

*Eric  
Bailey  
Parliamentary  
Procedure  
Contest  
2011-2012*

# **THE ERIC BAILEY PARLIAMETARY PROCEDURE CONTEST**

All member schools in attendance at the state convention are eligible to enter. The contest will be held during the annual state convention.

The contest consists of two parts: (1) a team demonstration of parliamentary procedure knowledge (2) and an individual questioning of parliamentary procedure knowledge.

Each school will have a team consisting of four or five students to complete the two components. The team of four students will demonstrate their knowledge of parliamentary procedure by demonstrating three abilities in a mock meeting; and each member will be asked one oral question. The possible abilities and questions that will be used are provided below.

# Parliamentary Procedure Team Contest

## Entry Form

School \_\_\_\_\_

Advisor \_\_\_\_\_

Student Members 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

(Optional) 5. \_\_\_\_\_

# Parliamentary Procedure Team Contest Rules

1. Each team will consist of four students from the same school.
2. The guide for the contest will be Robert's Rules of Order, Revised.
3. Each team will be expected to be on time for the competition.
4. Each team will demonstrate three abilities in a mock meeting.
5. Each team member will be asked one oral question.
6. Each oral question will be read twice for the team members.
7. The chairman for the mock meeting will be selected randomly by the judges.
8. Each ability to be demonstrated will be read twice, and the team may request a third and final reading.
9. The same abilities and oral questions will be used for each team.
10. The team will be allowed seven minutes to conduct the mock meeting demonstrating the three abilities.
11. During the competition team members may not assist one another of correct parliamentary procedure, except by rising to a point of order within the mock meeting. Team members may not assist one another during the time of oral questions.
12. A team of three advisors will judge the competition. The decision of the judges will be final.

# Abilities for the Parliamentary Procedure Competition

Each team will be expected to demonstrate three of the following abilities. The abilities will be chosen at random by the judges on the panel. The team will have seven minutes to demonstrate the three abilities in a mock meeting.

The following abilities will be used in demonstration:

1. To receive and dispose of the main motion
2. To adjourn
3. To lay a motion on the table
4. To amend
5. To appeal from the decision of the chair
6. To rise to a point of order
7. To refer to a committee
8. To suspend the rules
9. To change the residing officer
10. Division of the house

# Questions for the Parliamentary Procedure Competition

The following questions will be used for the competition. Each of the four members will be asked one question. The questions will be chosen randomly by the judges.

1. Explain the purpose of an amendment.
  - a. Answer: To change or modify the intent of the original motion.
  
2. Explain the purpose of parliamentary procedure.
  - a. Answer: To provide a method whereby meetings may be conducted in an orderly and democratic manner; and to assure that the majority rules and the rights of the majority are protected.
  
3. Explain the purpose of division of the house.
  - a. Answer: To call for re-vote usually by a method that allows a more accurate count than a voice vote.
  
4. Explain the purpose of the motion to reconsider.
  - a. Answer: To allow the assembly to return to the floor a motion previously passed or failed for further discussion and consideration.
  
5. Explain the purpose of a motion to refer to a committee.
  - a. Answer: To allow a select group to make a more detailed study of a proposal or to provide certain individuals responsibility for carrying out a task. The reason to refer is something other than lack of time.
  
6. If you, as presiding officer, should desire to leave the chair to confer with a member on the floor, what would you do?
  - a. Answer: Call the vice president to the chair or a ranking officer.
  
7. What is the purpose of the vote?
  - a. Answer: To secure the position of the majority.
  
8. What would you do if you were the presiding officer and you had just announced the results of a voice vote on a motion and someone calls for division of the house?
  - a. Answer: Immediately put the motion to a vote again. This time call for a show of hands or ask the members for another visible vote such as standing.
  
9. What would you do if you were the presiding officer and a member of the group moved the main motion for business while another main motion of business was under discussion?
  - a. Answer: rule him / her out of order. Only one main motion can be on the floor at any given time.

10. What would you do if you were the presiding officer, and after securing a recognition at the proper time, a member moved to amend an amended amendment?
  - a. Answer: Call for a second as the motion is in order.
11. May more than one motion be pending on the floor?
  - a. Answer: Yes, but only one main motion at any one time.
12. What would you do if you were a member of the group and the presiding officer received a motion to reconsider a motion to lay on the table?
  - a. Answer: Rise to a point of order. Lay on the table can not be reconsidered.
13. What would you do if you were the presiding officer and you noticed that you had made an error in your procedure or in a ruling?
  - a. Answer: If the mistake violated the constitution, bylaws, standing rules, or fundamental parliamentary principles so the action taken would be null and void; the chairman should return to the point where the mistake was made and make corrections. OR Reserve the business to the point of the infraction, correct the mistakes on them, and resume business from that point.
14. How many times may the main motion be amended?
  - a. Answer: As many times the group desires – there is no limit. However, only two amendments may be pending at one time and they must relate to each other.
15. A member of a group moves to vote by ballot. As chairman, how do you reside?
  - a. Answer: Ask for a second. Put the main motion to an immediate vote. If the motion carries, appoint two or more tellers to distribute, collect, and count the ballots.
16. What action is required from the chair in order to place a motion before the assembly?
  - a. Answer: the chairman must state the motion in placing it before the assembly.
17. What is the difference between a “special” committee, and a committee of the “whole”?
  - a. Answer: A “special” committee is for a special purpose, and a committee of the “whole” consists of the entire organization and ultimately their vote.
18. Name the three motions which are not debatable but which require only a majority vote for the passage.
  - a. Answer: to lay on the table, to take from the table, and to adjourn.
19. This question has two parts – define each word. 1) Quorum 2) Question.
  - a. Answer: Quorum – the number of members necessary to conduct business; Question – a motion or a proposal submitted to a group for a decision to act.
20. What three actions are required in order to place a main motion before the assembly?
  - a. Answer: 1) a member must propose or move a motion 2) a member must second the motion 3) the chairman must restate the motion and acknowledge the second of the motion.
21. What would you do if you were a member of the group and you disagreed with the decision of the chairman in his announcement of the results of a vote?
  - a. Answer: request a division of the house – by a vote that is visible to be counted.
22. Why would a motion be amended by dividing it into two or more motions?

- a. Answer: to allow separate votes on each part.
23. Explain the purpose of appealing the decision of the chair.
    - a. Answer: To prevent the chair from controlling the action of the assembly and to safeguard majority rule.
  24. Describe the ways by which a committee may be discharged.
    - a. Answer: automatically discharged after final report or prior the committee meeting completing the task, it may be discharged by a two –thirds vote.
  25. What is the advantage for a group to assemble into a committee of the whole?
    - a. Answer: allows the entire assembly to consider a subject with all the informality and freedom of the committee.
  26. How may a member indicate to the chairman that he / she is ready to vote on the motion?
    - a. Answer: Simply state “question”
  27. Explain the difference between a plurality and a majority vote.
    - a. Answer: the candidate has plurality when he / she has a larger vote than any candidate; he / she has a majority when he / she has more than half the votes.
  28. What is the effect of the passage of a motion to suspend a specific rule?
    - a. Answer: the operational rule is temporarily suspended to enable a group to take action that would be out of order was the rule in effect.
  29. Explain the difference between Parliamentary Inquiry and Point of Order.
    - a. Answer: Parliamentary inquiry is used when you are not sure of correct procedure; point of order is used when you know there has been an infraction of rules.
  30. The “chair” is in possession of the “floor”. When is this statement NOT true?
    - a. Answer: When the chair grants the floor to a member of the assembly.
  31. What does the word “precedence” mean when referring to parliamentary procedure?
    - a. Answer: precedence means the order of the rank of motions – which motion takes priority over the other.
  32. Name the title and author of the most commonly accepted reference on parliamentary procedure.
    - a. Answer: Roberts Rules of Order by Major Henry M. Robert.
  33. What is the “floor” as used in parliamentary procedure?
    - a. Answer: The floor is a term which is used to designate the area in which the business or the organization is conducting business.
  34. What kind of rules of an organization can be temporarily suspended when the best interest of the organization would be served?
    - a. Answer: Procedural rules.
  35. Explain the purpose of appealing the chair’s decision.

- a. Answer: to allow members of the assembly to question rulings of the chair and to allow a vote of the assembly on such rulings if the chair does not agree with the appeal.
36. What would you do if you were a member of the group and another member started debate on a motion to suspend the rules?
- a. Answer: the member should rise to a point of order and state that the motion to suspend is not debatable.
37. What is the most frequently used motion?
- a. Answer: A main motion.
38. What is the purpose of the motion “to lay on the table”?
- a. Answer: to postpone action on a question until a later time in the current meeting.
39. What is the purpose to “suspend the rules”?
- a. To temporarily suspend the written rules of the organization that governs its operation.
40. You are the presiding officer and a member offers a motion “to take from the table”, but receives no second. How would you rule?
- a. Answer: State that the motion dies for lack of support.

