



# Sample Parliamentary Procedure Question/Answer

**Q1. Once a main motion is made, what must be done before debate begins?**

A1. A main motion must be seconded by another member and stated by the chair. **(Robert's Rules of Order, p. 2)**

**Q2. Who must sign the minutes once they are approved?**

A2. The President must sign the minutes when they are approved. **(Robert's Rules of Order, p. 204)**

**Q3. When is a motion "rejected" or "lost?"**

A3. When an assembly decides not to do what a motion proposes (a motion does not receive the appropriate number of votes for it to pass) **(Robert's Rules of Order, p. 31)**

**Q4. What would a member wish to do if they move the Previous Question?**

A4. They are wanting to close debate and vote on the motion at hand. **(Robert's Rules of Order, p. 77)**

**Q5. Name 3 ways to take a vote during a small assembly or meeting.**

A5. Rising, Ballot, Roll Call, General Consent, Show of hands, and by mail **(Robert's Rule of Order, p. 145)**

**Q6. Name 2 ways that a main motion may be amended.**

A6. Inserting or add words, striking out words, striking out and inserting words, substituting a new motion. **(Robert's Rules of Order, p. 96)**

**Q7. What is the term for this definition: The formal parliamentary name given to any form of discussion on the merits of a motion.**

A7. Debate (**Robert's Rules of Order, p. 28**)

**Q8. If you were the chairman and a member was giving debate on a motion and made an amendment to the motion, how would you handle this procedure?**

A8. Chairman asks for a second to the amendment and processes the amendment (page 374)

**Q9. If there are 25 members present in a meeting, what is the number of votes that must be cast for a motion to pass with majority?**

A9. 13 of 25 votes (page 387)

**Q10. What is a motion to reconsider?**

A10. A motion to ask for a new vote on a motion. Allows membership to bring back a motion that was voted on hastily or when a situation has changed. Motion to reconsider can only be made during the meeting when the original motion was made. (Page 304)

**Q11. What are three regular methods that voting may be conducted?**

A11. Voice Vote, Show of Hands, Rising/Standing (Page 395)

**Q12. What does it mean to Abstain?**

A12. To refrain from voting (394)

**Q13. Define secondary amendment.**

A13. An amendment that amends a pending amendment. (Page 56)

**Q14. What is the definition of a standing committee?**

A14. A committee that performs a continuing function and remains in existence permanently or for the life of the club or assembly that establishes them. (Page 473)