

**October 2008**

Questions are not grouped by topic, since any matter might come up and need addressing at any time when one is presiding or advising on procedures. Parliamentary authority is Robert's Rules of Order, Newly Revised (10th Edition, 2000).

1. What does "table" or "lay on the table" mean?
2. What is a "friendly amendment"?
3. Why would a speaker ask for a "point of information" ?
4. What is the diplomatic way to kill a motion without taking a position on it?
5. When is it appropriate for the chair to vote?
6. If an individual has spoken twice in debate, how can that individual get to speak a third time?
7. What do the terms "frivolous" and "dilatatory" mean?
8. Until what point is the maker of a motion allowed to change or withdraw it without permission?
9. What does "plurality" mean in voting?
10. What does it mean for a member to "call for the orders of the day"?
11. What is a "caucus"?
12. What are the meanings of "division"? How should abuses be handled?
13. Who may raise a motion to reconsider? When can it be done? How else can an equivalent action be taken?
14. If the chair has voted (in a roll call or in a counted vote), can that person then vote as chair to affect the result?
15. If Smythe receives fourteen votes in an election that requires a majority for election, and Jones receives thirteen and there are seventy-three blank ballots, is the election final or is a run-off needed?
16. If Smythe receives fourteen votes in an election that requires a majority for election and Jones receives thirteen and there are two votes for Donald Duck, and there are seventy-one blanks, is the election final or is a run-off needed?

17. Why is a run-off between the two top vote-getters in an election not necessarily the best course for an organization to follow?
18. What are the basic functions of a parliamentarian in a meeting? Before and after a meeting? Can a member serve as parliamentarian?
19. What is a "point of personal privilege"? "Privilege of the assembly"?
20. Discuss the concept of "germaneness." What is the relationship to "intent"?
21. Discuss "voting"--the types of votes and the significance of each.
22. What kinds of motions have the limitation of "wisdom" on their discussion?
23. How many amendments can be pending at one time? How are they disposed of?
24. If the rules provide that there must be opportunity for at least one speaker on each side of an issue, what should be done if no one wants to speak for (or against) a particular proposal?
25. What is the purpose of "seconding"?
26. What is "tabling with the intent to kill"?
27. What are some differences between procedures in committees and those in larger groups?
28. How does one deal with a member quoting a parliamentary authority not the official one for the organization?
29. What vote is required to adopt standing rules?
30. When should the ordinary presiding officer leave the chair?
31. How should a meeting proceed if the ordinary presiding officer is not present?
32. What is the status of a "minority report" if one or more members of a committee prepare one?
33. How are constitutional amendments handled in the organization? Who can initiate an amendment?
34. What should be done if a resolution lacks a "preamble" with "Whereas" clauses?

35. What information should be in minutes?
36. Why should motions with wording like “that the organization not approve something” be avoided?
37. If a member disagrees with a ruling made by the chair, what can the member do?
38. How can the agenda for a meeting be changed?
39. If a member disagrees with an opinion stated by the chair, what can the member do?
40. If a following speaker disagrees with what a member has said, what recourse does the first member have?
41. Who make up the five groups that parliamentary procedure is designed to protect?
42. What are the most useful ways to keep order--to stop side-conversations, cross-talk, and the like?
43. What is the status of a committee report that is amended from the floor?
44. What are “Special Orders”?
45. What actions can be taken in the absence of a quorum?
46. How is the presence of a quorum determined?
47. Is a presiding officer obliged to rule on any appropriate issue?
48. What should a presiding officer do if the original maker of a motion refuses to accept an amendment made during a meeting?
49. When does a presiding officer have an obligation to vote?