PART 8 GENERAL INSTRUCTIONS:
Read Before Opening a Folder

You may want to print out these instructions and have them available for quick reference if needed while taking a quiz.

Introduction: Using Parliamentary References in Part 8

You are about to take the eighth part of Step One of the Registered Parliamentarian credentialing test. Before doing so, you should download the “What Will Be Tested” document for this part and review its “Performance Expectations.” That document describes the essential difference between the objective and coverage of this Part 8 of RP Step One and the objective and coverage of the previous Parts 1-7. In Part 8, you are not only permitted, but required, to look at RONR [(Robert’s Rules of Order Newly Revised (12th ed.)] and RONRIB [Robert’s Rules of Order Newly Revised In Brief (3rd ed.)] You are also permitted to consult any other parliamentary materials you choose that may help you answer the questions although you must not seek nor accept assistance from any other person.

Citing RONR and RONRIB: Detailed Instructions

Read each question carefully. In order to get credit for the question, you must select the right answer AND identify the correct section and paragraph in RONR (12th ed.) or the correct page number or subdivision in RONRIB (3rd ed.)
Citations to RONR are to include the section number and paragraph using this format: 14:20. On the quiz, you would type: RONR 14:20

If a paragraph has a sub-paragraph that is numbered or lettered, and the right answer is in a sub-paragraph you identify the sub-paragraph as follows: 44:7(1) or 14:20(c). If the right answer is contained in a footnote, identify it as follows: 49:16n2. If the right answer is contained in multiple consecutive paragraphs, identify it as follows: 14:20–22.

If, in citing RONR, you reference an entire section, or all or even most of the paragraphs in a section, you will not receive credit for having cited the correct answer. For example, if the right answer is in the section on Point of Order, citing 23:1-21 or 23:1-12 will not be credited as a correct response even though the correct answer may lie somewhere in those paragraphs. The candidate must select the correct answer and specify the exact section and paragraph(s) that contain the correct answer in order to receive credit for responding. If a citation or set of citations fully support the answer choice and the candidate provides these, it is not necessary to provide additional citations.

If the citation is contained in the “Charts, Tables, and Lists”, identify it as follows: Table II #36. If the table does not identify the motions in a numbered fashion, identify the citation as follows: Table VIII Blank Ballots. However, if you are relying on the chart showing the order of precedence of motions, you may simply put “RONR Chart I”.

To cite to RONRIB it is sufficient to cite to the page number,
such as: RONRIB 50

*If you are using the RONRIB e-book*, since page numbers corresponding to those in the printed version are not given, cite to the smallest subdivision listed that contains that material. For example, if you were citing material on nominations from the floor, you would type: RONRIB 9A1 – which refers to Chapter 9 (Nominations and Elections) part A (Nominations), number 1 (From the Floor).

You will find a full list of these subdivisions in the **CHAPTER CONTENTS** at the beginning of the chapter in which the material you intend to cite is found. **IMPORTANT:** You may *NOT* just refer to the Chapter number alone, so it is not sufficient to look at the main Table of Contents at the front, which lists only Parts and Chapters, omitting subdivisions within Chapters.

(The rest of these instructions use examples of citations from the printed versions; understand that your citation format may vary from these examples if you are referencing the RONRIB e-book.)

**Because Internet connections can sometimes falter, it is possible to resume a quiz segment that is exited before it is submitted. However, you are honor-bound not to use such an interlude to continue to look at parliamentary references so as to evade the time limit for each question.**
This Part 8 Quiz Has Three Segments

Each alternative version (blue, green, and red) of this assessment consists of three segments within one folder; these elements should be completed in alphabetical order.

Segment A consists of:
-- Brief reminder instructions with no time limit.
-- 9 multiple-choice questions; each question is worth 1 point and has a TIME LIMIT OF THREE MINUTES 15 SECONDS. For each question, in addition to selecting the correct answer among the multiple-choice alternatives, note down either “RONR” and the paragraph number(s) [or table information] or “RONRIB” and the page number(s) [or subdivision information] in that book where you found the answer to that question, following the detailed instructions above.

Examples:
11. What is the meaning of majority vote?
   You correctly select the answer choice: “More than half of the votes cast.” Then you note down:
   11. RONR 44:1
12. What is the preferred terminology to make a motion to take a 5-minute break in the meeting?
   You correctly select the answer choice: “I move to recess for five minutes.” Then you note down:
   12. RONR Table III #79
13. Alisha Swanson just finished speaking in favor of the motion, and several members immediately seek recognition. What should the chair properly say?
   You correctly select the answer choice: “Since the last speaker spoke in favor of the motion, who wishes to
speak in opposition to the motion?” Then you note down:
13. RONRIB 33
14. Jose Passagalupa realizes he forgot to make a nomination for a Board member after the president declared nominations closed, so he moves to reopen nominations. After the motion is seconded, the president turns to you as parliamentarian and asks, “What vote is required to adopt this motion?” What should you respond?
   You correctly select the answer choice: “Majority”.
   Then you note down:
14. RONR Table II #51
15. Andrea Doria was among those who voted against a motion to Postpone Indefinitely the pending main motion, and Postpone Indefinitely was defeated. Now she thinks she was mistaken and moves to Reconsider. May she do this?”
   You correctly select the answer choice: “No, a negative vote on a motion to Postpone Indefinitely may not be reconsidered.” Then you note down:
15. RONR Table VII Postpone Indefinitely
16. The Board of the Public Works Improvement Society, composed of 8 members, operates under “small board rules”. As debate drags on, Callista Leman moves to limit debate on the pending question to 15 more minutes. Is that motion in order?
   You correctly select the answer choice: “In boards, although not in committees, motions to close or limit debate are in order.” Then you note down:
16. RONR 49:21(3)n1

-- A “short answer” question follows each multiple-choice

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question; in the answer, based on what you noted down while answering the previous question, you are to enter either “RONR” and the paragraph number(s) [or table information] or “RONRIB” and the page number(s) [or subdivision information] in that book where you found the answer to that question—as in the examples above. You will have 30 seconds to do so for each question.

It is important to understand that each multiple-choice question will be submitted - either by you or by the time running out - before the short answer question appears, and you will not be able to see the multiple-choice question and your answer while you enter the citation in the short answer question. That is why it is important to note down the citation information before the multiple-choice question is submitted, so that you will have it ready to be entered in the subsequent short answer question.

Segment B consists of:
- Brief reminder instructions with no time limit.
- 2 multiple-choice questions that are more complex than those in Segment A; each question is worth 3 points and has a TIME LIMIT OF FIVE MINUTES 15 SECONDS. Again, for each question, in addition to selecting the correct answer among the multiple-choice alternatives, note down the number of the question followed by either “RONR” and the paragraph number(s) [or table information] or “RONRIB” and the page number(s) [or subdivision information].

-- Again, a “short answer” question will follow each multiple-choice question in which, based on what you noted down while answering the previous question, you are to enter either “RONR” and the paragraph number(s) [or table information] or “RONRIB” and the page number(s) [or subdivision
information]. These short answer questions will each have a TIME LIMIT OF 30 SECONDS.

**Segment C** consists of a scenario with a narrative followed by 6 multiple-choice questions based on it, each worth 2 points WITH A *TOTAL* TIME LIMIT OF 25 MINUTES encompassing all 6 questions.

The way you provide the citations required to support your answers for each multiple-choice question in Segment C differs slightly from the way you record them in Segments A and B.

In Segment C, again each multiple-choice question is followed by another question in answer to which you must type in either “RONR” and the paragraph number(s) [or table information] or “RONRIB” and the page number(s) [or subdivision information]. For example, multiple-choice question 1 is followed by question 1a, in which you type the supporting citation.

However, because the 25-minute time limit in Segment C is for all of the questions based on the scenario narrative (instead of there being time limits for each individual question as in Segments A and B) you will be able to see the multiple-choice questions while you are entering the citations supporting your answer to them in the short answer questions. Therefore, you need not note down the book abbreviation and citation information while working on a multiple-choice question since you can instead enter it directly into the following short answer question.

Each Segment in a color version may be attempted only once. You do not have to finish all three Segments A, B, and C on the
same day. For example, a candidate may complete Segment A and Segment B on one day and then complete Segment C on another day. However, the segments should be completed in alphabetical order: Segment A, followed by Segment B, followed by Segment C, all in the same color version.

Since the multiple-choice questions in Segments A and B are individually timed, it is not possible to go back to review any of them (unlike the previous parts of Step One). In Segment C, you may review and possibly change your answers, but that must occur within the overall 25-minute time limit.

**How Part 8 Will Be Scored**

The purpose of the quiz for Step One, Part 8 is to test your ability to find and correctly apply a rule or rules in RONR or RONRIB, independently of any memory you may have of the relevant rules. This is a skill important not only so you are able during a meeting quickly to look up and apply a rule you do not know from memory, but also so you can readily support any advice you give the presiding officer with a citation from the parliamentary authority in the case of an appeal.

That is why it is not enough in Part 8 to answer a multiple-choice question correctly; you must also provide citation information that indeed supports the answer. While Schoology’s software will automatically determine the accuracy of the multiple-choice questions, a human evaluator will determine whether the citation information you provide accurately supports your correct answer. As with previous Parts in Step One, you will be able to see after completing a quiz which multiple-choice
questions you got right, and for those you got wrong, which is the correct answer choice. However, you will *not* immediately receive your score.

Instead, an evaluator will determine whether for any multiple-choice question you answered correctly the supporting citation information is missing or does not support the answer. **When that is the case, the evaluator will score that answer with a zero, even if the multiple-choice question was answered “correctly”**.

There will necessarily be a delay of days or even weeks before you receive the final score for the Part 8 segments as a result of the evaluator’s review.

**Getting Your Score and Checking Your Answers**

You will be notified when the evaluator has finished scoring all segments of a color version of a Step One, Part 8 quiz, and can then check the scores similarly to the way you did in previous Parts.

Unless you achieved a perfect 27/27 points, you are encouraged to review the questions you got wrong. Make a point of looking up the pertinent portions of RONR (or RONRIB) to figure out why you got a question wrong. Remember that you may again be tested on the same issue in Step Three’s meeting simulation.

If you scored 20 or more, congratulations! Assuming you properly moved on to each successive Part in Step One only after successfully completing the previous one, you have now
successfully completed Step One of the credentialing process to become a Registered Parliamentarian.

If you did not score 20 or more, you may make another attempt with a different color version. "If at first you don't succeed, try, try again!"

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