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.

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)


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)