

HOSA Parliamentary Procedure Assessment Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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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 does "call for a division" mean in parliamentary procedure?**
 - A. To request a formal verification of a voice vote**
 - B. To interrupt the speaker for a point of order**
 - C. To delay a decision on the current motion**
 - D. To propose an amendment to the motion**
- 2. During which situation would a member call for a recess?**
 - A. For voting purposes**
 - B. To take a break without the need for discussion**
 - C. To change the agenda**
 - D. To clarify a motion**
- 3. True or False: The bylaws of a local organized society should provide a procedure for calling special meetings.**
 - A. True**
 - B. False**
 - C. Only if necessary**
 - D. It varies by organization**
- 4. When a motion is amended, what happens to the original motion?**
 - A. The original motion is modified**
 - B. The original motion is completely rejected**
 - C. The original motion is tabled**
 - D. The original motion is moved to a vote**
- 5. Which action can a member take if they disagree with how the chair assigned the floor?**
 - A. Request a different member to take the floor**
 - B. Challenge the ruling on the floor**
 - C. Raise a Point of Order**
 - D. Request a revote on all speakers**

6. What are first and second readings of a motion?

- A. A process where motions are presented and discussed before voting**
- B. A shorthand notation for referencing motions**
- C. A type of motion that requires a two-thirds vote**
- D. A method for withdrawing a motion**

7. What is the purpose of a point of order in a meeting?

- A. To propose a new agenda item**
- B. To call for enforcement of rules**
- C. To close the meeting**
- D. To amend a motion already on the floor**

8. What is "unanimous consent"?

- A. A method to call for a vote**
- B. A way to take an action without a formal vote if no one objects**
- C. An agreement made in private meetings**
- D. A formality required by all members present**

9. Why are conventions held in parliamentary procedure?

- A. To gather delegates for discussion and decision-making**
- B. To amend bylaws of the organization**
- C. To finalize the agenda for the next meeting**
- D. To provide training for new members**

10. What defines the stances taken in a parliamentary debate?

- A. Strict protocols and guidelines**
- B. Casual discussions without set rules**
- C. Decisions based on majority opinion only**
- D. Arguments based on emotional appeal**

Answers

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

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Explanations

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1. What does "call for a division" mean in parliamentary procedure?

- A. To request a formal verification of a voice vote**
- B. To interrupt the speaker for a point of order**
- C. To delay a decision on the current motion**
- D. To propose an amendment to the motion**

"Call for a division" in parliamentary procedure refers to the request for a formal verification of a voice vote. This is typically invoked when the results of a voice vote are unclear or disputed. By calling for a division, members are asking for a more precise method of voting, often involving a show of hands or a roll call, which ensures that every member's vote is counted and recorded accurately. This process is important for maintaining fairness and transparency in decision-making within a meeting. Other options do not convey the proper meaning of "call for a division." For example, interrupting the speaker for a point of order is a distinct action, usually addressing a procedural issue rather than verifying a vote. Delaying a decision on the current motion is another separate action typically involving a motion to table or postpone. Proposing an amendment refers to changing the content of the motion itself, rather than concerning the method of determining the outcome of a vote. Understanding the specific terminology and procedures in parliamentary procedure is essential for effective participation in meetings.

2. During which situation would a member call for a recess?

- A. For voting purposes**
- B. To take a break without the need for discussion**
- C. To change the agenda**
- D. To clarify a motion**

A call for a recess is typically made when members of a group need a break from the meeting, such as for refreshments, personal matters, or to regroup before continuing the discussion. This can be essential in long meetings to allow participants to rest without having to engage in further discussions or decisions during that time. Choosing to call for a recess offers the opportunity for members to step away, refresh, and return without the pressure of ongoing debate or voting, making it a straightforward and agreeable way to reset. During a recess, discussions and motions do not take place; it is simply a pause in the proceedings. In contrast, calling for a recess is not appropriate for situations like voting, which requires focused attention, changing the agenda, which entails discussion and agreement, or clarifying a motion, which also requires deliberation among members. Thus, the main function of a recess is to provide a brief intermission rather than to engage in parliamentary procedure-related activities.

3. True or False: The bylaws of a local organized society should provide a procedure for calling special meetings.

- A. True**
- B. False**
- C. Only if necessary**
- D. It varies by organization**

The bylaws of a local organized society should indeed include a procedure for calling special meetings, making the statement true. This provision is essential because it ensures that members can convene promptly to address urgent issues or opportunities that arise outside the regular meeting schedule. Having a clear procedure outlined in the bylaws contributes to the organization's governance and helps maintain order, transparency, and accountability among members. When members know how to call special meetings, it allows for expedited decision-making when necessary and ensures that all members are aware of critical matters that may need immediate attention. This procedural clarity helps prevent confusion or disputes over how and when special meetings can be initiated, thereby upholding the organization's efficiency and unity. The other options suggest varying views on the necessity of such a procedure, which may overlook the importance of organizational transparency and preparedness in governance. Having a formal mechanism in place is a best practice that reinforces the structure and functionality of an organized society.

4. When a motion is amended, what happens to the original motion?

- A. The original motion is modified**
- B. The original motion is completely rejected**
- C. The original motion is tabled**
- D. The original motion is moved to a vote**

When a motion is amended, the original motion undergoes modification. This process involves changing specific aspects of the original motion to clarify, improve, or refine it for better understanding or increased effectiveness. The resulting amended motion becomes the main focus of discussion and decision-making. While it may seem intuitive that the original motion would be entirely replaced or discarded, amending is specifically designed to enhance or adjust the original proposal rather than to reject it outright. The intent is to maintain the underlying principles of the original motion while adapting its language or conditions to meet the needs of the assembly or to address concerns raised during discussions. Thus, the essence of the original motion remains intact, but it reflects the desired changes proposed through the amendment process.

5. Which action can a member take if they disagree with how the chair assigned the floor?

- A. Request a different member to take the floor**
- B. Challenge the ruling on the floor**
- C. Raise a Point of Order**
- D. Request a revote on all speakers**

When a member disagrees with how the chair has assigned the floor, the appropriate action to take is to raise a Point of Order. This parliamentary procedure allows a member to formally call attention to a potential violation of the rules or improper procedure by the chair. Raising a Point of Order is a way to challenge the chair's ruling directly and seek clarification or rectification regarding the assignment of the floor. This mechanism is vital in ensuring parliamentary decorum and adherence to established rules, as it empowers members to voice their concerns about procedural inconsistencies. When a Point of Order is raised, the chair must respond by either confirming the ruling or taking corrective action if a rule was indeed violated. Such procedures uphold the integrity of the meeting and protect members' rights to fair participation. In contrast, other options proposed may not directly address the issue at hand. For example, simply requesting a different member to take the floor does not challenge the chair's authority or decision-making process. Similarly, while a member may express disagreement, challenging the ruling may not be as effective in highlighting procedural matters compared to directly raising a Point of Order. The idea of requesting a revote on all speakers is also not relevant in this context, as it does not rectify the immediate concern regarding the assignment.

6. What are first and second readings of a motion?

- A. A process where motions are presented and discussed before voting**
- B. A shorthand notation for referencing motions**
- C. A type of motion that requires a two-thirds vote**
- D. A method for withdrawing a motion**

The first and second readings of a motion refer to a systematic process in parliamentary procedure where a motion is introduced, presented, and discussed prior to any voting occurring. During the first reading, the motion is typically stated clearly and is usually followed by a brief explanation of its intent. This allows members of the assembly to understand what is being proposed before diving into discussion. The second reading involves a more in-depth discussion where members debate the merits of the motion. This phase is significant because it allows members to express their opinions, ask questions, and suggest modifications. This structured dialogue is crucial for effective decision-making as it ensures that all voices are heard and considered before a final vote is taken. In contrast, the other options do not accurately encapsulate the essence of the first and second readings. For example, shorthand notation for referencing motions or methods of withdrawing a motion do not convey the procedural significance that readings hold in a meeting context. Therefore, the correct answer reflects the fundamental role readings play in discussing and deliberating on motions in parliamentary procedure.

7. What is the purpose of a point of order in a meeting?

- A. To propose a new agenda item
- B. To call for enforcement of rules**
- C. To close the meeting
- D. To amend a motion already on the floor

The purpose of a point of order in a meeting is to call for enforcement of rules. When a member raises a point of order, they are indicating that they believe there has been a breach of the established rules or procedures. This could involve concerns about adherence to the organization's bylaws, the governing parliamentary authority, or any specific rules of order that are being followed during the meeting. Highlighting a point of order serves to maintain a structured and fair environment for all members, ensuring that the proceedings adhere to the agreed-upon guidelines. It allows members to call attention to any irregularities and seek clarification or enforcement of rules, thus preserving the integrity of the meeting. The other choices do not accurately represent the function of a point of order. Proposing a new agenda item pertains to the course of the meeting itself and does not involve rule enforcement. Closing a meeting is typically done through a motion, not a point of order. Amending a motion involves a different procedure and does not relate to calling for rule enforcement.

8. What is "unanimous consent"?

- A. A method to call for a vote
- B. A way to take an action without a formal vote if no one objects**
- C. An agreement made in private meetings
- D. A formality required by all members present

Unanimous consent refers to a parliamentary procedure that allows a group to take action or make a decision without a formal vote as long as no member objects to the proposed action. This process is designed to streamline proceedings, enabling efficient decision-making when there is general agreement among members. If a single member raises an objection, it prevents the action from being taken under unanimous consent, necessitating a more formal voting process. While calling for a vote and formalities may be essential in other contexts, they do not capture the essence of unanimous consent. This procedure specifically facilitates quick decisions when consensus is evident, making it a valuable tool in legislative and organizational contexts. Additionally, the idea of private meetings or informal agreements does not align with the structured process inherent in parliamentary procedure, which focuses on transparency and inclusion in decision-making.

9. Why are conventions held in parliamentary procedure?

- A. To gather delegates for discussion and decision-making**
- B. To amend bylaws of the organization**
- C. To finalize the agenda for the next meeting**
- D. To provide training for new members**

Conventions are held primarily to gather delegates for discussion and decision-making. This setting brings together members from various chapters or areas within an organization to engage in dialogue, share ideas, and collaboratively make important decisions that affect the organization as a whole. During a convention, members can discuss various issues, propose resolutions, and vote on important matters that guide future actions and policies. While it is true that conventions may also facilitate amendments to bylaws, finalize agendas for future meetings, or provide training to new members, these functions are often secondary to the primary goal of collective decision-making. The gathering of delegates fosters a collaborative environment where diverse perspectives can be voiced, ultimately leading to more informed and democratic outcomes for the organization. This collective approach is central to the principles of parliamentary procedure, which emphasize structured debate and inclusive participation.

10. What defines the stances taken in a parliamentary debate?

- A. Strict protocols and guidelines**
- B. Casual discussions without set rules**
- C. Decisions based on majority opinion only**
- D. Arguments based on emotional appeal**

The correct answer emphasizes that parliamentary debate is governed by strict protocols and guidelines. These rules, which often come from established parliamentary procedure manuals like Robert's Rules of Order, provide a structured framework for how discussions and decisions are managed within a debate. This structure is essential for ensuring that all participants have an equal opportunity to express their views, that discussions remain orderly, and that decisions are made fairly. Strict protocols help to maintain focus on the issues being debated and allow for a systematic approach to handling motions, amendments, and voting. They outline everything from how members should propose motions to the process of discussing and amending those motions. This framework is crucial to uphold decorum and facilitate productive dialogue, distinguishing parliamentary debates from more casual discussions where such guidelines may not be present. In contrast, the other choices imply scenarios that lack the discipline and structure necessary for effective parliamentary debate. Casual discussions without set rules may lead to chaos and confusion, majority opinion decisions alone could overshadow minority viewpoints, and arguments based purely on emotional appeal might not address the facts or procedural aspects that define a robust parliamentary discussion.

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://hosaparliamentaryprocedure.examzify.com>

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

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