

## PARLIAMENTARY PROCEDURE BASEBALL QUIZ

1. (1B) A member making a motion must first get, recognition from the chair?  
**Yes.**
2. (1B) The person seconding a motion has to stand?  
**No.**
3. (1B) For courtesy=s sake, a nomination should be seconded?  
**No.**
4. (1B) In order to hurry things along, the president should express his opinion about each matter promptly?  
**No, the president does not enter into the discussion while presiding.**
5. (1B) The chairman should allow time for discussing all motions?  
**No, some motions are not discussable. However, most of them should be discussed.**
- 6.(1B) If a member, when he thinks the discussion has gone on long enough, call for a vote?  
**Call for aQuestion@.**
7. (Home Run) There are four ways of voting. Name all four ways.  
**Acclamation (or voice)  
Show of hands (or standing)  
Ballot  
Calling the roll**
8. (1B) Who records the results of the vote?  
**Secretary in the minutes.**
9. (1B) If the presiding officer wishes to enter the discussion, what may he/she do?  
**Turn the chair over to someone else & proceed as a member to get the floor & speak.**
1. (1B) A person making a motion should stand?  
**Yes.**
2. (1B) If a motion is not seconded the chairman takes a vote on it anyway?  
**No, it is lost for want of a second.**
3. (1B) Give the correct way to state a motion.  
**A move that...@rather than  
AI make a motion...@**
4. (1B) To keep the business meeting from dragging, the chairman of a committee making a report should move its adoption?  
**Yes.**
5. (1B) Is it true that a motion to adjourn need not be seconded.  
**No.**
6. (1B) If the president thinks the discussion has been long enough, what may he say to close the discussion & take a vote?  
**Are you ready for the question?**
7. (Home Run) When the vote is taken what does the chairman say?  
**He announces the results.**
8. (1B) During a discussion period (of a motion) members wishing to speak who must be recognized by the presiding officer?  
**All persons wishing to speak should be recognized.**
9. (1B) When members speak out of turn or make some motion when another is on the floor, what should the president say?  
**I=m sorry, you=re out of order.**

10. (1B) If the president or some member fails to follow some rule of procedure - such as failing to take a vote - what should the members (or parliamentarian) do?  
**After securing recognition, the person may say, "I rise to a point of order. We failed to take a vote", etc.**
11. (1B) May a motion be withdrawn?  
**Yes**
12. (1B) Name two ways officers may be nominated.  
**A - From the floor by member**  
**B - By nomination committee**
13. (Home Run) Name 3 duties of president.  
**A - Presides at meetings**  
**B - Checks on arrangements for meetings and sees that program is ready**  
**C - Approves payments made by club**  
**D - Appoints committees**
14. (1B) Who is usually recommended as chairman of the program committee?  
**The Vice-President**
15. (1B) In taking a voice vote, the president says, "All those in favor say 'Aye'". Is it then correct to say, "All those opposed, likewise"?  
**No, Say, "All those opposed say 'NO'".**
16. (1B) How and when does a president call for order?  
**At beginning and any other time when the group gets too noisy**
17. (1B) Motion to adjourn is always in order.  
**Yes.**
10. (1B) Members seconding a motion are expected to vote for that motion?  
**No. Often a motion is seconded just to get the question before the house.**
11. (2B) Who may withdraw a motion?  
**The person who made the motion with the consent of the one who seconded it.**
12. (1B) Is it permissible for the president to vote?  
**No, only if there is a tie vote or if the vote is by secret ballot.**
13. (2B) Who presides at meeting when both president and vice president are absent?  
**The secretary**
14. (Home Run) Give an accepted order of business for a meeting.  
**a. Call to order**  
**b. Pledges to flags**  
**c. Song**  
**d. Roll Call**  
**e. Reading of minutes**  
**f. Reports**  
**g. Old business**  
**h. New business**  
**i. Program**  
**j. Social hour**  
**k. Adjournment**
15. (1B) When the secretary reads the minutes and a correction is made, the president then says, "The minutes stand approved as read".  
**No. "The minutes stand approved as corrected".**
16. (1B) In voting on candidates for office by voice vote, the first one nominated should be the first one voted on.  
**True.**
17. (1B) Motion to table is always in order.  
**Yes**

18. (1B) Should a chairman always restate a motion before calling for a vote?

**Not always-may have the secretary read or merely say "You have heard the motion".**

19. (1B) Is the report of a standing committee old business or new business?

**Old business.**

20. (1B) If two members ask to be recognized at the same time, which one should the chairman recognize?

**Either one.**

21. (1B) Are leaders privileged to vote in a 4-H Club meeting?

**No - technically they are not members of the club.**

22. (1B) When is an ordinary motion out of order?

**When there is a motion before the house.**

23. (3B) Who would preside at the annual meeting during the election of officers?

**A temporary chairman elected for that purpose.**

24. (1B) Who can properly install officers?

**Anyone selected for that purpose.**

25. (1B) If there is a question about the manner of voting, what method should be used?

**Ballot.**

18. (2B) If a motion is amended, which should be voted on first, the amendment or the original motion?

**The amendment.**

19. (2B) Is the report of a special committee old business or new business?

**Old business.**

20. (1B) If three members in secession rise and address the chair, which one must the chair recognize?

**The first.**

21. (Home Run) If a member thinks that the chairman made the wrong declaration after a voice vote, what may he do?

**Ask for show of hands or standing vote.**

22. (1B) If a motion is made and duly seconded that effects the chairman personally, who may relieve the chairman of the embarrassment of calling for the motion?

**The Vice-President or other officer or a member.**

23. (2B) What is the difference between an ad hoc committee and a standing committee?

**An ad hoc committee is appointed to complete a specific task and then is disbanded. A standing committee continues to exist throughout the year or from year to year.**

24. (1B) Is it proper for a newly elected officer to preside until he is formally installed?

**Yes.**

25. (1B) Should the ones nominated for an office be permitted to vote for those nominated?

**Yes.**