

NAP Membership Practice Exam (Sample)

Study Guide



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SAMPLE

Questions

- 1. What is the purpose of having a second for a motion?**
 - A. To ensure the motion is formally recorded**
 - B. For the chair's guidance on whether to state the question**
 - C. To allow immediate discussion of the motion**
 - D. To secure a majority vote**
- 2. Which of the following is NOT one of the basic processes of amendment?**
 - A. Insert or add**
 - B. Strike out**
 - C. Postpone Indefinitely**
 - D. Strike out and insert**
- 3. What does the motion "Lay on the Table" accomplish?**
 - A. To postpone a motion temporarily**
 - B. To discuss an item next**
 - C. To change the topic of discussion**
 - D. To end debate on the current item**
- 4. Which of the following best defines the term 'order of business' in the context of an assembly?**
 - A. Rules for conduct**
 - B. A list of items to be discussed or acted upon**
 - C. A summary of the meeting**
 - D. The conclusion of business**
- 5. What is the function of subsidiary motions?**
 - A. To introduce new business**
 - B. To assist in treating or disposing of a main motion**
 - C. To delay decisions on other motions**
 - D. To call for a vote immediately**
- 6. What must a member do to make a main motion?**
 - A. Obtain the floor while another question is pending**
 - B. Obtain the floor when no other question is pending**
 - C. Simply announce the motion**
 - D. Have the motion prepared in writing**

- 7. When is a motion to "Postpone Indefinitely" normally used?**
- A. To bring an item back for further discussion later**
 - B. To express disinterest in a motion**
 - C. To conclude a motion's discussion**
 - D. To revise a previously made motion**
- 8. What does "unanimous consent" indicate during a meeting?**
- A. No opposition**
 - B. Majority agreement**
 - C. A call for a vote**
 - D. Need for further discussion**
- 9. What role does a presiding officer play in a meeting?**
- A. To provide social commentary**
 - B. To facilitate and guide the meeting**
 - C. To vote on every motion**
 - D. To represent the assembly in external affairs**
- 10. A group that attends meetings, debates, and votes is typically referred to as what?**
- A. A committee**
 - B. An association**
 - C. An assembly**
 - D. A council**

Answers

SAMPLE

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

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Explanations

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1. What is the purpose of having a second for a motion?

- A. To ensure the motion is formally recorded**
- B. For the chair's guidance on whether to state the question**
- C. To allow immediate discussion of the motion**
- D. To secure a majority vote**

The purpose of having a second for a motion is primarily to indicate support for the motion from at least one other member, which helps to establish that there is a level of interest in discussing the motion further. When a member makes a motion, a seconded motion signals to the chair that there is enough interest for the motion to be considered and potentially debated. This process acts as a preliminary check, ensuring that time is not wasted on motions that do not have sufficient support. This practice ensures that the discussion is focused on proposals that a segment of the members stands behind, rather than singular or isolated requests that may not represent broader interest in the group. Once the motion is seconded, the chair has the guidance needed to state the question and proceed with allowing discussion and a vote on the motion. In essence, the second serves as a mechanism for confirming that the proposed action is worthy of consideration by the assembly.

2. Which of the following is NOT one of the basic processes of amendment?

- A. Insert or add**
- B. Strike out**
- C. Postpone Indefinitely**
- D. Strike out and insert**

The option that is NOT one of the basic processes of amendment is "Postpone Indefinitely." Amendments are typically designed to modify the content of a motion or proposal, and the basic processes of amendment focus on making changes to the existing text. These processes include inserting or adding new text, striking out existing text, and both striking out and inserting new text in place of what was removed. In contrast, "Postpone Indefinitely" is a separate parliamentary motion used to dispose of a main motion without a direct vote on its merits, effectively delaying its consideration. It does not involve changing or amending the existing text of a proposal, which is why it is not classified among the fundamental processes of amendment. Understanding these distinctions helps clarify the different tools available within parliamentary procedure for managing discussions and decisions.

3. What does the motion "Lay on the Table" accomplish?

- A. To postpone a motion temporarily**
- B. To discuss an item next
- C. To change the topic of discussion
- D. To end debate on the current item

The motion "Lay on the Table" is used to temporarily set aside a motion or matter under discussion. This action allows the group to address more urgent business or to defer the current discussion without fully dismissing it. By laying something on the table, the assembly can revisit the topic at a later time, once the more pressing issues have been resolved or conditions become more conducive to further discussion. This motion helps maintain an effective flow in a meeting, ensuring that important matters can be handled without losing track of unfinished business. It does not end the discussion permanently or change the topic; rather, it simply postpones it for the moment. When the assembly chooses to take up the motion again, they can resume discussion based on any new insights or circumstances that may have arisen since it was tabled.

4. Which of the following best defines the term 'order of business' in the context of an assembly?

- A. Rules for conduct
- B. A list of items to be discussed or acted upon**
- C. A summary of the meeting
- D. The conclusion of business

The term 'order of business' refers specifically to a structured agenda that outlines the items that will be discussed or acted upon during a meeting or assembly. This ensures that the meeting runs efficiently and effectively, allowing participants to understand what topics will be covered, in what order, and as a means to manage time and attention during the meeting. Having a clear order of business is essential in parliamentary procedure as it helps to facilitate organization, keeps the discussion focused, and helps participants prepare for specific topics. By following this order, assemblies ensure that all important matters receive attention and can be addressed in a logical and systematic way, fostering productivity and clarity. In contrast, other options present different but distinct aspects of a meeting. Rules for conduct pertain to the behavior expected of attendees, a summary of the meeting reflects what has already occurred instead of what will happen, and the conclusion of business signifies the end of the meeting rather than the agenda for it. These distinctions highlight why the correct understanding of 'order of business' must focus on the agenda that guides discussions during the meeting.

5. What is the function of subsidiary motions?

- A. To introduce new business
- B. To assist in treating or disposing of a main motion**
- C. To delay decisions on other motions
- D. To call for a vote immediately

The function of subsidiary motions is to assist in treating or disposing of a main motion. These motions provide specific methods to handle or modify the main motion under consideration. For example, subsidiary motions can be used to amend the main motion, table it for later discussion, or even call for the previous question to vote on it. This framework enables a more organized and efficient decision-making process during meetings. By using subsidiary motions, a group can clarify the discussion, ensure that all viewpoints are considered, and streamline proceedings towards a resolution. This is vital in formal parliamentary procedure, where maintaining order and clarity is essential for effective governance.

6. What must a member do to make a main motion?

- A. Obtain the floor while another question is pending
- B. Obtain the floor when no other question is pending**
- C. Simply announce the motion
- D. Have the motion prepared in writing

To make a main motion, a member must obtain the floor when no other question is pending. This means that the member should wait for the appropriate time during the meeting when the discussion is open and there are no other motions currently being debated. Obtaining the floor is crucial because it ensures that the member has the right to speak and present their motion without interrupting another discussion. This process also allows for orderly conduct of the meeting and ensures that all members have a chance to participate in discussions without overlap or confusion. It reflects the principles of parliamentary procedure, which prioritize respectful and structured debate. In contrast, trying to obtain the floor while another question is pending would disrupt the flow of discussion and could lead to confusion. Announcing the motion without following proper procedure may lead to the motion being ignored or disallowed. Additionally, while having a motion prepared in writing is often encouraged for clarity, it is not a formal requirement for making a main motion.

7. When is a motion to "Postpone Indefinitely" normally used?

- A. To bring an item back for further discussion later**
- B. To express disinterest in a motion**
- C. To conclude a motion's discussion**
- D. To revise a previously made motion**

The motion to "Postpone Indefinitely" is primarily used to express disinterest in the matter being discussed. When a member makes this motion, they are essentially indicating that they do not wish to pursue the current motion any further, allowing the assembly to set it aside without taking a formal vote on it. This effectively halts any further discussion or consideration of the motion, reflecting a lack of support or interest from the group at that moment. Using this motion is strategic; it allows members to avoid investing time in a topic they find unworthy of discussion or likely to fail. By postponing the matter indefinitely, the assembly can focus on other business without the obligation to address an unwanted motion. It is different from simply voting against a motion since postponing it indefinitely removes it from the agenda altogether rather than resolving it through a vote. This motion also does not imply a future reconsideration of the topic, which distinguishes it from motions designed to bring items back for discussion or to amend previous motions.

8. What does "unanimous consent" indicate during a meeting?

- A. No opposition**
- B. Majority agreement**
- C. A call for a vote**
- D. Need for further discussion**

"Unanimous consent" during a meeting signifies that there is no opposition to a proposal or motion being put forward. This term indicates that all participants agree to the proposal without any dissent, which streamlines decision-making processes. It allows the meeting to progress quickly since formal voting procedures can be time-consuming, and it highlights a collective agreement among members. In this context, it is essential to recognize that when unanimous consent is reached, it reflects a shared commitment and alignment on the matter at hand, fostering a cooperative environment. The other options do not correctly capture the essence of unanimous consent, as they involve varying degrees of agreement or disagreement rather than a complete absence of opposition.

9. What role does a presiding officer play in a meeting?

- A. To provide social commentary**
- B. To facilitate and guide the meeting**
- C. To vote on every motion**
- D. To represent the assembly in external affairs**

The role of a presiding officer in a meeting is fundamentally about facilitating and guiding the discussions and activities that occur. This individual's primary responsibility is to ensure that the meeting runs smoothly and efficiently, maintaining order and encouraging participation from all members. The presiding officer sets the agenda, controls the flow of conversation, and ensures that all voices are heard, which is crucial for effective decision-making. By focusing on facilitating the meeting, the presiding officer helps create an environment where participants can express their ideas and concerns, ultimately leading to productive outcomes. This role also involves adhering to governance rules and procedures, which helps maintain structure during the meeting. Being a neutral guide allows the presiding officer to foster a sense of collaboration and inclusivity, essential for effective group dynamics. In contrast, providing social commentary, voting on every motion, or representing the assembly in external affairs are not key responsibilities of a presiding officer. The emphasis is on guidance and facilitation rather than personal opinions or individual voting, ensuring that the focus remains on the collective objectives of the assembly.

10. A group that attends meetings, debates, and votes is typically referred to as what?

- A. A committee**
- B. An association**
- C. An assembly**
- D. A council**

The term "assembly" aptly describes a group that comes together to hold meetings, engage in debates, and participate in voting. An assembly often represents a gathering of individuals with a shared purpose or interest, enabling them to discuss issues, make decisions collectively, and exercise their voting rights on various matters. This structure is commonly used in legislative contexts, where members convene to deliberate and determine policies or regulations. In contrast, while a committee does conduct meetings and make decisions, it usually functions as a smaller subset of a larger organization, focusing on specific tasks or areas. An association is typically a broader collective formed for common purposes but may not regularly engage in formal decision-making processes like voting. A council usually implies a body that advises or manages, often with specific responsibilities but not always in a structured debate and voting context like an assembly. Therefore, "assembly" is the most fitting term for a group defined by the activities described.