

# HOSA Parliamentary Procedure Assessment 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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# 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**

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- 1. What does rescinding a motion signify in a meeting?**
  - A. Strengthening the previous action**
  - B. Taking away the authority of a prior decision**
  - C. Modifying the original proposal**
  - D. Support for the last action taken**
  
- 2. In a mass meeting, what does the quorum consist of?**
  - A. The number of members required to vote**
  - B. The majority of the organization's members**
  - C. Those who attend the meeting**
  - D. Members who are available to speak**
  
- 3. Which action likely requires a motion to be 'seconded'?**
  - A. Declaring a meeting adjourned**
  - B. Introducing a new topic**
  - C. Changing the order of business**
  - D. Voting on a pre-existing proposal**
  
- 4. What should the chair do if a member requests a counted vote?**
  - A. Ignore the request**
  - B. Grant the request if it is within the rules**
  - C. Allow only verbal confirmations**
  - D. Ask the members to debate further**
  
- 5. What is the purpose of a "point of order"?**
  - A. To propose new business**
  - B. To raise concerns about the rules being followed**
  - C. To initiate a vote on a motion**
  - D. To provide background information**
  
- 6. 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**

**7. What best describes the purpose of a debate in parliamentary procedure?**

- A. Discussion of merits of pending question**
- B. Formal proposal to take action**
- C. Executive session proceedings**
- D. Written record of the proceedings**

**8. What should a member do to gain the chair's attention during a debate?**

- A. Raise their hand during discussion**
- B. Wait until the floor is clear**
- C. Obtain the floor directly**
- D. Submit written notes to the chair**

**9. When can a debate on an accepted motion begin?**

- A. Immediately after someone seconds the motion**
- B. Only after the chair states the question**
- C. When the maker chooses to speak**
- D. After a majority vote in favor**

**10. 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**

## **Answers**

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

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## **Explanations**

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## 1. What does rescinding a motion signify in a meeting?

- A. Strengthening the previous action
- B. Taking away the authority of a prior decision**
- C. Modifying the original proposal
- D. Support for the last action taken

Rescinding a motion signifies taking away the authority of a prior decision. This parliamentary procedure is employed when a decision made by the assembly is deemed unsatisfactory or incorrect, and members wish to nullify that decision. When a motion is rescinded, it effectively means that the previous action is undone, restoring the assembly to its status prior to that decision. This process ensures that members have the opportunity to correct or adjust decisions as needed, allowing for a more flexible and functional approach to the governance of the group. The ability to rescind a motion is crucial in parliamentary procedure, as it helps maintain order and responsiveness to the needs of the organization. In contrast, strengthening a previous action would imply support and reinforcement of the decision, which is not what rescinding entails. Modifying the original proposal suggests making changes to the motion itself rather than nullifying it, and support for the last action taken indicates agreement rather than cancellation of prior decisions. Each of these contrasting actions highlights the unique function of rescinding a motion within parliamentary procedure.

## 2. In a mass meeting, what does the quorum consist of?

- A. The number of members required to vote
- B. The majority of the organization's members
- C. Those who attend the meeting**
- D. Members who are available to speak

In a mass meeting, the quorum is determined by those who attend the meeting. This means that a quorum is simply the number of members present at the meeting, regardless of the total membership of the organization. Unlike formal organizations where a specific percentage or number of members must be present, a mass meeting operates on the principle that any member present can participate in discussions and decision-making. This allows for flexibility and encourages participation from those who have chosen to attend. In this context, the other options do not align with the nature of a mass meeting. For example, the majority of the organization's members or a specific requirement for voting suggests a more structured setting, which is not applicable in a mass meeting scenario. Similarly, the focus on who is available to speak does not capture the essence of a quorum, which is built around presence rather than the ability or willingness to engage in dialogue. Therefore, understanding that a quorum in this setting comprises those who attend the meeting is crucial for grasping the fundamental dynamics of mass meetings in parliamentary procedure.

### 3. Which action likely requires a motion to be 'seconded'?

- A. Declaring a meeting adjourned
- B. Introducing a new topic**
- C. Changing the order of business
- D. Voting on a pre-existing proposal

Introducing a new topic typically requires a motion to be 'seconded' because it is essential to ensure that more than one member of the assembly supports the consideration of that topic before it is discussed. This process helps to establish that there is sufficient interest in the matter before the group expends time and resources on it. A second shows that at least one other person believes the topic is worth discussing, thereby legitimizing it for the assembly as a whole. In contrast, declaring a meeting adjourned is often a matter that can be done without a formal second, as it is usually an accepted practice and can be made by the presiding officer. Changing the order of business is typically a procedural action that may not require seconding if it is stipulated by the rules being followed, as it can fall under the chair's authority or established protocols. Voting on a pre-existing proposal is a straightforward action where a second is not needed because the group has already expressed interest in the proposal through the initial motion, which has already been seconded and discussed.

### 4. What should the chair do if a member requests a counted vote?

- A. Ignore the request
- B. Grant the request if it is within the rules**
- C. Allow only verbal confirmations
- D. Ask the members to debate further

When a member requests a counted vote, the chair should grant the request if it is within the rules. This is because parliamentary procedure emphasizes the rights of members to have their voices heard, which includes the right to request a specific type of vote. A counted vote ensures transparency and accuracy, allowing members to see the breakdown of support or opposition for the motion being considered. In parliamentary procedure, counting votes can be done through various methods, such as a roll call vote or a division of the assembly, depending on the specific rules governing the meeting. Granting this request not only adheres to the rules but also fosters a sense of fairness and participation, reinforcing the democratic principles that underpin the process. Other options may lead to a lack of accountability and engagement, undermining the procedural integrity of the meeting. For example, ignoring the request would dismiss the rights of the member and potentially disrupt the meeting's order, while allowing only verbal confirmations would diminish the clarity of the voting outcome. Continuing debate instead of honoring the request would unnecessarily delay the process and might frustrate members seeking a resolution.

## 5. What is the purpose of a "point of order"?

- A. To propose new business
- B. To raise concerns about the rules being followed**
- C. To initiate a vote on a motion
- D. To provide background information

The purpose of a "point of order" is to raise concerns about the rules being followed during a meeting. When a member believes that the procedures or rules of the assembly are not being adhered to, they can make a point of order to remind the presiding officer and the assembly of the correct procedure. This ensures that the meeting remains orderly and that all participants follow the established guidelines. By addressing rule violations promptly, the integrity of the meeting is maintained, allowing for productive discussion and decision-making. Other options, such as proposing new business, initiating a vote, or providing background information, do not pertain to addressing procedural concerns, making them unrelated to the function of a point of order.

## 6. 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.

**7. What best describes the purpose of a debate in parliamentary procedure?**

- A. Discussion of merits of pending question**
- B. Formal proposal to take action**
- C. Executive session proceedings**
- D. Written record of the proceedings**

The purpose of a debate in parliamentary procedure is to facilitate a discussion of the merits of the pending question. This allows members to express their opinions, present arguments, and engage in dialogue about the topic at hand. In a structured debate, participants have the opportunity to highlight the strengths and weaknesses of different perspectives, enabling informed decision-making by the group. This process hinges on the principles of fair and orderly debate, which helps ensure that all viewpoints are considered before reaching a conclusion or a vote. The goal is not just to argue for or against a proposal, but to create a comprehensive understanding of the issues involved. In contrast, the other options describe different aspects of parliamentary procedure. A formal proposal to take action pertains to the mechanism of introducing motions, rather than the discussion that follows. Executive session proceedings refer to private meetings where certain sensitive issues are deliberated, which is distinct from the public debate format. Lastly, a written record of the proceedings pertains to documentation and does not capture the essence of the debate itself, which is centered around the discussion and deliberation of ideas.

**8. What should a member do to gain the chair's attention during a debate?**

- A. Raise their hand during discussion**
- B. Wait until the floor is clear**
- C. Obtain the floor directly**
- D. Submit written notes to the chair**

To gain the chair's attention during a debate properly, a member should obtain the floor directly. This means they must follow the established procedure for speaking, which typically involves being recognized by the chair before making contributions to the discussion. By obtaining the floor, the member ensures that they have the right to speak at that moment, maintaining order and decorum within the meeting. This practice helps avoid interruptions and allows the discussion to flow smoothly, respecting the rules of parliamentary procedure. The other options may not align with the formal process for addressing the chair and participating in debate. Raising a hand or waiting until the floor is clear might not guarantee proper recognition, and submitting written notes is generally not how discussions are conducted in parliamentary settings, where immediate verbal communication and interaction are prioritized.

## 9. When can a debate on an accepted motion begin?

- A. Immediately after someone seconds the motion
- B. Only after the chair states the question**
- C. When the maker chooses to speak
- D. After a majority vote in favor

Debate on a motion can begin only after the chair states the question. This process is important in parliamentary procedure as it ensures that all members are clear about what is being debated. Once a motion has been made and seconded, the chair is responsible for restating the motion formally before discussion begins, marking the transition from the introductory phase to the debate phase. This step clarifies the topic for all members, providing a clear focus for discussions and any amendments that may follow. Although it may seem logical to assume that a debate could start immediately after someone seconds the motion or when the maker of the motion chooses to speak, the proper procedure requires the chair to formally state the motion first. This ensures adherence to effective meeting protocols and maintains order during the debate. Only after the chair has stated the question can members engage in discussion and express their viewpoints on the motion at hand. Therefore, the correct understanding is that debate can only commence following the chair's statement of the question.

## 10. 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.

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

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

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