

HOSA Parliamentary Procedure Assessment Practice Test (Sample)

Study Guide



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SAMPLE

Questions

- 1. What does a main motion do in a meeting?**
 - A. Brings business before the assembly**
 - B. Is made when another motion is pending**
 - C. Has the highest rank over all other motions**
 - D. Can only be discussed after reports**
- 2. What defines a meeting in the context of parliamentary procedure?**
 - A. Multiple gatherings held consecutively**
 - B. A single official gathering**
 - C. A mass of attendees without agenda**
 - D. Social event among associates**
- 3. How is a motion to close nominations handled?**
 - A. It can be passed without a second**
 - B. It requires a second and is usually passed by a simple majority vote**
 - C. It must be voted on after all other motions**
 - D. It can be debated extensively before a vote**
- 4. What is a quorum necessary for in parliamentary procedure?**
 - A. To validate minutes from previous meetings**
 - B. To elect new officers**
 - C. To transact business**
 - D. To initiate discussions**
- 5. What is required for a motion to be considered valid?**
 - A. It must be seconded by another member**
 - B. It must be voted on immediately**
 - C. It must be discussed in the next meeting**
 - D. It must have majority support prior to discussion**

- 6. What does an appeal in parliamentary procedure refer to?**
- A. Member's question chair's ruling**
 - B. A request to change the agenda**
 - C. A motion to adjourn the meeting**
 - D. An amendment to a motion**
- 7. If a member wishes to make a motion, what is the appropriate first step?**
- A. Debate on the motion**
 - B. Obtain the floor to be recognized**
 - C. Discuss the pros and cons**
 - D. Immediately ask for a vote**
- 8. Which of the following is NOT a type of motion?**
- A. Main Motion**
 - B. Debate Motion**
 - C. Subsidiary Motion**
 - D. Privilege Motion**
- 9. What best describes the purpose of parliamentary procedure?**
- A. To create artistry in meetings**
 - B. To provide structure and order to meetings**
 - C. To allow for unrestricted debate**
 - D. To give priority to personal interests**
- 10. True or False: A series of meetings leading up to the organization of a society are considered mass meetings.**
- A. True**
 - B. False**
 - C. Only if the meetings are open to the public**
 - D. Only if the meetings are closed**

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. What does a main motion do in a meeting?

- A. Brings business before the assembly**
- B. Is made when another motion is pending**
- C. Has the highest rank over all other motions**
- D. Can only be discussed after reports**

A main motion serves to introduce new business to the assembly for consideration. It is the primary tool through which members can propose a course of action or a decision that they wish to discuss and potentially vote on. By bringing business before the assembly, a main motion allows members to engage in deliberation about the subject at hand, making it essential for the flow of meetings. In contrast, the other choices do not accurately capture the essence of what a main motion does. For example, option B implies that a main motion can only be introduced when another motion is pending, which isn't true; main motions can stand on their own. Option C suggests that a main motion has the highest rank over all other motions, which overlooks the existence of privileged and subsidiary motions that can take precedence in certain contexts. Option D states that a main motion can only be discussed after reports, but a main motion can be introduced at any time during a meeting agenda unless otherwise specified by rules or bylaws. Thus, the role of a main motion as a means to bring business before the assembly is clear and fundamental to parliamentary procedure.

2. What defines a meeting in the context of parliamentary procedure?

- A. Multiple gatherings held consecutively**
- B. A single official gathering**
- C. A mass of attendees without agenda**
- D. Social event among associates**

A meeting in the context of parliamentary procedure is defined as a single official gathering where members come together to discuss and make decisions on particular matters. This definition highlights the structured nature of meetings, which typically follow specific rules and procedures to ensure productive discourse and resolution on the issues at hand. In parliamentary procedure, meetings are characterized by the presence of an agenda, which outlines the topics to be discussed and often includes time for debate and decision-making. This organization is what differentiates a meeting from informal gatherings or social events, which may lack structure and a clear purpose. Therefore, recognizing a meeting as a single official gathering emphasizes the importance of formality, order, and the intent to achieve specific outcomes within a defined context.

3. How is a motion to close nominations handled?

- A. It can be passed without a second
- B. It requires a second and is usually passed by a simple majority vote**
- C. It must be voted on after all other motions
- D. It can be debated extensively before a vote

A motion to close nominations is a procedural action that allows a group to stop accepting further nominations for a position or issue being discussed. This motion is important in ensuring that the nomination process is orderly and can often speed up the proceedings when no further candidates are desired. The approach to this motion typically requires a second to signify that more than one member believes the issue is worthy of discussion. Following the second, the motion generally needs to be passed by a simple majority vote. This means that more members must vote in favor of closing the nominations than those who oppose it, allowing for efficient handling of the election or selection process. In contrast, the other options do not align with how parliamentary procedure governs the handling of this motion. For instance, closing nominations cannot be passed without a second, as that would disregard the need for member support to discuss the motion. It also cannot be postponed until all other motions are voted on; doing so would hinder the process and potentially leave nominations open longer than desired. Lastly, the motion is not intended for extensive debate. Instead, it typically calls for a brief discussion to clarify its purpose followed by a vote, thus facilitating swift action.

4. What is a quorum necessary for in parliamentary procedure?

- A. To validate minutes from previous meetings
- B. To elect new officers
- C. To transact business**
- D. To initiate discussions

A quorum is the minimum number of members required to be present at a meeting to conduct legitimate business. In parliamentary procedure, it is crucial because it ensures that decisions are made by a sufficient number of members, thereby reflecting the will of the organization rather than a small, potentially unrepresentative subset. When a quorum is established, it confirms that the meeting has enough participation to proceed with discussions and voting on various matters, including motions, resolutions, and the overall agenda. Without a quorum, any actions taken during the meeting could be rendered invalid, making it essential for organizations to adhere to this requirement. This is not only important for the integrity of the decision-making process but also reinforces the democratic principles of collective participation. While electing officers and validating minutes are important processes, they can only occur within the context of a larger framework of business transacted, which fundamentally depends on the presence of the quorum.

5. What is required for a motion to be considered valid?

- A. It must be seconded by another member**
- B. It must be voted on immediately**
- C. It must be discussed in the next meeting**
- D. It must have majority support prior to discussion**

For a motion to be considered valid, it is essential that it be seconded by another member. This requirement serves a crucial purpose in parliamentary procedure; it ensures that at least one other member supports the idea worth discussing. This prevents frivolous or irrelevant motions from taking up the assembly's time, allowing only those motions that have some degree of backing to move forward in the discussion process. Once a motion is seconded, it indicates that there is interest in the topic and opens the floor for debate. This foundational aspect of parliamentary procedure helps maintain order and facilitates focused discussions. Following a motion being seconded, the assembly can then consider it for future action, making it a pivotal step in the motion process. The other choices do not capture necessary components of formal motion procedure. Voting immediately on a motion is not required; motions can be discussed before they are voted upon. Additionally, while motions can be discussed in subsequent meetings, there is no obligation for immediate discussion. Lastly, while a majority support can ultimately be needed to pass a motion, it is not a prerequisite for a motion to be valid or to be considered for discussion.

6. What does an appeal in parliamentary procedure refer to?

- A. Member's question chair's ruling**
- B. A request to change the agenda**
- C. A motion to adjourn the meeting**
- D. An amendment to a motion**

An appeal in parliamentary procedure refers to a member's question of the chair's ruling, which means that a member disagrees with a decision made by the chairperson and wishes to challenge it. This process allows members to express their concerns and seek a different resolution to an issue that has been addressed by the chair. When a member believes that the chair's ruling is not in accordance with the rules or the will of the assembly, they can call for an appeal. This action is essential in ensuring that all members have a voice in the decision-making process and that the chair's decisions can be reviewed and reconsidered by the assembly. In contrast, changing the agenda, adjourning the meeting, or amending a motion are distinct actions that do not involve questioning the chair's authority or decisions. Therefore, those options do not accurately capture the essence of what an appeal represents in parliamentary proceedings.

7. If a member wishes to make a motion, what is the appropriate first step?

- A. Debate on the motion**
- B. Obtain the floor to be recognized**
- C. Discuss the pros and cons**
- D. Immediately ask for a vote**

When a member wishes to make a motion, the appropriate first step is to obtain the floor to be recognized. This process ensures that the member has permission to speak before presenting their motion to the assembly. Obtaining the floor is essential as it allows for orderly conduct during meetings, helping to maintain clarity and focus in discussions. Once a member is recognized by the chair, they can then proceed to introduce their motion. This process is foundational in parliamentary procedure as it establishes who has the right to speak at any given moment, thereby preventing chaos in discussions and ensuring everyone has a chance to participate in an organized manner. Other options, such as debating the motion, discussing pros and cons, or asking for a vote, cannot occur until the member has been recognized and has made their motion. These subsequent actions follow once the motion is formally presented.

8. Which of the following is NOT a type of motion?

- A. Main Motion**
- B. Debate Motion**
- C. Subsidiary Motion**
- D. Privilege Motion**

The term "Debate Motion" is not recognized as a formal type of motion within parliamentary procedure. In parliamentary settings, motions serve specific functions and fall into clearly defined categories. Main motions, subsidiary motions, and privilege motions are all established types of motions used to facilitate the discussion and decision-making process. A main motion introduces a new topic for consideration, subsidiary motions help modify or affect the main motion, and privilege motions address urgent matters or the rights of the members. Since "Debate Motion" does not conform to any commonly accepted category of motion within parliamentary procedure, it stands out as the correct answer to the question about which is not a type of motion.

9. What best describes the purpose of parliamentary procedure?

- A. To create artistry in meetings**
- B. To provide structure and order to meetings**
- C. To allow for unrestricted debate**
- D. To give priority to personal interests**

The purpose of parliamentary procedure is to provide structure and order to meetings. This system of rules and guidelines is established to ensure that meetings are conducted efficiently and fairly, allowing all members to have a chance to voice their opinions while making decisions collectively. By following these structured procedures, groups can manage discussions, facilitate decision-making, and ensure that everyone adheres to agreed-upon protocols, which helps to avoid confusion and chaos during meetings. When meetings are structured appropriately, it leads to better organization and clarity, making it easier for participants to understand the agenda, follow along with the discussions, and contribute as needed. This systematic approach is crucial for maintaining order, especially in larger groups where diverse opinions may arise. It ultimately fosters a respectful environment for addressing various topics or issues while ensuring that the group stays focused on its objectives.

10. True or False: A series of meetings leading up to the organization of a society are considered mass meetings.

- A. True**
- B. False**
- C. Only if the meetings are open to the public**
- D. Only if the meetings are closed**

A series of meetings leading up to the organization of a society is indeed considered mass meetings. Mass meetings are typically gatherings designed to bring together a large number of individuals who share a common interest, and their purpose is often to discuss proposals, plan actions, or build support for an organizational initiative. In the context of preparing for the establishment of a society, these meetings allow participants to openly share ideas, propose solutions, and form the foundation of the new organization. The classification as "mass meetings" does not depend on the openness or closure of the meetings; rather, it is the nature of the assembly and the collective intent of the participants that define them. Hence, the idea that they serve as a precursor to organization supports the categorization of these meetings as mass gatherings aimed at collective decision-making and planning.