

# FBLA Introduction To Parliamentary Procedure Practice Test (Sample)

## Study Guide



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

**This is a sample study guide. To access the full version with hundreds of questions,**

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**SAMPLE**

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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. Don't worry about getting everything right, 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, and take breaks to retain information better.**

## **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.**

## **7. Use Other Tools**

**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!**

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## **Questions**

- 1. What should you do if you have a question about the business being discussed in a meeting?**
  - A. Request to speak**
  - B. Rise to a point of information**
  - C. Wait until the meeting ends**
  - D. Send an email after the meeting**
- 2. What is the primary role of the Chair in a meeting?**
  - A. To prepare the meeting agenda**
  - B. To lead the meeting**
  - C. To keep minutes**
  - D. To report financial status**
- 3. What is another name for a vote in favor of adopting a motion?**
  - A. Negative vote**
  - B. Affirmative vote**
  - C. Objection vote**
  - D. Support vote**
- 4. What does it mean to "lay on the table" during a meeting?**
  - A. To immediately pass a motion**
  - B. To set aside temporarily for more urgent matters**
  - C. To approve a motion by consensus**
  - D. To move forward with a previous question**
- 5. What is the goal of adopting a motion?**
  - A. To postpone further discussion**
  - B. To ensure unanimous consent**
  - C. To approve an action**
  - D. To open a debate**



- 6. What is a permanent committee that performs a continuing function called?**
- A. Task force**
  - B. Standing committee**
  - C. Executive committee**
  - D. Advisory committee**
- 7. Which motion would you use to bring attention back to a previously discussed matter?**
- A. Motion to reconsider**
  - B. Motion to table**
  - C. Motion to amend**
  - D. Motion to extend**
- 8. What type of motions are recognized for their importance and precedence over other motions?**
- A. Incidental**
  - B. Privileged**
  - C. Main**
  - D. Subsidiary**
- 9. What is the usual consequence if a motion does not receive a second?**
- A. The motion is discussed**
  - B. The motion is considered lost**
  - C. The motion is automatically approved**
  - D. The motion is ruled out of order**
- 10. When should minutes be presented for approval?**
- A. At the beginning of the meeting**
  - B. At the end of the meeting**
  - C. After each item of business**
  - D. Before the meeting starts**

## **Answers**

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

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## **Explanations**

**1. What should you do if you have a question about the business being discussed in a meeting?**

- A. Request to speak**
- B. Rise to a point of information**
- C. Wait until the meeting ends**
- D. Send an email after the meeting**

When you have a question about the business being discussed in a meeting, rising to a point of information is the most appropriate action. This procedure allows you to formally express your need for clarification or additional details regarding the topic being debated. In parliamentary procedure, a point of information is a request to provide or receive information that is pertinent to the discussion at hand. This action ensures that your query is addressed while respecting the flow of the meeting and the structure established by parliamentary rules. It showcases your engagement in the discussion and your desire to contribute meaningfully, allowing for a more productive dialogue among participants. The other options, while they may seem practical, do not align with the formal rules of parliamentary procedure as effectively. For instance, simply waiting until the end of the meeting may result in missed opportunities for clarification or engagement during the discussion. Likewise, sending an email after the meeting lacks the immediacy required to address questions in real-time, and requesting to speak may not specifically convey that you are asking for information, potentially leading to misunderstandings.

**2. What is the primary role of the Chair in a meeting?**

- A. To prepare the meeting agenda**
- B. To lead the meeting**
- C. To keep minutes**
- D. To report financial status**

The primary role of the Chair in a meeting is to lead the meeting. This includes facilitating discussions, managing the flow of the meeting, and ensuring that all participants have an opportunity to contribute. A strong Chair maintains order, adheres to the agenda, and guides the group in reaching decisions. The Chair is also responsible for interpreting the rules of parliamentary procedure, thus ensuring the meeting runs smoothly and efficiently. This leadership role is crucial for achieving the objectives of the meeting and fostering a productive environment for all attendees. While preparing the meeting agenda, keeping minutes, and reporting financial status are important tasks, they can be delegated to other members of the committee or organization. The Chair's primary focus is to engage with the members actively and to oversee the overall direction and decisions made during the meeting.

**3. What is another name for a vote in favor of adopting a motion?**

**A. Negative vote**

**B. Affirmative vote**

**C. Objection vote**

**D. Support vote**

An affirmative vote specifically refers to a vote that indicates support for a motion or resolution presented during a meeting. This type of vote signifies that the voters agree with the proposed action and are in favor of its adoption. It is a formal way of expressing consent to move forward with the motion being discussed. In parliamentary procedure, distinguishing between affirmative and negative votes is essential for clarity in decision-making. An affirmative vote is critical for the motion to pass; without it, the motion would not be adopted. Understanding this terminology is important in parliamentary discussions, where clarity and precision in language can significantly impact the flow and outcome of deliberations.

**4. What does it mean to "lay on the table" during a meeting?**

**A. To immediately pass a motion**

**B. To set aside temporarily for more urgent matters**

**C. To approve a motion by consensus**

**D. To move forward with a previous question**

The phrase "lay on the table" refers to the action of temporarily setting aside a motion or discussion in order to address more urgent matters that may arise during a meeting. This procedural action allows the group to prioritize pressing issues without completely dismissing the original motion; it remains available to be addressed later in the meeting or at another time. This function is crucial in parliamentary procedure, as it provides flexibility and allows for the efficient management of time during discussions. When a motion is laid on the table, it is essentially paused, allowing participants to return to it once more pressing matters have been managed. This improves the flow of the meeting and ensures that significant issues can be handled promptly.

## 5. What is the goal of adopting a motion?

- A. To postpone further discussion
- B. To ensure unanimous consent
- C. To approve an action**
- D. To open a debate

The goal of adopting a motion is primarily to approve an action. When a member proposes a motion during a meeting, they are seeking the group's formal agreement or endorsement to undertake a specific course of action. This process is fundamental in parliamentary procedure as it allows members to contribute to decision-making and ensures that actions taken by the group reflect a collective agreement. Adoptions of motions serve various purposes: they can lead to debate on important issues, permit formal voting, and enable members to express their opinions. However, the key aspect is that the motion, once adopted, authorizes the committee or assembly to take the proposed action. This is essential for maintaining order and facilitating organized discussions within meetings. The other choices represent different aspects of parliamentary procedure but do not accurately describe the primary goal of adopting a motion. For example, postponing further discussion does not align with the intention behind making a motion; rather, it indicates a desire to delay decision-making. Similarly, striving for unanimous consent and opening a debate are specific tactics or outcomes related to the motion process, not the ultimate goal of approving a course of action.

## 6. What is a permanent committee that performs a continuing function called?

- A. Task force
- B. Standing committee**
- C. Executive committee
- D. Advisory committee

A permanent committee that performs a continuing function is called a standing committee. This type of committee is established to address ongoing issues and responsibilities within an organization, allowing for consistent oversight and management of specific areas of concern over time. Standing committees typically meet regularly and report their findings or recommendations to the larger body, ensuring that key aspects of the organization's work are continuously addressed. For instance, a standing committee might handle finance, membership, or program planning, making it integral to the organization's structure and operations. This permanence allows standing committees to develop expertise and work collaboratively on long-term projects, distinguishing them from other types of committees that may be formed for specific, temporary tasks. In contrast, task forces are typically temporary groups formed to address particular issues, while executive and advisory committees have different roles focused on leadership or guidance rather than ongoing functions.

**7. Which motion would you use to bring attention back to a previously discussed matter?**

**A. Motion to reconsider**

**B. Motion to table**

**C. Motion to amend**

**D. Motion to extend**

The motion to reconsider is the appropriate choice for bringing attention back to a matter that has already been discussed and decided upon. This motion allows members to revisit an earlier decision, enabling further debate or changes to that decision based on new information or perspectives. When a motion to reconsider is made, it primarily serves to create an opportunity for a second look at actions taken, typically right after the initial decision was made. This is crucial in parliamentary procedure as it helps ensure that decisions can be revisited if it is deemed necessary, which facilitates better decision-making and responsiveness to the group's evolving needs. In contrast, the other options serve different purposes. The motion to table is used to temporarily suspend consideration of a matter, not to revisit it. The motion to amend involves making changes to a proposal currently being discussed and does not apply to previously settled matters. The motion to extend typically relates to lengthening the time for debate or discussion, rather than revisiting past decisions. Therefore, the motion to reconsider directly addresses the need to bring a previously discussed matter back to attention effectively.

**8. What type of motions are recognized for their importance and precedence over other motions?**

**A. Incidental**

**B. Privileged**

**C. Main**

**D. Subsidiary**

Privileged motions are recognized for their importance and precedence over other types of motions in parliamentary procedure. These motions deal with urgent matters that require immediate attention and generally relate to the rights and privileges of the members or the assembly. Because of their critical nature, privileged motions must be addressed before other motions can be considered, ensuring that pressing issues are resolved without delay. Examples of privileged motions include motions to adjourn or motions to call for a recess, which prioritize the needs of the assembly and its members. Their precedence allows them to leapfrog other types of motions, ensuring that more immediate concerns are handled swiftly, thus maintaining the efficiency and order of the meeting. This understanding of privileged motions is fundamental to effective parliamentary procedure as it helps organize and prioritize discussions in meetings.



**9. What is the usual consequence if a motion does not receive a second?**

- A. The motion is discussed**
- B. The motion is considered lost**
- C. The motion is automatically approved**
- D. The motion is ruled out of order**

When a motion does not receive a second, it typically means that there is not enough support among the members present to warrant discussion. Parliamentary procedure stipulates that a motion must have a second to indicate at least one other person is interested in considering the proposal. If no second is received, the motion is regarded as not having sufficient backing and is therefore considered lost. This process helps to streamline discussions and prevents time from being wasted on motions that do not have any support among members. Without a second, there is no basis for further discussion or deliberation, and thus it is concluded that the motion will not proceed.

**10. When should minutes be presented for approval?**

- A. At the beginning of the meeting**
- B. At the end of the meeting**
- C. After each item of business**
- D. Before the meeting starts**

Minutes should be presented for approval at the beginning of the meeting. This is important because it allows members to review what was recorded during the previous meeting and ensures that everyone is in agreement on the accuracy of those records before moving on to new business. Approving the minutes early in the meeting establishes a clear foundation for the proceedings that follow. This practice upholds the transparency and accountability of the organization, as members are given the opportunity to voice any corrections or amendments. Presenting minutes at the start helps streamline discussions and prevents any misunderstandings about past decisions.

## 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://fbaintrotoparliamentaryprocedure.examzify.com>**

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