

# NAP Membership Practice Exam (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**

- 1. When is a motion open to debate?**
  - A. When members agree to it**
  - B. After it has been stated by the chair**
  - C. As soon as it is proposed**
  - D. Once it has been seconded**
- 2. Members of an assembly have the right to participate in which of the following activities?**
  - A. Make motions and debate**
  - B. Only vote**
  - C. Only attend meetings**
  - D. Only make motions**
- 3. What is the result of calling a previous question?**
  - A. To close debate on a motion**
  - B. To adjourn the meeting**
  - C. To take an immediate recess**
  - D. To limit the discussion time**
- 4. If a draft of the minutes has been sent out, are they automatically presumed read?**
  - A. Yes, if no objections**
  - B. No, they must always be read**
  - C. Yes, unless requested to be read**
  - D. No, members can skip reading**
- 5. Which of the following motions is generally decided by a two-thirds vote?**
  - A. To call for a recess**
  - B. To raise a question of privilege**
  - C. To limit debate**
  - D. To introduce a new main motion**



- 6. Which motion allows the assembly to discuss a borrowing of time?**
- A. Motion to adjourn**
  - B. Motion for the previous question**
  - C. Motion to suspend the rules**
  - D. Motion to table**
- 7. Are incidental motions orderly without rank among themselves?**
- A. True**
  - B. False**
  - C. They are ranked low**
  - D. They depend on the main motion**
- 8. What should the presiding officer do when calling the meeting to order?**
- A. Remain seated**
  - B. Stand up**
  - C. Sit quietly**
  - D. Call attendees by name**
- 9. If a motion is defeated, can the member suggest a different motion?**
- A. Only if the chair allows it**
  - B. Yes, they can suggest another motion**
  - C. No, they cannot propose any changes**
  - D. Only during the next meeting**
- 10. What is established by the adoption of the motion to Fix the Time to Which to Adjourn?**
- A. An adjourned meeting**
  - B. A special committee study**
  - C. A new main motion**
  - D. A temporary recess**

## **Answers**

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

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## **Explanations**

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**1. When is a motion open to debate?**

- A. When members agree to it
- B. After it has been stated by the chair**
- C. As soon as it is proposed
- D. Once it has been seconded

A motion is open to debate after it has been stated by the chair. This is a key aspect of parliamentary procedure, where the chair's role is to formally present the motion to the assembly. Once the chair articulates the motion, it becomes clear to all members what is being discussed, allowing them to consider its implications and engage in a debate. This clarity is critical as it ensures that members are informed about the specifics of the motion, enabling a focused and organized discussion. The process of parliamentary procedure requires that motions be properly expressed and understood before moving into debate. Thus, the chair's role in this context is essential, as they help facilitate order during deliberations.

**2. Members of an assembly have the right to participate in which of the following activities?**

- A. Make motions and debate**
- B. Only vote
- C. Only attend meetings
- D. Only make motions

Members of an assembly are granted various participatory rights that enhance democratic processes within the group. By having the right to make motions and debate, members can actively contribute to discussions, propose new ideas, and influence the direction of the assembly's business. Making motions allows members to bring formal proposals to the floor for consideration, while debating ensures that a range of perspectives is presented before decisions are made. This combination of activities fosters a collaborative environment where all voices can be heard, leading to more informed and collectively agreed-upon outcomes. The other options are limited in scope, either restricting participation to just voting, mere attendance, or only making motions, thereby undermining the richness that full participation through making motions and engaging in debate brings to the assembly as a whole.

### **3. What is the result of calling a previous question?**

- A. To close debate on a motion**
- B. To adjourn the meeting**
- C. To take an immediate recess**
- D. To limit the discussion time**

Calling a previous question is a parliamentary procedure used primarily to end discussion on a motion and move directly to a vote. This practice is essential in meetings where time is of the essence or discussion has become unnecessarily prolonged. When a member calls for the previous question, they are essentially requesting that the assembly stop debating and proceed to a decision on the matter at hand. This action helps to maintain order and efficiency within the meeting, ensuring that matters do not drag on longer than necessary. The other options involve different procedural actions. Adjourning a meeting refers to ending it altogether, taking a recess allows for a short break during proceedings, and limiting discussion time involves setting parameters on how long members can speak about a subject, which is not the primary purpose of calling a previous question. Consequently, the main outcome of this action is to close the debate and move faithfully toward a decision.

### **4. If a draft of the minutes has been sent out, are they automatically presumed read?**

- A. Yes, if no objections**
- B. No, they must always be read**
- C. Yes, unless requested to be read**
- D. No, members can skip reading**

The correct choice is that the draft of the minutes is presumed read unless there is a specific request for them to be read aloud. This reflects the practice within many organizations where the distribution of minutes signifies that members are expected to review them prior to meetings. If a member has concerns or wishes to discuss specific points from the minutes, they can request that the minutes be read aloud during the meeting. This approach streamlines the meeting process by allowing discussions to focus on any necessary clarifications or objections rather than reiterating information that members have already had the opportunity to review. It also moves the meeting along more efficiently, saving time while still providing an opportunity for engagement and input from all members. Understanding this principle helps in recognizing how meeting protocols aim to balance efficiency with member participation and accountability - members are expected to take responsibility for reviewing the minutes, which fosters a culture of preparation and engagement.

**5. Which of the following motions is generally decided by a two-thirds vote?**

- A. To call for a recess**
- B. To raise a question of privilege**
- C. To limit debate**
- D. To introduce a new main motion**

A motion to limit debate is typically decided by a two-thirds vote because it affects the rights of the members to discuss an issue. Limiting debate can restrict members' opportunities to express their views fully on a particular topic, so a higher threshold is required to ensure that there is a strong consensus among the members before such restrictions are implemented. This requirement helps protect the democratic process within meetings by ensuring that significant changes to how discussions will occur have broad support. In contrast, calling for a recess, raising a question of privilege, and introducing a new main motion usually only require a simple majority because they do not fundamentally alter the rights of the members in the same way that limiting debate does. These actions can be considered routine and therefore do not warrant the additional consensus needed for more impactful motions like limiting debate.

**6. Which motion allows the assembly to discuss a borrowing of time?**

- A. Motion to adjourn**
- B. Motion for the previous question**
- C. Motion to suspend the rules**
- D. Motion to table**

The correct choice regarding the motion that allows the assembly to discuss a borrowing of time is indeed the motion to suspend the rules. This motion is utilized when the assembly wishes to set aside the established rules or procedures temporarily to allow for a specific discussion or action that would not normally be allowed under those rules. In the context of discussing a borrowing of time, this motion provides the necessary flexibility to allow members to extend or adjust the time allocated for discussions. It gives the assembly the authority to modify its operations to accommodate particular needs, enabling more thorough deliberation on time-sensitive or important matters. Understanding this motion is crucial, as it highlights the priority of procedural flexibility in facilitating efficient assembly discussions, particularly when time management is vital for productive outcomes. Other motions mentioned would not facilitate this discussion in the same way, as each has a specific purpose unrelated to adjusting time for discussion.

**7. Are incidental motions orderly without rank among themselves?**

**A. True**

**B. False**

**C. They are ranked low**

**D. They depend on the main motion**

Incidental motions are indeed considered orderly without rank among themselves. This means that they can be introduced during the consideration of other motions without any hierarchy dictating which incidental motion takes precedence over another. Incidental motions address specific situations that arise during a meeting, typically relating to the procedure or the rules under which the assembly is operating. Examples of incidental motions include requests for information or points of order. Since these motions do not come with a fixed priority or rank, they can be raised as needed at any time without being constrained by an established hierarchy. This allows for flexibility in handling procedural issues as they come up during discussions. Thus, the assertion that incidental motions are orderly without rank accurately reflects their nature within parliamentary procedure.

**8. What should the presiding officer do when calling the meeting to order?**

**A. Remain seated**

**B. Stand up**

**C. Sit quietly**

**D. Call attendees by name**

When the presiding officer calls the meeting to order, standing up is the most appropriate action. This practice serves several important functions. Firstly, standing helps to establish authority and clarity regarding who is leading the meeting. It signals to all attendees that the meeting is officially commencing and that they should now focus on the proceedings. Additionally, standing can enhance visibility, ensuring that all members can see the presiding officer and are engaged from the start. This sets a tone of professionalism and respect for the formalities of the meeting. In comparison to the other options, remaining seated might convey a lack of authority or urgency, which could undermine the seriousness of the meeting's commencement. Sitting quietly does not effectively signal the start of the meeting, and calling attendees by name, while potentially a nice touch for engagement, is not standard procedure for initiating a meeting. Thus, standing up aligns best with established protocols and contributes positively to the meeting's tone and effectiveness.



**9. If a motion is defeated, can the member suggest a different motion?**

**A. Only if the chair allows it**

**B. Yes, they can suggest another motion**

**C. No, they cannot propose any changes**

**D. Only during the next meeting**

When a motion is defeated, a member can indeed suggest a different motion. This is an important aspect of parliamentary procedure that allows for ongoing discussion and the possibility of new ideas being considered. It fosters a dynamic environment where participants can continually work towards agreement or improvement on the topic at hand. In parliamentary procedure, when one motion is voted down, it doesn't prevent members from forming new motions related to the same subject. This flexibility is crucial for effective meetings, as it ensures that members can adapt to feedback and change directions as needed. The other options suggest limitations that do not align with standard practices. Allowing or disallowing a motion based solely on the chair's discretion, barring any changes entirely after a motion is defeated, or deferring the opportunity to the next meeting would hinder constructive dialogue and the ability to address issues dynamically.

**10. What is established by the adoption of the motion to Fix the Time to Which to Adjourn?**

**A. An adjourned meeting**

**B. A special committee study**

**C. A new main motion**

**D. A temporary recess**

The adoption of the motion to Fix the Time to Which to Adjourn is significant because it allows a body to establish the time for the next meeting after the current one is adjourned. This means that the motion does not just serve to end the current session but also sets a specific date and time for when the group will reconvene to continue its business. This ensures continuity and helps members plan for the next meeting effectively, thereby making it a vital procedural tool. In this context, an adjourned meeting refers specifically to the resumption of the meeting at the designated future time, making option A the correct choice. Other options do not align with the function of this particular motion, as it does not create new motions, special committees, or provide for a temporary recess; rather, it solidifies future meeting plans.

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

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