

# SkillsUSA Massachusetts Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

**Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.**

**ALL RIGHTS RESERVED.**

**No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.**

**Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.**

**SAMPLE**

# Table of Contents

<b>Copyright</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>How to Use This Guide</b> .....	<b>4</b>
<b>Questions</b> .....	<b>5</b>
<b>Answers</b> .....	<b>8</b>
<b>Explanations</b> .....	<b>10</b>
<b>Next Steps</b> .....	<b>15</b>

SAMPLE

# 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

SAMPLE

- 1. In a meeting, what describes the chair's decision on procedural issues?**
  - A. Ruling**
  - B. Agenda**
  - C. Minutes**
  - D. Motion**
  
- 2. Who is the Massachusetts Stated Executive Director?**
  - A. Mrs. Karen Ward**
  - B. Mr. Brian Bentley**
  - C. Ms. Anika Koopman**
  - D. Mr. Ed Markey**
  
- 3. The agenda or any subject placed on the agenda is known as what?**
  - A. General order**
  - B. Minutes**
  - C. Absentee Voting**
  - D. Assembly**
  
- 4. In parliamentary procedure, what phrase is used to introduce a motion?**
  - A. I move that...(state motion)**
  - B. Let's discuss**
  - C. I propose to vote**
  - D. It is decided**
  
- 5. Where is SkillsUSA national headquarters located?**
  - A. Leesburg, Virginia**
  - B. Alexandria, Virginia**
  - C. Washington, D.C.**
  - D. Reston, Virginia**

- 6. A member acting as a representative and voting for an organization is called what?**
- A. Delegate**
  - B. Chair**
  - C. General order**
  - D. Absentee Voting**
- 7. Who is the SkillsUSA Massachusetts Board of Director Chair?**
- A. Mr. Brian Bentley**
  - B. Mrs. Karen Ward**
  - C. Ms. Anika Koopman**
  - D. Mr. Ed Markey**
- 8. What is competency?**
- A. The ability to do something successfully or efficiently**
  - B. The action of leading a group**
  - C. The state of being dedicated**
  - D. The rights of assembly**
- 9. What are the three rights of a member of an assembly?**
- A. Make a motion, Second a motion, and Vote on a Motion**
  - B. Speak, Listen, and Follow the agenda**
  - C. Attend, Observe, and Leave**
  - D. Propose amendments, Debate, and Recess**
- 10. What is Anthony Milinski's role on the State Executive Council?**
- A. Parliamentarian**
  - B. Treasurer**
  - C. Historian**
  - D. President**

## Answers

SAMPLE

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

SAMPLE

## **Explanations**

SAMPLE

**1. In a meeting, what describes the chair's decision on procedural issues?**

- A. Ruling**
- B. Agenda**
- C. Minutes**
- D. Motion**

A ruling is the chair's determination on procedural questions that come up during a meeting. When someone raises a point of order or asks how a rule should apply, the chair evaluates the situation and makes a ruling that explains what's allowed and how to proceed. This is different from an agenda, which is just the list of items to discuss; minutes, which are the written record of what happened; and a motion, which is a proposal that the group votes on. The ruling specifically settles how to handle the procedure in that moment, keeping the meeting running under the rules.

**2. Who is the Massachusetts Stated Executive Director?**

- A. Mrs. Karen Ward**
- B. Mr. Brian Bentley**
- C. Ms. Anika Koopman**
- D. Mr. Ed Markey**

The position being tested is the top leadership role for SkillsUSA Massachusetts, the person who oversees statewide programs, coordinates with chapters, and represents the organization. Mrs. Karen Ward holds that role, so she is the person associated with this office. If you're studying for accuracy, it's good to verify on the official SkillsUSA Massachusetts site or recent announcements, since leadership can change. The other names listed are not the State Executive Director.

**3. The agenda or any subject placed on the agenda is known as what?**

- A. General order**
- B. Minutes**
- C. Absentee Voting**
- D. Assembly**

In parliamentary procedure, items placed on the agenda to be discussed and acted upon are called general orders. This designation signals that the matter is scheduled for consideration at a specific time during the meeting and may require more time or formal action before it's resolved. Minutes are the written record of what happened at the meeting, not an item on the agenda. Absentee voting refers to voting by members not present, and an assembly is the group or meeting itself. So the agenda item described is best described as a general order.

**4. In parliamentary procedure, what phrase is used to introduce a motion?**

**A. I move that...(state motion)**

**B. Let's discuss**

**C. I propose to vote**

**D. It is decided**

In parliamentary procedure, bringing business to the floor is done by saying "I move that ..." followed by the proposed action. This clearly signals to the group that you want to adopt a formal motion, and it starts the process that includes a second, debate, possible amendments, and a vote. The phrase is precise and standard, so everyone knows exactly what is being proposed and that the meeting will follow a formal steps-to-action flow. The other phrases don't initiate a formal motion. "Let's discuss" is informal and doesn't set up a formal motion to be debated and voted on. "I propose to vote" mixes proposing action with voting and skips the required sequence of discussion and decision. "It is decided" is something the chair says after a motion has been approved or rejected, not how a motion is introduced.

**5. Where is SkillsUSA national headquarters located?**

**A. Leesburg, Virginia**

**B. Alexandria, Virginia**

**C. Washington, D.C.**

**D. Reston, Virginia**

SkillsUSA's national headquarters is the central office that coordinates programs, services, and governance for the entire organization. This office is located in Leesburg, Virginia, which places it in the Northern Virginia area near the Washington, D.C. metro region. Being in Leesburg helps the national team connect with chapters, partners, and events across the country while still staying accessible to the D.C. area for national activities. Although nearby cities like Alexandria, Reston, and Washington, D.C. are part of the broader region, the official headquarters is in Leesburg.

**6. A member acting as a representative and voting for an organization is called what?**

**A. Delegate**

**B. Chair**

**C. General order**

**D. Absentee Voting**

The main idea is identifying the role of a member who represents the organization and has the authority to vote on its behalf. That role is a delegate. A delegate is chosen to carry the organization's voice at meetings or conventions and to participate in decisions by voting on issues. The chair is the person who leads the meeting, not the representative who votes for the organization. General order is simply the standard sequence of business at a meeting, not a person. Absentee voting refers to voting when you're not present, which describes the method rather than who represents the organization.

## 7. Who is the SkillsUSA Massachusetts Board of Director Chair?

- A. Mr. Brian Bentley**
- B. Mrs. Karen Ward**
- C. Ms. Anika Koopman**
- D. Mr. Ed Markey**

Being the Board of Directors Chair means leading the board's work: presiding over meetings, setting agendas, guiding governance and policy, and coordinating with the executive director to steer the organization's strategic direction. The person identified as the Chair is the one who holds that leadership role on the SkillsUSA Massachusetts board, so Brian Bentley is the correct choice. The other names listed are not indicated as holding the chair position in this context; for example, Ed Markey is a U.S. congressman, which is a different role altogether, and the remaining individuals are associated with different positions within or related to the organization.

## 8. What is competency?

- A. The ability to do something successfully or efficiently**
- B. The action of leading a group**
- C. The state of being dedicated**
- D. The rights of assembly**

Competency is the ability to perform a task correctly and efficiently, using the appropriate knowledge and skills. It means you can apply what you know to achieve the expected result reliably. This is why the option describing the ability to do something successfully or efficiently best fits. The other ideas describe leadership, dedication, or civil rights, which are separate concepts and do not define what competency means.

## 9. What are the three rights of a member of an assembly?

- A. Make a motion, Second a motion, and Vote on a Motion**
- B. Speak, Listen, and Follow the agenda**
- C. Attend, Observe, and Leave**
- D. Propose amendments, Debate, and Recess**

The key idea is how a member actively moves an idea forward in a meeting. Making a motion lets you propose that the group consider a specific issue or action. Seconding a motion is the formal way to show there's interest in discussing it, signaling that the proposal has enough support to be debated rather than ignored. Voting on a motion is the decision step, where the group determines whether the proposal passes and becomes action. Together, these three steps—proposing, showing support, and deciding by vote—drive the meeting's business in an orderly, democratic way. Other options describe participation or conduct, but they don't on their own initiate, back, and finalize a formal proposal.

**10. What is Anthony Milinski's role on the State Executive Council?**

**A. Parliamentarian**

**B. Treasurer**

**C. Historian**

**D. President**

The position being asked about is the one that handles how meetings run. A Parliamentarian on a State Executive Council is responsible for advising the group on parliamentary procedure, ensuring motions, debates, and voting follow the rules, and keeping meetings orderly according to the organization's bylaws and Robert's Rules of Order. This role focuses on process and rulemaking rather than finances, record-keeping, or leadership of the group. That's why Anthony Milinski's role is Parliamentarian. If you're wondering about the other options: the Treasurer is in charge of finances, the Historian keeps records of the organization's history, and the President leads the council and represents the group.

SAMPLE

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

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

SAMPLE