

FFA Conduct of Chapter Meetings Written Practice Test (Sample)

Study Guide



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SAMPLE

Questions

- 1. Why is it important to maintain decorum during a chapter meeting?**
 - A. To ensure meetings are short**
 - B. To avoid interruption during discussions**
 - C. To ensure all members feel respected**
 - D. To keep discussions personal and informal**
- 2. Which of the following is a valid reason for calling for a division of the house?**
 - A. To ask for a different opinion on the topic**
 - B. To verify the results of a voice vote when the outcome is unclear**
 - C. To extend the meeting time**
 - D. To change the agenda order**
- 3. What is the result of rejecting a motion to amend during a meeting?**
 - A. The motion is modified to include new wording**
 - B. The pending main motion remains unchanged**
 - C. The pending main motion is automatically withdrawn**
 - D. The original motion is set aside for later discussion**
- 4. When a motion is debated, which statement regarding the floor is true?**
 - A. Only one member may speak at a time**
 - B. Members should not interrupt one another**
 - C. Debate time can be unlimited**
 - D. Members can ask questions during debate**
- 5. When a motion to Strike is made, what is generally recommended?**
 - A. To clear only the unnecessary words.**
 - B. To strike the entire section for clarity.**
 - C. To incorporate all opinions.**
 - D. To postpone the action until later.**

- 6. What is the minimum number of affirmative votes required to adopt a motion to Move the Previous Question when 90 votes are cast?**
- A. Forty-five**
 - B. Fifty**
 - C. Sixty**
 - D. Seventy-five**
- 7. What is the role of the Reporter in an FFA chapter meeting?**
- A. To manage financial accounts**
 - B. To communicate news and events of the chapter to members and the public**
 - C. To prepare the agenda for meetings**
 - D. To take minutes during the meeting**
- 8. What is the chair's action after a member makes a Point of Order?**
- A. Dismiss the Point of Order**
 - B. Pass it to the assembly for a vote**
 - C. Make a ruling on it**
 - D. Table the discussion**
- 9. What is the outcome of a successfully passed motion?**
- A. The subject discussed is dismissed**
 - B. The proposed action is approved and will be implemented**
 - C. The motion must be restated before discussion**
 - D. Another motion can be placed immediately afterward**
- 10. What should the chairman declare if a member calls for a Division when a voice vote shows an obvious majority?**
- A. Respect the call for Division**
 - B. Declare it as a standard procedure**
 - C. State that the call for Division is dilatory**
 - D. Ignore the Division call**

Answers

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

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Explanations

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1. Why is it important to maintain decorum during a chapter meeting?

- A. To ensure meetings are short**
- B. To avoid interruption during discussions**
- C. To ensure all members feel respected**
- D. To keep discussions personal and informal**

Maintaining decorum during a chapter meeting is vital for fostering a respectful and constructive environment. When members adhere to proper decorum, it creates an atmosphere where everyone feels valued and their contributions acknowledged. This respectful interaction encourages participation from all members, regardless of their experience level or confidence. By ensuring that discussions are conducted in a civil manner, members are more likely to share their thoughts, leading to richer dialogue and decision-making. While avoiding interruptions and keeping meetings efficient are important aspects of effective meetings, the core of why decorum matters lies in mutual respect among members. Ensuring that all individuals feel respected not only contributes to a positive meeting experience but also strengthens the overall cohesion and effectiveness of the chapter as a whole.

2. Which of the following is a valid reason for calling for a division of the house?

- A. To ask for a different opinion on the topic**
- B. To verify the results of a voice vote when the outcome is unclear**
- C. To extend the meeting time**
- D. To change the agenda order**

A division of the house is a parliamentary procedure used to ensure accuracy in decision-making during a meeting. It specifically addresses situations where the outcome of a voice vote is unclear or contested. When members call for a division, they are seeking a more precise method of determining the majority's stance on an issue, which often involves a physical count of votes or a show of hands. In scenarios where the results of a voice vote are ambiguous, calling for a division helps to clarify which side has greater support among the members, ensuring that the final decision accurately reflects the members' intentions. This practice reinforces the democratic process and upholds the principle of fair representation in meetings. Other options do not correctly justify the need for a division of the house. For instance, seeking a different opinion on the topic or changing the agenda would generally not require this procedure. Similarly, extending the meeting time is a matter of scheduling and does not pertain to a vote or decision about the matter at hand.

3. What is the result of rejecting a motion to amend during a meeting?

A. The motion is modified to include new wording

B. The pending main motion remains unchanged

C. The pending main motion is automatically withdrawn

D. The original motion is set aside for later discussion

When a motion to amend is rejected during a meeting, the result is that the pending main motion remains unchanged. This means that the original motion, which was the subject of the amendment, continues as it was originally proposed before the amendment attempt. In parliamentary procedure, motions are designed to guide discussions and decisions in a structured manner. When an amendment to a motion is brought forward, it is considered and voted on separately. If the assembly chooses not to adopt the amendment, the main motion retains its original wording and intent. This process allows members to suggest changes for clarity or improvement, but it is essential that, when an amendment is rejected, the main motion reverts to its initial state—preserving the original proposition for discussion or further action.

4. When a motion is debated, which statement regarding the floor is true?

A. Only one member may speak at a time

B. Members should not interrupt one another

C. Debate time can be unlimited

D. Members can ask questions during debate

When a motion is debated, it is true that members should not interrupt one another. This principle is vital to maintaining order and respect during the discussion, ensuring that all members have an opportunity to express their viewpoints without being cut off. Such behavior fosters a constructive discourse, allowing each member to present their arguments and respond to others thoughtfully. Maintaining proper decorum is essential for a democratic debate within the chapter. By allowing uninterrupted speaking, members can articulate their thoughts clearly and provide a more substantial basis for their arguments, which leads to more informed decision-making by the assembly. This practice also reflects the principles of courtesy and fairness that are fundamental to parliamentary procedure.

5. When a motion to Strike is made, what is generally recommended?

- A. To clear only the unnecessary words.**
- B. To strike the entire section for clarity.**
- C. To incorporate all opinions.**
- D. To postpone the action until later.**

When a motion to Strike is made, the recommendation is generally to strike the entire section for clarity. This approach ensures that any confusion or ambiguity related to the language or content in question is fully removed, allowing for clearer understanding and discussion among members. Striking the entire section addresses any problematic phrasing or statements effectively, rather than leaving parts of the section that could still lead to misunderstandings or misinterpretations. In the context of parliamentary procedure, clarity is paramount for effective decision-making, which is why a complete strike is often favored when substantial issues with the original wording arise. This method helps streamline subsequent discussions and ensures that members are all on the same page moving forward.

6. What is the minimum number of affirmative votes required to adopt a motion to Move the Previous Question when 90 votes are cast?

- A. Forty-five**
- B. Fifty**
- C. Sixty**
- D. Seventy-five**

To determine the minimum number of affirmative votes required to adopt a motion to Move the Previous Question, it's important to understand the voting requirements associated with this type of motion. The motion to Move the Previous Question, which is used to end debate on the current motion and proceed directly to a vote, requires a two-thirds majority when there are 90 votes cast. In a vote where 90 members are present, two-thirds of the votes must be affirmative for the motion to pass. To calculate two-thirds of 90, you multiply 90 by $\frac{2}{3}$, which equals 60. Therefore, a minimum of 60 affirmative votes is required to successfully adopt the motion to Move the Previous Question. Understanding this voting threshold is crucial in parliamentary procedure since it helps facilitate effective decision-making within a meeting by allowing a group to move quickly through agenda items when necessary.

7. What is the role of the Reporter in an FFA chapter meeting?

- A. To manage financial accounts**
- B. To communicate news and events of the chapter to members and the public**
- C. To prepare the agenda for meetings**
- D. To take minutes during the meeting**

The role of the Reporter in an FFA chapter meeting is to communicate news and events of the chapter to members and the public. This position is essential for ensuring that all members are informed about chapter activities, achievements, and opportunities. The Reporter often takes on responsibilities like writing articles for the chapter newsletter, submitting reports to local media, and utilizing social media to keep the community aware of the chapter's initiatives and accomplishments. By effectively sharing information, the Reporter plays a key role in building community support and engagement, as well as fostering a sense of pride within the chapter. This role is pivotal for enhancing the visibility of the organization and maintaining good communication both internally and externally.

8. What is the chair's action after a member makes a Point of Order?

- A. Dismiss the Point of Order**
- B. Pass it to the assembly for a vote**
- C. Make a ruling on it**
- D. Table the discussion**

After a member raises a Point of Order, the chair's fundamental responsibility is to ensure that the meeting is conducted according to established rules and procedures. Making a ruling on the Point of Order is essential because it addresses whether a procedural error has occurred. The chair assesses the situation, evaluates the relevance or correctness of the point raised, and then makes a decision on how to proceed. This action is crucial because it maintains order during the meeting, reinforces the authority of the chair, and helps ensure that members' rights are protected. By ruling on the Point of Order, the chair ensures that the assembly adheres to the procedural guidelines, which is vital for effective and organized meetings. This process also promotes transparency and respect for the rules among the members present.

9. What is the outcome of a successfully passed motion?

- A. The subject discussed is dismissed**
- B. The proposed action is approved and will be implemented**
- C. The motion must be restated before discussion**
- D. Another motion can be placed immediately afterward**

In parliamentary procedure, a successfully passed motion signifies that the members present have voted in favor of a proposed action or decision. When a motion is approved, it means that the group has agreed to carry out the action suggested in the motion. This outcome is fundamental in democratic processes within organizations, ensuring that decisions reflect the collective agreement of the members involved. The approval creates a binding decision that must be implemented unless subsequently altered or rescinded. This is crucial in meetings where motions determine the direction and activities of the group. Therefore, the correct answer reflects this understanding of how decisions are made and executed in formal meeting processes, highlighting the role of collective agreement in organizational decision-making.

10. What should the chairman declare if a member calls for a Division when a voice vote shows an obvious majority?

- A. Respect the call for Division**
- B. Declare it as a standard procedure**
- C. State that the call for Division is dilatory**
- D. Ignore the Division call**

When a member calls for a Division after a voice vote has demonstrated an obvious majority, the chairman should consider the context and rules governing such situations. Declaring the call for Division as dilatory is appropriate because a Division is typically a request for further scrutiny when the results of the voice vote are unclear or disputed. If the majority is evident, the chairman can assert that the call is unnecessary and essentially a delay to the process, which is why it is considered dilatory. In parliamentary procedure, a division is intended to ensure accuracy in votes when there are questions about the outcome. If the voice vote clearly indicates a majority, proceeding with a Division can disrupt the flow of the meeting and prolong the process needlessly. Thus, stating that the call for Division is dilatory effectively communicates that the meeting can move forward based on the evident outcome of the voice vote.