

**Study Questions Based On**  
**Robert's Rules of Order Newly Revised In Brief, 3<sup>rd</sup> Edition**  
**"We Want You!"**  
March 2025

**Chapters 1 – 3**

- 1. What is a deliberative assembly? (p. 5)**
  - a. A group of people who get together to consider and decide on actions to be taken
  - b. A group of people who deliberately follow rules
  - c. A group of people who make decisions via email
  - d. A group of people who assemble things deliberately
  
- 2. What is a quorum? (p.12)**
  - a. A majority of the membership
  - b. The minimum number of people that can be expected to show up to a meeting in inclement weather
  - c. The minimum number of people that must be present to conduct business in a meeting
  - d. Fifty percent plus one
  
- 3. What items of business are in the simplified standard order of business? (p. 13)**
  - a. Reports, old business, new business
  - b. Reading and approval of the minutes, reports, unfinished business, new business
  - c. Minutes approval, new business
  - d. Reports, new business, adjourn
  
- 4. What two officers are needed to conduct a meeting? (p. 12)**
  - a. President and treasurer
  - b. Secretary and treasurer
  - c. President and secretary
  - d. Vice president and treasurer
  
- 5. What does the chair say when it's time to approve the minutes? (p. 14)**
  - a. "Are there any corrections to the minutes?"
  - b. "Is there a motion to approve the minutes?"
  - c. "The minutes were distributed and will be filed. The next item of business is..."
  - d. "Those in favor of approving the minutes say 'Aye'."

- 6. Why shouldn't the chair ask if there is any old business? (p. 15)**
- It's not called "old business"; it's "unfinished business"
  - The chair should know if there is any unfinished business and shouldn't have to ask the assembly
  - The chair doesn't want to invite members to bring up any random topic from the last meeting
  - All of the above
- 7. What's the difference between an agenda and the standard order of business? (p. 16)**
- The standard order of business shows the Call to Order time and the Adjournment time
  - The standard order of business is voted on
  - An agenda is a longer, more detailed document
  - An agenda is only used in conventions
- 8. What does it mean for the assembly to "stand at ease"? (p. 17)**
- To wait for the chair quietly, but don't leave the room
  - To take a recess, including a bathroom break
  - To stand easily to greet people
  - None of the above
- 9. What is a motion? (p. 19)**
- A list of items to be taken up during a meeting
  - Raising your hand to get the chair's attention
  - A formal proposal by a member, in a meeting, that the group take certain action
  - A persuasive argument given during debate
- 10. What does RONR say are the first three steps to bring a motion before the assembly? (p. 20-21)**
- Member is recognized by the chair, the motion is made, the motion is seconded
  - The motion is made, it is seconded, and the chair states it
  - The motion is made, seconded, and debated
  - Member gets the chair's attention, is recognized by the chair, and makes the motion
- 11. When a motion is stated by the chair, it is said to be: (p. 23)**
- On top of the floor
  - Hanging
  - Pending
  - Waiting

**12. Do you have to have a motion to adjourn a meeting? (p. 17)**

- a. No, the chair can say, "Is there any further business?... Since there is no further business, the meeting is adjourned."
- b. Yes. It takes a majority vote.
- c. No, the chair can just decide to end the meeting at any time.
- d. Yes, and if there isn't one, the chair should ask for one so it will go in the minutes.

**13. Why does the chair have to "state the question"? (p. 21-22)**

- a. The maker of the motion might state it incorrectly
- b. It officially gives it to the assembly for consideration
- c. The chair doesn't have to state the question if everyone heard it from the motion maker
- d. None of the above

**14. What is a parliamentary authority? (p. 7)**

- a. A book of rules a group names to govern its meeting procedure
- b. The designated boss of the meeting
- c. The person appointed as parliamentarian
- d. The highest court in British Parliament

**15. Why do we need parliamentary procedure? (p. 8)**

- a. To confuse everyone so the organization's officers can get what they want
- b. We don't. People can make decisions without rules.
- c. To make legal decisions.
- d. To make meetings efficient and fair

**Chapter 4**

**16. I reserve the balance of my time: (p. 29)**

- a. Is permissible in Robert's Rules of Order Newly Revised to save some debate time for later
- b. Refers to the length of time necessary for debate to be germane.
- c. Is not used in Robert's Rules of Order Newly Revised.

**17. Ten minutes is the maximum limit per occurrence of: (p. 29)**

- a. Recess time.
- b. A member's debate.
- c. The Chair's speech in debate.

**18. Germane means: (p. 30)**

- a. Debate must have bearing on whether the pending motion should be adopted.
- b. Debate must be full of interest and positively engage the members.
- c. Debate must be full of confidence and be persuasive.

**19. What vote is required to change the limits of debate? (p. 34)**

- a. Majority vote.
- b. Two-thirds vote.
- c. Majority vote with previous notice.

**20. The terminology to use when making a motion to close debate is: (p. 36)**

- a. "Question!" or "Vote!"
- b. "Since no new ideas are being suggested, it is time to vote."
- c. After recognition by the Chair, say "I move the Previous Question".

**Chapter 5**

**21. The motion to amend by adding words means: (p. 40)**

- a. Words being added will be substituted for the words in the motion.
- b. The words being added are placed at the end of the motion.
- c. The words in the motion will be summed.

**22. The motion to amend by striking out words means: (p. 43)**

- a. If adopted, the words being stricken are removed from the motion.
- b. Words will be stricken from the end of the motion.
- c. A & B

**23. What are the three methods of simple word amendments? (p. 40)**

- a. Insert or add words, strike out words, and strike out and insert words.
- b. I move to amend; Second!; It is moved and seconded.
- c. or add a paragraph, strike out a paragraph, substitute.

**24. An amendment was proposed while another amendment was pending.  
The proposed amendment will be a: (p.49)**

- a. A special or standing amendment.
- b. An amendment in the third degree.
- c. A secondary amendment.

**25. The settled rule is implied by the following: (p. 50)**

- a. If the group has adopted an amendment to insert certain words, a later amendment that would change just those words is not in order.
- b. If the group has voted down an amendment to add certain words, another amendment to add substantially the same words in the same place is not in order.
- c. Both a. and b.

## **Chapter 6**

**26. The following describes the debatability of the motion to Postpose to a Certain Time: (p. 53)**

- a. Only the maker of the motion has privilege in debating the time of postponement.
- b. It is debatable and debate can extend to the merits of the pending main motion.
- c. Both a. and b. are incorrect.

**27. A motion being “Postponed to a Certain Time” can be postponed to as late as: (p. 54)**

- a. 11:59 P.M. on the same day as the meeting.
- b. next meeting but this next meeting must occur before the next regular meeting.
- c. Until the next regular meeting held by the third month following the present month.

**28. The motion to Commit or Refer allows: (p. 54)**

- a. A small group to redraft or further study the motion that is referred to it.
- b. A small group to discuss and Postpone to a Certain Time the motion that is referred to it.
- c. The committee to add additional members to the committee.

**29. Which type of committee has continuing existence and function? (p. 55)**

- a. Standing committee
- b. A committee which typically meets while members are standing.
- c. A subcommittee which exists for the duration of the term of officers.

**30. The motion To Commit is amendable: (p. 54)**

- a. To change the length of debate for committee meetings.
- b. The change the wording of the main motion while the motion to commit is pending.
- c. To change any proposed instructions to the committee.

## **Chapter 7**

**31. The motion to Reconsider: (p. 58)**

- a. Is used by any member of the assembly when it is desired to change a vote.
- b. Is used when a member wants the assembly to rescind a motion.
- c. Can only be made during the bylaws committee report.
- d. can only be made by a member who voted on the winning side.

- 32. The motion to reconsider: (p. 59)**
- Must be made on the same day or next day of a session of more than one day
  - Can interrupt a speaker
  - Is not debatable
  - Requires a 2/3 vote
- 33. Three days after the close of the meeting, it became clear that the society made a mistake in deciding to buy the lot on Main Street. At next month's meeting and before the society purchased the lot, a member may make which of the following motions relative to the motion to purchase the lot at the previous meeting? (p. 60-61)**
- Motion To Rescind
  - Motion to Reconsider
  - Motion to Amend Something Previously Adopted
  - Motion to Bring back
- 34. Like the motion to Rescind/Amend something Previously Adopted, there are situations in which the motion to Reconsider cannot be used. Such instances include: (p. 59-60)**
- An affirmative vote similar to a contract when the other party has not been notified of the result
  - When the motion to be reconsidered was made two regular meetings ago.
  - When a vote has caused something to be done that cannot be undone
  - Both b. And c.
- 35. Making a motion again after it has been defeated is called: (p. 62)**
- Regeneration of the motion
  - Restitution of the motion
  - Renewal of the motion
  - Rebirth of the motion

## **Chapter 8**

- 36. An uncounted standing vote is used when: (p. 70)**
- Whenever a majority vote, instead of a two-thirds vote, is required to pass a motion
  - It is felt that the majority has prevailed
  - Whenever a two-thirds vote, instead of a majority vote is required to pass a motion
  - When a ballot vote is unconvulsive

- 37. When may a show of hands be used instead of a voice or standing vote? (p. 71)**
- When the chair is familiar with those voting
  - In a group of one hundred or less
  - In a small group
  - When a vote is believed to be uncontested
- 38. A motion for a counted rising vote may be made: (p. 72)**
- When it is believed that most members will abstain from voting
  - While the motion on which the vote is sought is before the group.
  - Before the motion on which the vote is sought is before the group
  - When the chair has designated tellers
- 39. The chair refrains from voting when: (p. 69)**
- The vote is by ballot
  - Voting to break or create a tie
  - The chair's vote would not affect the outcome
  - None of the above
- 40. A member has the right to vote: (p. 69)**
- If he indicates how he wishes to vote before leaving the meeting but before the item to be voted on has been announced as pending
  - If his right to vote has not been suspended as a result of a disciplinary process
  - Both a. and b. are true.
- 41. Unanimous consent: (p. 68)**
- Requires cannot be used if a two-thirds vote is required
  - Requires cannot be used if a majority vote is required*
  - Permits taking action without the formality of a motion being made*
  - Is only allowed in committees*
- 42. When a vote requires a majority of the entire membership it means: (p. 67)**
- All members present and voting
  - A majority of the total number of those who are members of the voting body at the time of the vote
  - Members voting minus abstentions
  - That a rising vote is taken
- 43. A ballot vote: (p. 74-76)**
- Can be used when there is a desire to keep secret how each member votes
  - Requires the candidate with the lowest votes to be automatically eliminated from the ballot when there is a third round of balloting
  - Is used only in elections
  - Both a and b are true.

## **Chapter 9**

### **44. Nominations**

- a. Cannot be made from the floor
- b. Can only be made by a nominating committee
- c. Can only be made by write-ins
- d. Can be made by any member wishing to nominate someone

### **45. If there is no different provision in the bylaws, a candidate takes office: (p. 80)**

- a. At the close of the meeting in which the election is held
- b. Immediately after the tellers report
- c. As soon as his or election becomes final
- d. Immediately after the installation ceremony

### **46. Which of the following is true? (p. 79)**

- a. During an election, if no candidate receives a majority, balloting continues, retaining as candidates all who do not voluntarily withdraw
- b. If only one candidate has been nominated for an office, the nominating process must continue until you have at least three candidates
- c. Write in votes may not be cast for members who have not been nominated
- d. In the average society, a motion to close nominations is necessary to end the nominating process

## **Chapter 10**

### **47. What is the correct order of rules governing an assembly from highest to lowest in authority? (p. 84)**

- a. Constitution, Bylaws, Parliamentary Authority, Standing Rules
- b. Bylaws, Constitution, Parliamentary Authority, Standing Rules
- c. Parliamentary Authority, Constitution, Bylaws, Standing Rules

### **48. Typically, state law, as well as the organization's own rules, will govern the procedures of the organization, if the organization: (p. 84)**

- a. Holds its monthly meeting in the state
- b. Is incorporated in the state
- c. Invites the governor of the state to be its featured speaker

### **49. If an organization is incorporated, the laws of the state under which it is incorporated generally require it to have: (p. 85)**

- a. An annual membership meeting
- b. At least four corporate officers
- c. A corporate charter (also known as articles of incorporation, etc.)

- 50. Which of the following is typically not contained in an organization's bylaws? (p. 85)**
- The length of time a member may speak in debate and the number of times a member may speak in debate
  - Provisions for amendment and the requirement for Notice
  - The qualifications and method of selecting members
- 51. The regulation of the conduct of business in meetings is the function of: (p. 86)**
- Rules of Order
  - Standing Rules
  - Bylaws
- 52. When a group needs to create Special Rules of Order, it varies the rules that are found in the: (p. 86)**
- Bylaws
  - Parliamentary Authority
  - Standing Rules
- 53. Standing Rules are: (p. 87)**
- Authoritative in nature
  - Administrative in nature
  - Clerical in nature

## **Chapter 11**

- 54. This officer has the duty of making sure that the rules are followed: (p. 90)**
- The chair
  - The sergeant-at-arms
  - The parliamentarian
- 55. Calling the attention of the chair to a violation of the rules is called: (p. 90)**
- Making an Appeal
  - Making a Point of Order
  - Calling the Question
- 56. The chair puts an Appeal to the vote of the assembly by making the following statement: (p. 91)**
- Those in favor of the Appeal say Aye ...
  - Shall the decision of the chair be sustained?
  - Shall the member's appeal be sustained?

- 57. An Appeal is lost if there is a: (p. 91)**
- a. Tie vote
  - b. Majority in the affirmative
  - c. Majority in the negative
- 58. A motion to Suspend the Rules is made when a member: (p. 93)**
- a. Doesn't understand what is going on in the meeting and wishes the presiding officer to suspend business and provide a brief explanation
  - b. Wants to do something that is forbidden by the rules
  - c. Wants to hear from a guest speaker who has just arrived
- 59. A Parliamentary Inquiry is made when a member: (p. 94)**
- a. Wants information about the budget
  - b. Seeks information on parliamentary procedure
  - c. Wishes to challenge the decision of the chair
- 60. The following are roles of the parliamentarian except: (p. 95)**
- a. Makes a ruling on the proper application of parliamentary procedure
  - b. Advises the presiding officer in responding to points of order and parliamentary inquiries
  - c. Advises on conducting the meeting according to the rules of the organization
- 61. A motion to appeal is used when a member: (p. 90)**
- a. Wants to amend an existing motion
  - b. Seeks to overturn the decision of the chair
  - c. Wishes to introduce a new topic of discussion