion. In the context of parliamentary procedure, labeling an item as pending helps to maintain clarity about its status within a meeting or discussion, ensuring that participants are aware that the matter is still open for consideration. This distinction is crucial for effective decision-making and can facilitate a structured approach to addressing the issues at hand. Terms like "On Hold," "Contemplating," and "Delayed" may imply a pause in activity or progress but do not specifically communicate the ongoing consideration of a matter as "Pending" does.

9. Who is responsible for ensuring order during a meeting?

- A. The president of the assembly
- B. The sergeant at arms**
- C. The secretary of the assembly
- D. A nominated member

The sergeant at arms is tasked with maintaining order during a meeting. This role is crucial as it involves managing the physical environment of the meeting space, ensuring that participants adhere to the rules of conduct, and addressing any disruptions that may occur. The sergeant at arms has the authority to enforce rules, quiet down members who are speaking out of turn, and even manage the entry or exit of individuals to maintain decorum. The president of the assembly typically leads the meeting and facilitates discussion, focusing on guiding the agenda rather than enforcing order. The secretary, on the other hand, is responsible for keeping accurate records of the proceedings, which does not include managing order. A nominated member may be asked to assist in various capacities, but they do not have the specific responsibility of maintaining order unless otherwise specified in the context. Thus, the sergeant at arms holds the critical function of ensuring that meetings proceed smoothly and in an orderly fashion.

10. What is typically required for a motion to be considered in most assemblies?

- A. It must be proposed by the president
- B. It must receive a second from another member**
- C. The floor must be yielded to the chair
- D. A vote must already be planned

For a motion to be considered in most assemblies, it is essential that it receives a second from another member. This requirement serves several purposes in parliamentary procedure. Firstly, it ensures that at least one other member supports the idea being proposed, indicating that the motion is not just a solitary opinion but has enough backing to warrant discussion. Secondly, the need for a second helps manage time during meetings by filtering out motions that may not have broad interest or relevance among members. Without this requirement, an assembly could become bogged down with numerous unrecognized motions, which might disrupt the flow of the meeting or lead to inefficiencies. By needing a second, assemblies foster collaboration and consensus, encouraging members to think carefully about the proposals they are making and ensuring that only those motions with sufficient interest move forward to be debated and potentially voted upon.