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| **INTRODUCTION TO PARLIAMENTARY PROCEDURE** |
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| 1)  | In addition to the president, secretary, treasurer, and parliamentarian, there are this number of vice presidents at the national level of FBLA. |
|  | A) three |
|  | B) four |
|  | C) one |
|  | D) five |

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| 2)  | The vote on a main motion is 30 for the affirmative and 29 for the negative. The chair then votes in the negative. The motion is \_\_\_\_\_. |
|  | A) a tie and is adopted |
|  | B) tabled |
|  | C) lost |
|  | D) adopted |

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| 3)  | A short intermission which does not close the meeting and after which business will be resumed is called \_\_\_\_\_. |
|  | A) a break |
|  | B) a recess |
|  | C) adjournment |
|  | D) a meeting interruption |

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| 4)  | \_\_\_\_ tap(s) of the gavel tells meeting attendees to be seated. |
|  | A) One |
|  | B) Three |
|  | C) Four |
|  | D) Two |

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| 5)  | The record of each business meeting is called \_\_\_\_. |
|  | A) the summary |
|  | B) the agenda |
|  | C) the itinerary |
|  | D) the minutes |

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| 6)  | FBLA members who want to run for a national office must file their application with the association president and executive officer by \_\_\_\_\_. |
|  | A) May 15 |
|  | B) July 31 |
|  | C) June 1 |
|  | D) January 1 |

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| 7)  | The national FBLA officer screening committee does **not** include \_\_\_\_\_. |
|  | A) the FBLA-PBL Director of Educational Programs |
|  | B) the national FBLA president |
|  | C) board members |
|  | D) the regional FBLA vice presidents |

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| 8)  | The administration of FBLA shall be vested in the \_\_\_\_\_. |
|  | A) state FBLA presidents |
|  | B) executive committee |
|  | C) chief executive officer of FBLA-PBL |
|  | D) association president and chief executive officer of FBLA-PBL |

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| 9)  | \_\_\_\_\_\_ delays action by enabling more careful consideration. |
|  | A) To raise a point of order |
|  | B) To commit or refer |
|  | C) To appeal from decision of the chair |
|  | D) To postpone indefinitely |

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| 10)  | If you are the presiding officer, what would be the next step you would take after an amendment to a main motion was adopted? |
|  | A) debate on the amended main motion |
|  | B) debate on the adopted amendment |
|  | C) a motion to adjourn |
|  | D) more new business |

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| 11)  | Which of the following motions would be used to dispense with the regular order of business and proceed to a subject that is scheduled later in the meeting? |
|  | A) Suspend the Rules |
|  | B) Previous Question |
|  | C) Reconsider the Order of Business |
|  | D) Amend the order of Business |

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| 12)  | An officer who has served more than \_\_\_\_\_. |
|  | A) half of a term is considered to have served a full term |
|  | B) 10% of a term is considered to have served a full term |
|  | C) one fourth of a term is considered to have served a full term |
|  | D) 75% of a term is considered to have served a full term |

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| 13)  | Which vote on a motion is always taken first by the presiding officer? |
|  | A) negative |
|  | B) neutral |
|  | C) affirmative |
|  | D) abstentions |

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| 14)  | When the privileged motion to adjourn is pending, the motion to \_\_\_\_\_. |
|  | A) limit or extend limits of debate is in order |
|  | B) fix the time to which to adjourn is in order |
|  | C) amend is in order |
|  | D) lay on the table is in order |

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| 15)  | \_\_\_\_\_\_\_ motions have no connection with the main motion before the assembly, but they are so important that they are entitled to immediate consideration. |
|  | A) Active |
|  | B) Incidental |
|  | C) Subsidiary |
|  | D) Privileged |

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| 1) | D |
| 2) | C |
| 3) | B |
| 4) | A |
| 5) | D |
| 6) | A |
| 7) | A |
| 8) | D |
| 9) | B |
| 10) | A |
| 11) | A |
| 12) | A |
| 13) | C |
| 14) | B |
| 15) | D |