

# Robert's Rules of Order 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. Which motion is used to modify the wording of a motion that has already been adopted?**
  - A. Rescind**
  - B. Reconsider**
  - C. Amend Something Previously Adopted**
  - D. Take from the Table**
  
- 2. What term denotes a situation where a member has a direct personal interest not common to the other members?**
  - A. Quorum deficit**
  - B. Conflict of interest**
  - C. Recusal**
  - D. Pro tempore**
  
- 3. Which motion prevents the assembly from considering a question because it is deemed irrelevant or objectionable?**
  - A. Postpone Indefinitely**
  - B. Lay on the Table**
  - C. Objection to Consideration of a Question**
  - D. Reconsider and Entertain Debate**
  
- 4. The last part of a formal resolution that specifies the action or position to be taken is called what?**
  - A. Resolved Clause**
  - B. Preamble**
  - C. Whereas Clause**
  - D. Motion to Adopt**
  
- 5. A question directed to the presiding officer concerning parliamentary law or the organization's rules as they apply to the business at hand.**
  - A. Pending**
  - B. Ownership of a motion**
  - C. Parliamentary Inquiry**
  - D. Point of Information**

- 6. Which term describes the official guide used to govern meetings in many organizations?**
- A. Parliamentary authority**
  - B. Parliamentary law**
  - C. Pending**
  - D. Point of Information**
- 7. What does it mean to second a motion?**
- A. A pledge to support the motion**
  - B. A vote to dismiss**
  - C. An indication that the motion should be considered**
  - D. The presiding officer's rule**
- 8. When a motion is \_\_\_\_\_, it can be modified during the time it is pending (Step 4).**
- A. Debatable**
  - B. Amendable**
  - C. Amended**
  - D. Resolved**
- 9. What Amendment is considered acceptable to the entire assembly and may be adopted by unanimous consent if the maker agrees?**
- A. Friendly Amendment**
  - B. Substantive Amendment**
  - C. Technical Amendment**
  - D. Nonbinding Amendment**
- 10. In an Appeal from the Decision of the Chair, what does it mean to sustain the decision of the chair?**
- A. To overturn the ruling**
  - B. To support and uphold the ruling**
  - C. To table the appeal**
  - D. To dismiss the appeal**

## Answers

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

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## **Explanations**

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**1. Which motion is used to modify the wording of a motion that has already been adopted?**

**A. Rescind**

**B. Reconsider**

**C. Amend Something Previously Adopted**

**D. Take from the Table**

To modify the wording of a motion that has already been adopted, use the motion to amend something previously adopted. This is specifically for changing the language of an action that has already passed, without undoing the decision entirely; you draft the exact changes and the assembly votes on them. It's different from rescinding, which would cancel the action as a whole, reconsider, which reopens debate on a decision that was just made, and taking from the table, which brings back a motion that was set aside without altering its wording.

**2. What term denotes a situation where a member has a direct personal interest not common to the other members?**

**A. Quorum deficit**

**B. Conflict of interest**

**C. Recusal**

**D. Pro tempore**

A conflict of interest describes a situation where a member has a direct personal interest that isn't shared by the other members, which could bias their judgment on a matter before the group. This is the term that precisely captures the scenario the question describes. Under Robert's Rules, such a member should disclose the interest and may be required to refrain from debate and voting on that issue, or even be recused from participating in the matter. The other terms refer to different ideas: a quorum deficit means not enough members are present to conduct business; recusal is the act of withdrawing from participation due to a conflict; and pro tempore means a temporary presiding officer.

**3. Which motion prevents the assembly from considering a question because it is deemed irrelevant or objectionable?**

**A. Postpone Indefinitely**

**B. Lay on the Table**

**C. Objection to Consideration of a Question**

**D. Reconsider and Entertain Debate**

When a question is introduced and someone believes it should not be considered at all because it's irrelevant or objectionable, they can offer the motion to object to the consideration of the question. This motion is decided right away, before any debate on the main question, and it is not debatable. If the assembly votes to sustain the objection, the question is not considered and is dropped for that meeting; if the objection is defeated, the group proceeds to consider the question as normal. This tool helps the group avoid spending time on matters that don't fit the agenda or are improper for discussion at that moment, rather than merely postponing or rearranging the order of business. It's distinct from motions that delay consideration, like postponing to a later time, or from motions that reopen or revisit decisions already made.

**4. The last part of a formal resolution that specifies the action or position to be taken is called what?**

**A. Resolved Clause**

**B. Preamble**

**C. Whereas Clause**

**D. Motion to Adopt**

In a formal resolution, the part that actually names what action the group will take is the Resolved clause. The early portion (often introduced by whereas or preamble) provides the reasons or context for the action, but it does not mandate what will be done. The motion to adopt is a separate procedural step to approve the resolution itself, not the content of the resolution. So the final portion that specifies the action to be taken starts with "Resolved, that..." and states the concrete actions.

**5. A question directed to the presiding officer concerning parliamentary law or the organization's rules as they apply to the business at hand.**

**A. Pending**

**B. Ownership of a motion**

**C. Parliamentary Inquiry**

**D. Point of Information**

When you need guidance about how the rules apply to what the group is doing, you use a Parliamentary Inquiry. This is a question directed to the presiding officer that asks for clarification on procedural aspects—things like whether a motion is in order, how long debate may last, or what rule governs a particular action. The chair provides a ruling or cites the applicable rule to show how it should be applied to the current business. The focus is on procedure, not the substance of the motion itself, which helps keep the meeting moving correctly and consistently with the rules. This is different from a Point of Information, which seeks factual details about the matter on the floor rather than about how the rules operate.

**6. Which term describes the official guide used to govern meetings in many organizations?**

**A. Parliamentary authority**

**B. Parliamentary law**

**C. Pending**

**D. Point of Information**

The essential idea is understanding what term refers to the official guide a group uses to run its meetings. The term is parliamentary authority. It acts as the rulebook the organization adopts to govern procedures—how motions are made, debated, amended, and voted on. Commonly, groups designate a specific manual (for example, Robert's Rules of Order Newly Revised) as their parliamentary authority, which then provides the framework for conduct at meetings. The other terms don't fit this role. "Parliamentary law" isn't a standard designation for an organizational meeting guide, so it doesn't describe the source groups rely on for procedure. "Pending" is simply the status of a motion awaiting action, not a guide to conduct. "Point of information" is a procedural device used to request information during a meeting, not the overall rulebook.

## 7. What does it mean to second a motion?

- A. A pledge to support the motion
- B. A vote to dismiss
- C. An indication that the motion should be considered**
- D. The presiding officer's rule

The main idea tested is what it means when a member seconds a motion. A second is a signal that someone in the group thinks the motion should be considered and debated. It doesn't express agreement with the motion or commit the member to vote a certain way; it simply shows there is enough interest to warrant discussion. If no one seconds, the motion usually dies, since there's no indication the assembly should take it up. Why this is the best answer: it captures the exact function of a second in parliamentary procedure—to indicate that the motion deserves consideration and discussion by the group. Why the other ideas don't fit: a second is not a pledge to support the motion, and it doesn't bind anyone to vote yes. It isn't a vote to dismiss, since it's about initiating discussion, not ending the matter. And it isn't the presiding officer's rule; the second comes from a member, not from the chair.

## 8. When a motion is \_\_\_\_\_, it can be modified during the time it is pending (Step 4).

- A. Debatable
- B. Amendable**
- C. Amended
- D. Resolved

The ability to change a proposal while it is still under consideration is called being amendable. When a motion is amendable, members can propose an amendment to modify part of the motion, and that amendment goes through the same process: it must be seconded, debated, and then voted on. If the amendment passes, the main motion is considered amended; if it fails, the motion remains as it was (or can be amended again in another way). This concept is distinct from debatable (whether the motion can be argued), amended (the action of making a change), or resolved (the motion has been decided).

## 9. What Amendment is considered acceptable to the entire assembly and may be adopted by unanimous consent if the maker agrees?

- A. Friendly Amendment**
- B. Substantive Amendment
- C. Technical Amendment
- D. Nonbinding Amendment

A friendly amendment is the modification that the mover is willing to accept, so it can be adopted by unanimous consent because it does not change the motion's intent. When the maker agrees to the suggested change, the assembly can accept it informally and without a formal vote, streamlining proceedings. If the maker does not approve, the proposed change becomes a regular amendment and must go through the standard voting process. This mechanism keeps meeting flow smooth by allowing minor language tweaks that preserve the original purpose.

**10. In an Appeal from the Decision of the Chair, what does it mean to sustain the decision of the chair?**

- A. To overturn the ruling**
- B. To support and uphold the ruling**
- C. To table the appeal**
- D. To dismiss the appeal**

Sustain means to support and uphold the chair's ruling. When someone appeals, the assembly votes on whether to accept the chair's decision. If the appeal is sustained, the chair's ruling stands and remains in effect. If the appeal is not sustained, the ruling is reversed. In other words, sustaining is choosing to agree with the chair, keeping the ruling in place.

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

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

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