

FBLA INTRODUCTION TO PARLIAMMENTARY PROCEDURE PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

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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. What action must be included in the minutes of the next regular meeting?**
 - A. Actions of the National Executive Council
 - B. Financial reports
 - C. Attendance records
 - D. Behavioral issues
- 2. What term describes motions that introduce business before the assembly?**
 - A. Main
 - B. Secondary
 - C. Privileged
 - D. Incidental
- 3. In which article is the parliamentary procedure primarily discussed?**
 - A. Article XII
 - B. Article IX
 - C. Article X
 - D. Article XI
- 4. Which term describes matters relevant to the pending question being discussed?**
 - A. Germane
 - B. Relevant
 - C. Critical
 - D. Significant
- 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 term refers to the action taken to close a meeting?**
 - A. Adjourn
 - B. Terminate
 - C. Disband
 - D. Conclude

- 7. Which motion is used to end a debate on a pending matter?**
- A. Close debate
 - B. Previous question
 - C. Motion to adjourn
 - D. Motion to recess
- 8. What is covered in Article XI regarding the organization?**
- A. Goals and Objectives
 - B. Emblem and Colors
 - C. Membership Responsibilities
 - D. Budget and Finances
- 9. What term describes a motion or action that violates the rules of an organization?**
- A. In Compliance
 - B. Out of Order
 - C. Invalid
 - D. Non-compliant
- 10. Who is responsible for receiving and acting as custodian of chapter funds?**
- A. Secretary
 - B. Treasurer
 - C. President
 - D. Vice President

Answers

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

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Explanations

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1. What action must be included in the minutes of the next regular meeting?

A. Actions of the National Executive Council

B. Financial reports

C. Attendance records

D. Behavioral issues

The necessity of including the actions of the National Executive Council in the minutes of the next regular meeting highlights the importance of documenting key decisions and resolutions made by governing bodies within an organization. This inclusion ensures transparency and accountability, allowing members to stay informed about significant actions that impact the organization. In parliamentary procedure, minutes serve as the official record of what transpired during a meeting. They are essential for maintaining continuity and providing a historical context for those who were not present. The actions of the National Executive Council can significantly affect policy and direction, making it crucial for such decisions to be recorded and communicated to all members. While financial reports, attendance records, and behavioral issues may also be pertinent to some meetings, the primary focus is on actions that shape the governance and operations of the organization. Including these actions in the minutes allows members to engage with the organization's strategic decisions actively.

2. What term describes motions that introduce business before the assembly?

A. Main

B. Secondary

C. Privileged

D. Incidental

The term that describes motions that introduce business before the assembly is "Main." Main motions are essential in parliamentary procedure because they serve the purpose of introducing new topics or proposals for the assembly's consideration. This category of motions requires a second to ensure that another member supports the idea and is debatable, allowing for discussion among the members present. In the context of parliamentary procedure, main motions are foundational, as they kick off the process of deliberation on new subjects. Members use main motions to bring important issues to the group for action, which can range from new initiatives to changes in policies. Understanding this distinct role of main motions is crucial for effective participation in meetings and governance. The other terms, while meaningful in their own contexts, do not refer to motions that introduce new business. Secondary motions support or are related to main motions. Privileged motions address urgent matters that require immediate attention, unrelated to introducing standard new business. Incidental motions deal with procedural issues arising from the main motions or business, rather than proposing a new subject for discussion. Hence, "Main" is the correct term to identify those motions designed specifically to introduce business before the assembly.

3. 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.

4. Which term describes matters relevant to the pending question being discussed?

A. Germane

B. Relevant

C. Critical

D. Significant

The term that describes matters relevant to the pending question being discussed is "germane." In parliamentary procedure, "germane" specifically refers to amendments or discussions that are directly related to the subject at hand. This concept ensures that any debate or amendment presented is pertinent to the main motion currently being considered, maintaining the focus and coherence of the discussion. This term is particularly crucial in formal meetings, where staying on topic is important to facilitate clear and effective decision-making. Options like "relevant," "critical," and "significant," while they convey a similar sense of importance, do not have the specific parliamentary connotation that "germane" carries, which is essential for understanding procedural rules and guidelines in meetings. Therefore, "germane" stands out as the most accurate choice in this context.

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 term refers to the action taken to close a meeting?

- A. Adjourn**
- B. Terminate
- C. Disband
- D. Conclude

The term "adjourn" specifically refers to the formal action taken to close a meeting. In parliamentary procedure, adjourning a meeting signifies the end of that session, and it is a recognized motion that requires a vote. The process follows established rules to ensure that all members are given the opportunity to participate in the decision to conclude the meeting. By using the term "adjourn," organizations maintain a level of formality and order, which is essential in parliamentary procedure. Other terms like "terminate," "disband," and "conclude" may imply a stopping point or an end to something but do not hold the specific parliamentary significance that "adjourn" does. For example, "terminate" could refer to ending contracts or processes in a more general business context, while "disband" may imply a more permanent dissolution of a group. "Conclude," albeit closer in meaning, does not carry the formal procedure associated with ending a meeting that "adjourn" provides. Thus, "adjourn" is the precise term that captures both the action and the context required in parliamentary settings.

7. Which motion is used to end a debate on a pending matter?

- A. Close debate**
- B. Previous question
- C. Motion to adjourn
- D. Motion to recess

The motion that is specifically used to end a debate on a pending matter is "Close debate." This motion allows members to bring the discussion to a conclusion, effectively stopping any further debate on the issue at hand. When this motion is passed, the assembly moves directly to a vote on the main motion or issue being discussed. While "Previous question" is often used interchangeably in practice with "Close debate," in strict parliamentary terms, the "Previous question" requests an immediate vote, whereas "Close debate" indicates the desire to end debate without additional discussion. The other options, such as "Motion to adjourn" and "Motion to recess," serve different purposes focused on ending the meeting or taking a break, rather than concluding a debate on a specific issue. Thus, the clarity of purpose behind "Close debate" makes it the correct choice for this question.

8. What is covered in Article XI regarding the organization?

- A. Goals and Objectives
- B. Emblem and Colors**
- C. Membership Responsibilities
- D. Budget and Finances

Article XI typically pertains to the specific symbols and identifying features of an organization, which includes the emblem and colors. The emblem is often a visual representation of the organization's values and mission, while the colors can signify various qualities or ideals associated with the group. By clearly defining these elements in the organization's bylaws or constitution, members can maintain a cohesive identity, ensure brand consistency, and promote unity among members. These aspects are crucial for helping members easily recognize and relate to the organization, creating a stronger sense of belonging and representation. In contrast, the other choices focus on different operational or strategic elements of an organization – goals and objectives relate to what the organization aims to achieve, membership responsibilities outline the expectations and duties of members, and budget and finances deal with the financial management and planning of the organization. Each of these is important but falls under different sections apart from Article XI, which specifically addresses branding elements like emblems and colors.

9. What term describes a motion or action that violates the rules of an organization?

- A. In Compliance
- B. Out of Order**
- C. Invalid
- D. Non-compliant

The term that describes a motion or action that violates the rules of an organization is "Out of Order." This phrase indicates that the proposal is not permissible within the established parliamentary procedure, typically due to it not following specified guidelines or timing. A motion is considered out of order when it does not adhere to the rules set forth by the organization's bylaws, the agenda, or parliamentary authority being used. Understanding that a motion is "out of order" helps members recognize the importance of following protocol in meetings. It preserves the structure of deliberation and decision-making, ensuring that every action taken is valid and acceptable within the organizational framework. The presence of strict rules allows for fair and orderly conduct of business, and recognizing when something is out of order is essential for maintaining this decorum. The other terms do not accurately convey the specific context of violating rules in a parliamentary procedure. For example, "Invalid" generally indicates something that is not recognized as effective due to a lack of required elements, while "Non-compliant" speaks to broader compliance issues without necessarily being specific to parliamentary context. "In Compliance" suggests adherence to rules, which is the opposite of what is being described.

10. Who is responsible for receiving and acting as custodian of chapter funds?

- A. Secretary
- B. Treasurer**
- C. President
- D. Vice President

The treasurer plays a crucial role in any organization, particularly when it comes to managing the organization's finances. This position is specifically tasked with receiving funds, maintaining accurate financial records, and acting as the custodian of those funds. A treasurer is responsible for ensuring that all financial transactions are documented and reported correctly, providing transparency and accountability to the organization. In a chapter or club setting, the treasurer oversees the collection of dues, manages budgets, and ensures that all expenditures are within the approved budget. This role is fundamental for the financial health of the chapter, as the treasurer not only handles day-to-day financial activities but often also presents financial reports to the members during meetings. This ensures that all members are informed about the financial status of the chapter and can make decisions based on that information. Other roles, such as the secretary or president, have distinct responsibilities that do not typically include the direct management of funds. For example, the secretary focuses on maintaining records of meetings, correspondence, and member participation, while the president oversees the overall functioning of the organization and leads meetings. The vice president often assists the president and may step in when the president is unavailable, but neither the president nor the vice president has the fiduciary responsibilities that are specifically associated with

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://fblaintrotoparliamentaryprocedure.examzify.com>

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

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