



## **Sample Questions for the *Registered Parliamentarian Credentialing Exam***

### **Multiple-Choice Sample Questions**

To help the candidate know what to expect on these tests, the Commission has written the following Practice Quizzes. Each consists of five questions based on the rules that will be tested for a Part. The practice questions are not identical to those on the actual quizzes, but they are similar in form.

#### **Motions in General and Main Motions Category**

1. The Friends of the College Library is currently under great financial difficulty. The secretary reports that she has received a letter asking the Friends to increase their donation to the scholarship fund. The treasurer immediately moves, “That the Friends not give the money to the scholarship fund at this time.” Is this a proper motion?

- A. No, because only the secretary can make motions since it was her report.
- B. Yes, so that the position of the Friends is very clear to anyone reading the minutes.
- C. No, because not doing anything will accomplish the same thing.
- D. Yes, because the Friends may be able to do this at another time when the organization has more money.

2. The Parrot Breeders National Association has usually held an annual meeting where members gather from all over the country. However, because of the pandemic, in 2020 the annual meeting was held using an electronic meeting platform. The bylaws have no provision for electronic meetings and no applicable statute or other governmental action authorized them for this group at that time. The Association bylaws only allow bylaw amendments at the annual meeting, but

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its members did make several important changes to their bylaws at the 2020 meeting. Which of the following is the appropriate action for them to take at the 2021 in-person annual meeting?

- A. They should handle these bylaw amendments as if they had never been considered.
- B. They don't have to do anything special since the bylaw amendments were already adopted at the last annual meeting.
- C. They need to vote to Ratify the changes in the bylaws that were made in 2020.
- D. They must consider that any actions taken under the new bylaws are invalid and, if possible, they must be undone.

3. During the Alphabet Club meeting, Jose Ramirez notices that the motion he proposed to have an event will never be adopted because he hadn't thought about some things they are objecting to. He still thinks it is a good idea. What could he do to rewrite the motion at this time?

- A. He can speak against it, explaining why it is a bad idea.
- B. He can Object to Consideration of the motion.
- C. He can request permission to modify his motion.
- D. His only option is to vote against it himself, and then when it is defeated he can renew it with different language.

4. What is true of incidental main motions that is not true of incidental motions?

- A. Incidental main motions can be made only when no other motion is pending, while incidental motions can deal with a question of procedure arising out of a pending motion.
- B. Nothing; they are different names for the same type of motion.
- C. Incidental main motions cannot be amended, while incidental motions can.
- D. Incidental main motions are a special kind of privileged motions, while incidental motions are not.

5. The main motion was just postponed to the next regular meeting. When that occurred, the following motions were also pending: an Amendment, a motion to

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Refer to the membership committee, and a motion to Postpone Indefinitely. What motions will be considered at the next meeting?

- A. Only the Main motion. The assembly will start over again on secondary motions.
- B. The Main motion, the motion to Postpone Indefinitely, the motion to Refer, and the Amendment.
- C. Only the motion to Postpone Indefinitely will be dropped. The others will be considered.
- D. All of the motions will be dropped except the motion to Amend.

**Answer Key for Practice Questions**

- 1. The correct answer is C. See RONR (12th ed.) 10:11.
- 2. The correct answer is A. See RONR (12th ed.) 10:55.
- 3. The correct answer is C. See RONR (12th ed.) 10:30(2).
- 4. The correct answer is A. See RONR (12th ed.) 6:2, 6:15-16, 6:23.
- 5. The correct answer is B. See RONR (12th ed.) 10:8(2).

**Subsidiary and Privileged Motions Category**

1. At the Gamma Sorority annual meeting, the pending main motion is “To hold an essay contest for the local elementary school students.” Joanne Cain moves to amend by adding “with a prize of \$100 for the winner.” This is seconded. Which of the following secondary amendments are in order at this time?

- A. A motion to “strike out ‘\$100’ and insert ‘\$50’.”
- B. A motion to “insert ‘Stevenson’ after the word ‘local’.”
- C. A motion to “add ‘to begin in September and end in December’.”
- D. A motion to “strike out ‘essay’.”

2. The Community College Board of Trustees is considering a motion “To add a new degree program titled ‘Associate in Applied Science in Computer Security.’” It has just added an amendment to the motion that says, “To obtain the degree 12 credits must be earned in the Humanities or Social Sciences.” Vernon Mills moves

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to amend by striking out “Humanities or”. It is seconded. Which of the following should the chair say now?

- A. “It is moved and seconded to amend by striking out ‘Humanities or’. If the main motion is adopted, the last sentence of the main motion will read, ‘To obtain the degree 12 credits must be earned in the Social Sciences.’ The question is on striking out ‘Humanities or’.”
- B. “This motion is not in order since the assembly has already voted to include “Humanities.”
- C. “It is moved and seconded that we amend our decision to include ‘Humanities’.” Is there any debate?”
- D. “The Main Motion now includes ‘Humanities or Social Sciences.’ Does the maker of the amendment wish to move that the main motion be Postponed Indefinitely?”

3. A motion to send the pending main motion, “That our club hold a membership drive” to the social committee is immediately pending. Which of the following may NOT be debated at this time?

- A. Whether the social committee is the proper committee to send it to.
- B. The motion to Commit is not debatable. There needs to be an immediate vote.
- C. Whether a special committee should instead be formed since this is such a large assignment.
- D. The merits of holding such a drive at all.

4. At the local political caucus, a main motion is pending “That the caucus support the new tax bill.” A member rises and moves “to Amend by inserting ‘NOT’ before the word ‘support’.” What should the chair say now?

- A. “Is there a second to this amendment?”
- B. “Is there debate on this amendment?”
- C. “This amendment is not in order since this caucus has a history of deciding whether we support such bills.”
- D. “This amendment is not in order since the membership can simply vote ‘no’ on the original motion to accomplish the same thing.”

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5. The Zeta Society has the following motion immediately pending, “That we hold an essay contest for the local high school.” Jesus Rodman is recognized and says, “I move to insert ‘about American history’ after ‘essay’, and to add ‘this spring with the winner being given a \$100 prize’.” It is immediately seconded. What should the chair say now?

- A. “That motion is not in order since it contains too many changes. Would you like to propose only one of those amendments at this time?”
- B. “The motion to Insert is not in order since a motion to Add has precedence.”
- C. “You cannot have a motion of the third degree. You must wait until the Main motion is adopted, and then you may propose these additional ideas.”
- D. “It is moved and seconded to insert ‘about American history’ after essay, and to add ‘this spring with the winner being given a \$100 prize’.” If the amendment is adopted, the main motion will read, ‘That we hold an essay contest about American history for the local high school this spring with the winner being given a \$100 prize.’ The question is on inserting ‘about American history’ after ‘essay’, and adding ‘this spring with the winner being given a \$100 prize’.”

**Answer Key for Practice Questions**

- 1. The correct answer is A. See RONR (12th ed.) 12:16
- 2. The correct answer is B. See RONR (12th ed.) 12:25.
- 3. The correct answer is D. See RONR (12th ed.) 13:7(5).
- 4. The correct answer is D. See RONR (12th ed.) 12:22(2).
- 5. The correct answer is D. See RONR (12th ed.) 12:14.

**Incidental Motions and Motions that Bring a Question Again Before the Assembly Category**

1. At the last meeting of the Wine Lovers Association, Livia Homes gave notice that she would move to Amend Something Previously Adopted to change the date of the annual wine tasting. At this month’s meeting, who is permitted to make this motion?

- A. Any member can make the motion.

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- B. Only Homes can make the motion since she gave the notice.
- C. Homes has preference in making the motion, but the member who seconded it can also make it at this time if Homes has changed her mind about offering the amendment.
- D. Only the secretary can make the motion after she reads the minutes where the notice is given.

2. Jeremiah Quincy is very talkative. Members are upset that meetings run on forever because he doesn't have the sense to know when to stop debating. Alexandra Taquita moves, "To suspend the rules and prevent Mr. Quincy from speaking more than three times in any meeting." Quincy raises a point of order against the motion. How should the chair rule?

- A. The point of order is well taken, because the rules may not be suspended to deny any particular member the right to speak in debate.
- B. The point of order is not well taken, because suspending the rules would require a two-thirds vote, which may overcome the rights of a minority.
- C. The point of order is well taken, because Quincy was not previously warned that he was violating decorum.
- D. The point of order is not well taken, because Quincy has abused his right to speak in debate.

3. Alexandra Zeeland has raised a point of order since she believes that the current speaker has exceeded his time for debate. The chair rules that the point of order was well taken. Should the secretary record this in the minutes?

- A. No, rulings on points of order are not included in the minutes.
- B. Yes. The reasons for a ruling on a point of order should be in the minutes.
- C. No, it is a procedural matter that is not important enough for the minutes.
- D. Maybe; if there is an Appeal, it would need to be included, but otherwise it is not necessary.

4. The Chess Club has adopted a special rule of order about how nominations will be made. Chester Diaz moves to Suspend the Rules to allow additional

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nominations that the rule would not allow. The motion is seconded. When the chair takes the vote, he asks for all in favor to say, “Aye” and then all opposed to say, “No.” The chair then announces that the Ayes have it, and the additional nominations can be made. Which of the following is an error that the chair made?

- A. He should not have taken a voice vote because the motion needed 2/3 to adopt.
- B. He should have taken a ballot vote since it is a suspension of a special rule of order.
- C. A special rule of order cannot be suspended. The chair should have said the motion is not in order.
- D. The chair should have just asked for unanimous consent since it is a good practice to have additional nominations.

5. At the July monthly meeting of the Chinese-American Merchants’ Society of San Francisco, a motion was adopted to allocate \$250,000 to the Wildfire Restoration Emergency Fund. After a motion to adjourn was adopted, but just before the chair declared it, Chen Lu, who had voted in its favor, moved to reconsider the motion. After the motion to reconsider was seconded, the chair stated it and directed the secretary to make a note of it, then declared the meeting adjourned.

At the next monthly meeting in August, Chen Lu announced that he wished to withdraw his motion to reconsider. How should the chair have responded?

- A. The maker of the motion is entitled to withdraw it.
- B. Because the motion to reconsider was already stated, a majority vote will be required to grant its maker permission to withdraw it.
- C. Because the time limits for making that motion to reconsider have expired, it can be withdrawn only with unanimous consent.
- D. It is too late to withdraw the motion to reconsider.

### Answer Key for Practice Questions

1. The correct answer is A. See RONR (12th ed.) 35:3
2. The correct answer is A. See RONR (12th ed.) 25:11.
3. The correct answer is B. See RONR (12th ed.) 23:15.
4. The correct answer is A. See RONR (12th ed.) 25:14; RONRIB (3rd ed.), p. 70.
5. The correct answer is C. See RONR (12th ed.) 37:10(b).

## Organization and Conduct of Meetings Category

1. The Bicycle Club is deciding on its next race. It appears that everyone agrees it will take place in Greenfield Park where it has been held for the past five years. Which of the following is NOT true about unanimous consent?

- A. We know that everyone agrees with the decision that was made.
- B. The chair can ask for unanimous consent even without a motion.
- C. If a member disagrees, he can raise an objection even after the chair has announced that there is no objection as long as he does it promptly.
- D. It is appropriate in this example because the issue does not appear to be controversial.

2. The Rose Society is holding its regular meeting. Under its rules, the names of those present are included in the minutes. The secretary has just finished reading the minutes. Indira Shanti says that she was present at the last meeting, but her name was not listed in the minutes. What is the usual way for the chair to make this correction?

- A. The chair must ask Shanti to make a motion to amend the minutes; get a second; and then take a vote on the amendment.
- B. The chair must ask for a voice vote on making this change, but a motion is not needed.
- C. The chair would usually ask for unanimous consent to make the change.
- D. Since this is the official record of the society, the chair needs to take a counted vote on the amendment.

3. A new organization, The Handel Forum, is writing its initial bylaws. What is the usual method that it should use to determine what the quorum will be at its meetings?

- A. The assembly will look in RONR to see what the standard number is.
- B. The bylaws should say that the quorum is a majority of the fixed membership.
- C. The members decide what they wish to have as the quorum and put that number in their bylaws.



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- D. They should not worry about this yet. Once the organization has been meeting for a while, its members will have a better idea about how many members they need to make a quorum.
4. During the Guinea Pig Fanciers meeting, members are debating the rules regarding the breeding of different coat types together. Andy Smith finishes speaking against allowing long and short haired breeding, and ends his speech by moving the Previous Question. Which of the following responses to his motion would be correct?
- A. Mike Carr rises with a Point of Order since time for debate has not expired.
  - B. The chair declares that this is a good idea since debate has gone on long enough and too many people are seeking the floor.
  - C. The chair asks for a second to the motion on the Previous Question.
  - D. The chair says that the Previous Question is not in order since Smith was not recognized for that purpose.
5. The members of the Horticultural Improvement Organization really want its minutes to always include summaries of reports given for information by officers and committee chairs. How may this properly be accomplished?
- A. The secretary should include such summaries as a matter of course since they are typically included in minutes.
  - B. A majority vote may direct the inclusion of this specific information in the regular minutes.
  - C. Inclusion of such summaries is permissible as long as that is established by the organization's custom.
  - D. Adoption of a special rule of order is required to regularly include such summaries in the minutes.

### **Answer Key for Practice Questions**

1. *The correct answer is A. See RONR (12th ed.) 4:60.*
2. *The correct answer is C. See RONR (12th ed.) 41:10.*
3. *The correct answer is C. See RONRIB (3rd ed.) p. 12.*

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4. *The correct answer is C. See RONR (12th ed.) 43:5.*
5. *The correct answer is D. See RONR (12th ed.) 48:3.*

## **Voting, Nominations and Elections**

1. The Sports Boosters Club has been debating the motion to donate new equipment to the college soccer team for a very long time. Many people are still seeking the floor even though the arguments in debate have been very repetitious. Fidela Smart is recognized and she moves the Previous Question. The counted vote is 73 in favor and 72 opposed. Which of the following would be a correct response from the chair?

- A. “It is the chair’s opinion that since so many people still wish to vote, this motion should have been declared not in order. Debate will continue.”
- B. “There are 73 in the affirmative and 72 in the negative. The affirmative has it, and the motion is adopted. Debate is ended.”
- C. “The chair believes it is a bad idea to end debate. She votes ‘no’ to create a tie, and the motion is NOT adopted.”
- D. “There are 73 in the affirmative and 72 in the negative. There are less than two thirds in the affirmative and the motion is lost.”

2. The Music Lovers Assembly has just taken a voice vote on the purchase of new instruments. The chair believes that the “ayes” were louder than the “nays” although it sounded very close. She pauses and announces that the “ayes” have it. Immediately, a member shouts, “Division!” What should the chair do now?

- A. She needs to immediately take a counted vote to be sure of the result.
- B. She should repeat the voice vote listening very carefully this time.
- C. She should repeat the voting with a show of hands.
- D. She should repeat the voting with a standing vote.

3. The bylaws of the Friends of the Library require secret ballots for elections but are silent on the use of electronic voting. The executive committee wishes to propose the use of keypads for elections at the next annual meeting since hundreds of members are expected and paper ballot voting is very cumbersome and takes longer to count. Which of the following statements concerning use of keypads as a means for balloting is NOT accurate?

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- A. Conducting election balloting by a method that does not allow write-in votes would require a bylaw amendment.
- B. A majority vote can authorize the use of keypads for a particular election, but a special rule of order or convention standing rule would be needed to authorize regularly conducting balloting by their use.
- C. As long as the keypads are programmed so they meet the criteria for a ballot vote, a vote to specifically authorize their use is not required.
- D. It is advisable to have someone who can explain the new process to the assembly and give the members a chance to examine the keypads before the actual voting.

4. The Library Board has a fixed membership of twelve members. At the meeting this month, one member was absent. The vote on the motion to buy new books was 5 in favor and 4 opposed. Was the motion adopted?

- A. No, since only 9 members voted, the majority of 7 was not reached.
- B. No, the two abstentions are counted as “no” votes, so the majority was not reached.
- C. Yes, a majority voted in favor of the motion.
- D. Yes, but the absent member could challenge the vote at the next meeting since he was not given an opportunity to have a say in this decision.

5. Justine Hardy is a member of the Political Action League that has just taken a vote on the upcoming election. Hardy deposited her ballot in the box and then was quietly discussing her choice with a friend. She realizes with a shock that she has not marked her ballot as she intended since she didn't read the proposal carefully enough. She goes to the chair and asks if she may change her vote. What should the chair say in response?

- A. “Since the voting is not yet complete, Hardy may have a new ballot since the current one was marked in error.”
- B. “Since the result has not yet been announced, a change in voting is allowed, but Hardy must disclose her vote so the assembly knows which ballot is not to be counted.”
- C. “While Hardy would have had the right to change her vote up to the time the result was announced on a counted standing vote, the ballot vote is secret so it is not allowed.”

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- D. “The assembly will need to decide whether Hardy should be permitted to do this with a majority vote.”

**Answer Key for Practice Questions**

1. *The correct answer is D. See RONR (12th ed.) 4:49(c–d).*
2. *The correct answer is D. See RONR (12th ed.) 4:52, 4:55.*
3. *The correct answer is C. See RONR (12th ed.) 45:42-43.*
4. *The correct answer is C. See RONR (12th ed.) 44:1.*
5. *The correct answer is C. See RONR (12th ed.) 45:8.*

**Being a Professional Parliamentarian, Serve as a Professional Parliamentarian in Meetings and Teaching Parliamentary Procedure**

1. The Cat Lovers Association is planning its annual show. It has just voted to hold the show at the community center on March 7th. Petra Wilson arrived late just as a five-minute recess was announced, and she asked her friend what business she had missed. When she was told about the decision for the show, she was unhappy and after the chair called the meeting back to order she was recognized with a Parliamentary Inquiry. She says, “I am on the board of the community center, and we will be doing renovations in March. That would be very disruptive for our cats. What can I do to change the location of the show?” Which of the following would NOT be a proper answer to Wilson’s question?

- A. She can Renew the issue explaining why the renovations would be disruptive.
- B. Since she was not present for the original vote, she could ask that someone who voted for the motion move to Reconsider it.
- C. She can move to Amend Something Previously Adopted.
- D. She could move to Rescind the original motion and propose a new one.

2. The bylaws of the Horse Enthusiasts of Deptford, which adopt the current edition of RONR as its parliamentary authority, provide for regular meetings of the members to be held on the first Tuesdays of January, March, May, September, and November. The bylaws contain no provisions related to notice of regular meetings. Is notice of these regular meetings required?

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- A. Yes. Since the bylaws do not specify a particular number of days' notice, it must be sent ten business days before each regular meeting.
- B. Notice of the September meeting is required, but not of the other regular meetings.
- C. No. Because the bylaws inform members when the regular meetings will be held, notice of meetings is not required, although in many organizations it is provided nonetheless.
- D. Yes; notice must be sent a reasonable time before each regular meeting.

3. The Northwoods Bull Terrier Club is holding its regular monthly meeting when a member moves that the club oppose the new shopping center that is being considered by the city council. A member stands and says, "Point of Order! This motion is outside the scope of the purpose of this organization since It has nothing to do with 'our dogs or the betterment of the breed'." As parliamentarian, you are asked by the chair if the motion is in order. Which of the following would be a correct response?

- A. The motion is not in order, but any member or the chair may ask for a two-thirds vote of the members to authorize its introduction.
- B. Only if the bylaws are suspended by at least a 4/5 vote of the membership.
- C. No. A bylaw amendment would be required before it could be introduced.
- D. The chair should ask the maker of the motion if he desires that the assembly debate the issue of whether to take up the question of expanding the object of the Club to include this political issue.

4. At the first meeting of a three-day session of the Community College Board of Trustees, a motion to honor the college president with an honorary degree was defeated by a narrow margin. Later in that meeting, a member announces that she has just received word that the college president has died. She announces that she wishes to renew the motion to award him that honorary degree. A Point of Order is raised against the motion. How should the chair rule?

- A. The Point of Order is NOT well taken. This motion is now substantially different because of the change in circumstances.

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- B. The Point of Order is well taken. The board cannot be asked to decide the same question during the same session except through one of the motions that bring a question again before the assembly.
  - C. The Point of Order is well taken. It is the same session and cannot be renewed until a later session.
  - D. The Point of Order is NOT well taken because the first meeting of the session has not yet ended. The motion would be out of order at a later meeting in the session.
5. During debate on a controversial motion, Alphonse Starr repeatedly challenges the motives of Anastasia Jacobski and John Weir who do not support the motion, calling them “toadies” and “snowflakes” for not being willing to take this important stand. Which of the following would be an appropriate response from the chair?
- A. He could call the member to order and ask the assembly if he should be allowed to continue speaking.
  - B. No response is required since this is Starr’s opinion and he is speaking in debate.
  - C. The chair may not respond, but a member could raise a Point of Order and ask that the speaker be required to yield the floor.
  - D. The chair could “name” the speaker and ask the assembly, “What penalty shall be imposed on the member?”

**Answer Key for Practice Questions**

1. *The correct answer is A. See RONR (12th ed.) 38:1.*
2. *The correct answer is B. See RONR (12th ed.) 9:3, 9:7.*
3. *The correct answer is A. See RONR (12th ed.) 10:26(2).*
4. *The correct answer is A. See RONR (12th ed.) 38:1.*
5. *The correct answer is A. See RONR (12th ed.) 61:11-14.*

**Boards and Committees and Writing and Interpreting Bylaws**

1. The Springville Yacht Club has a vacancy in the very important Regatta Committee that needs to be filled by the membership at its annual meeting. Xavier Backer moves that the vacancy be filled with a ballot vote. It is seconded. George Walsh rises to a Point of Order and says that a ballot vote is not appropriate for a committee position. As parliamentarian, what would you advise the president?

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- A. The point is NOT well taken since this a legitimate method for electing a committee member
  - B. The point is well taken since ballot voting is reserved for officer positions and this is just a committee member.
  - C. The point is well taken as long as this is an important and controversial election.
  - D. The point is well taken since this is the usual method for selecting members of an important committee, and only a motion to use a different method would be in order at this time.
2. The Nonpartisan Good Government League of Harris County has a provision in its bylaws that the Governor of the State is an ex-officio member of its Board. She is rarely able to attend their meetings. Which of the following would be a correct treatment of her when she is present at a meeting?
- A. She is not counted in determining the quorum, but she has full rights to speak and to vote.
  - B. She is not counted in determining the quorum nor does she have the right to speak or to vote.
  - C. She is counted as just another member of the board who has full rights and responsibilities except that she is immune from any rules that require attendance at meetings.
  - D. She is counted in determining a quorum, but since she is ex-officio she may speak but not vote.
3. The Wine Lovers Society has asked you, as its parliamentarian, to settle some confusion about the rules to be followed by its five-person board. Which of these is NOT a rule applicable to the board?
- A. The chair may participate in debate.
  - B. Votes can be taken initially by a show of hands.
  - C. Motions require a second.
  - D. Subjects may be discussed informally before a motion is made.
4. The Quarter Horse Fanciers has always refrained from giving a full teller's report at its annual election of officers. Gregory Burns raises a Point of Order when

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this happens saying that RONR requires the whole teller report to be presented, and he wishes to know how many votes his friend Nancy Reed received for vice-president. Which of the following would be a correct response from the president?

- A. The Point of Order is well taken since custom falls to the ground if a proper Point of Order is raised, and not giving the full teller's report is contrary to RONR.
- B. The Point of Order is NOT well taken since the custom has taken on the force of a rule since it has been done this way for such a long time.
- C. It will depend on the reason for the custom. If the custom exists to protect the candidate who has a low vote total from being embarrassed, it is acceptable.
- D. There is no rule in RONR about the announcement of the teller's report, so it will depend on whether there is something in the bylaws about this.

5. The Beta Gamma Fraternity is considering a bylaw amendment to raise the current annual dues from \$60 to \$100 while not changing the \$200 initiation fee. This was properly noticed. At the meeting the following amendments were proposed. Which of the following amendments would be in order?

- A. To raise the dues to \$190 a year.
- B. To raise the dues to \$95 a year.
- C. To lower the dues to \$55 a year.
- D. To lower the initiation fee to \$100 while leaving the dues the same.

6. The National Carnation Growers Society is forming a special committee including representatives from each of the 22 states where it has members. This committee is charged with writing new rules about the cross-pollination of various flower colors. Since the members are scattered all over the U.S.A., they want to meet using an electronic platform on the Internet, but there is no provision for electronic meetings in their bylaws. May they do this?

- A. Since the bylaws include no authorization for such a committee to hold electronic meetings, they are not permitted.
- B. Even if the bylaws do not provide for electronic meetings, the special committee may still hold them if the motion creating the committee, or



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subsequent instructions adopted by the society, include authorization for the committee to do so.

- C. Yes, because RONR recognizes it is not practical to expect such a group to meet in person.
- D. They would be able to meet electronically if they were members of a standing committee, but since they belong to a special committee, they may not hold electronic meetings.

### **Answer Key for Practice Questions**

1. *The correct answer is A. See RONR (12th ed.) 50:13(a).*
2. *The correct answer is A. See RONR (12th ed.) 49:8.*
3. *The correct answer is C. See RONRIB (3rd ed.) p. 161.*
4. *The correct answer is A. See RONR (12th ed.) 2:25; RONRIB (3rd ed.), pp.75-76.*
5. *The correct answer is B. See RONR (12th ed.) 57:11.*
6. *The correct answer is B. See RONR (12th ed.) 9:35, 50:21n 6.*

### **Less Commonly Encountered Rules Category**

1. You are counting ballots for the Budgie Lovers Forum annual election. There are four ballots where the vote for Vice-President has Walt Disney (the dead founder of Disneyland and Disney World) written in, and another one has an illegible write-in. How do you count these ballots?

- A. If these ballots could not affect the result, you don't credit them to any candidate, but you do count them each as one vote cast.
- B. If these ballots could affect the result, you count them as abstentions.
- C. Illegal ballots are announced, but they are not counted in any totals.
- D. The illegible write-in is discarded and not counted since it is considered an abstention, but the votes for Disney are illegal votes and are included in the total number of ballots submitted.

2. The Granger Club has a main motion pending to hold an awards banquet on May 19. Carla Wu moves to Amend by striking out "19" and inserting "14." Then Hank Franken moves to Refer this issue to the planning committee. There is a great deal of debate. Natasha Romeo moves to Extend Debate for ten minutes, and the

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assembly adopts this motion. Carla Wu now moves the Previous Question on all pending motions. What should the chair do?

- A. The chair should treat Romeo's motion as a motion to reconsider the vote adopting the motion to Extend Debate, after determining that she voted on the prevailing side on that motion
- B. If the Previous Question is adopted, then debate should only be allowed for ten more minutes when the vote should be taken on the motion to Refer, and if Refer is not adopted, the motions to Amend and the Main motion.
- C. The Previous Question should be ruled not in order since the assembly just adopted a motion to extend debate by ten minutes.
- D. If the Previous Question is adopted, then the motion to Refer should immediately be put to a vote, and if Refer is not adopted, the motion to Amend and then the Main motion should immediately be put to a vote.

3. The Armadillos Are Adorable League had adopted a motion to spend \$1000 on an annual contribution to support the armadillo exhibit at the local zoo. After doing this for several years, the club treasury is doing very well. Xavier Lee sends an appropriate notice with the call to meeting that he intends to move to increase this contribution to \$1500. The meeting call is sent to all 1000 current members. At the meeting where he makes this motion, which is attended by 150 members, his motion is amended by striking out \$1500 and inserting \$2000. What type of vote is the minimum that thereafter will be required to adopt Lee's motion?

- A. Majority of the votes cast.
- B. Two-thirds of the votes cast.
- C. Majority of the entire membership.
- D. Instead of a vote being taken on the amended motion, a point of order should be raised, or the chair should rule, that Lee's motion could not validly be amended so as to make the proposed change greater than that for which notice had been given.

4. There are many items on the agenda of the regular monthly meeting of the Chess Club, and the meeting that started at 5 p.m. has just completed Unfinished Business at 9 p.m. The chair has just asked for New Business. Mohammed Ahmed

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is very tired. He moves that the time for adjournment be set at 10 p.m. What rules apply to this motion?

- A. It is a Main Motion that requires a second and is amendable and debatable.
- B. It is a Privileged Motion that requires a second, but is NOT amendable or debatable.
- C. It takes a 2/3 vote to adopt since it requires suspending the rules.
- D. Whether it is in order depends on whether the meeting agenda set a specific time for adjournment.

5. There are three positions for Director at Large to be elected at the current meeting of Football Boosters of the Smithtown College. The chair has just asked for nominations from the floor. Norm Anderson rises without being recognized and nominates Alicia Fernandez, Wendy Periwinkle, Martin Holsum, and Shanti Jambon. The chair asks for further nominations, and seeing none, says that nominations are closed, and the vote will now be taken. What error was made here?

- A. Anderson should have waited to be recognized before making any nominations
- B. The chair did not ask for seconds on each nomination.
- C. The chair should not have permitted Anderson to make more nominations than there were places to fill.
- D. The chair should have waited for a motion to close nominations, which requires a two-thirds vote to adopt.

### Answer Key for Practice Questions

1. The correct answer is A. See RONR (12th ed.) 45:32-33 and Table VIII.
2. The correct answer is D. See RONR (12th ed.) 16:5(1), t4-t5.
3. The correct answer is B. See RONR (12th ed.) 35:2(6-7).
4. The correct answer is A. See RONR (12th ed.) 21.3.
5. The correct answer is C. See RONR (12th ed.) 46:6.

## Performance Exam Sample Question

Mansour Abram is the President of the Society of Rare Booksellers. At its upcoming meeting, several controversial lengthy resolutions have been scheduled as special orders. He understands that substitutes will be offered for substantial parts of some of them. He asks you to provide an explanation, as simple as possible, of the recommended procedure to handle substitute amendments.

### MODEL ANSWER

When a substitute is offered, amendments can be offered both to the substitute and to the paragraph or paragraphs for which the substitute is offered.

After stating the question on the substitute, Abram may ask first for amendments to the paragraph or paragraphs to be struck out. Any such amendments that are adopted will remain part of the main motion if the substitute is defeated.

Then Abram may ask for amendments to the substitute paragraph or paragraphs.

Finally, he should accept additional amendments that may be offered to either.

In putting the question (taking the vote) on the substitute, Abram should read first the paragraph or paragraphs of the original main motion the substitute would replace – as they stand after any changes as the result of adopted amendments.

Then he should read the paragraph or paragraphs of the substitute as they stand after any changes as the result of amendments adopted to them. After the substitute is then either adopted or rejected, the motion to which the substitute was offered becomes immediately pending, and thereafter a vote is taken on whether to adopt or reject it.

*Note: The model answer comes from RONR (12th ed.) 12:70-71, 12:73; however, specific citations are not expected on the credentialing examination.*

## **Professional Responsibility Sample Question**

### **Instructions:**

Read the scenario below and answer the questions at the end. The Joint Code of Professional Responsibility can be accessed by viewing the attached file. You may reference the Code to answer the questions.

### **Scenario:**

The executive director of a large nonprofit in your area contacts you and requests your services as a parliamentarian for an upcoming Board of Directors meeting that they anticipate being controversial. The Executive Director asks how much experience you have with contentious board meetings. You have just received a parliamentary credential and have only been to a few uneventful garden club meetings. Still, you want the job, so you respond, "Experience? Me? I've got more experience with contentious meetings than Robert's has rules." Clearly impressed with your statement, the executive director hires you on the spot.

After a quick consultation, the executive director informs you that they are not authorized to send you the bylaws due to "legal reasons." During the discussion, it is also shared that the potentially controversial topic is whether Board members can teach required classes. The classes in question are required for all members, and the Board members who teach them profit from teaching. During the meeting, you are asked to provide the Chair with several parliamentary opinions based on the bylaws.

During the meeting, an angry board member, who benefits from the required courses, stands up and yells that the Chair and the other members "are just trying to take food out of my children's mouths!" Another board member stands up and says those teaching the classes cannot vote because of "Robert's Rules." You know this is not the case, but because everyone is yelling, you choose not to correct the statement. The Chair then says that those who teach the classes cannot vote and then takes the vote. Because the Chair did not let some of the Board members vote, the motion passed, and Board members can no longer teach the classes.

After the meeting, one of the Board members that is happy with the outcome comes up to you and says, "You're a lot better than the last parliamentarian we had. She would not let us stop those fools from voting. You must be a much better parliamentarian."

You respond that you're the best parliamentarian in a tri-state area. When you receive your meeting payment, the check includes the amount on your invoice and a 25% "bonus." The check also has a note from the Chair that states, "I've included a little extra

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because of your hard work." Satisfied with your service to the Board, you deposit the check and send a follow-up letter thanking the Chair and the Executive Director for the opportunity to work with them.

### **Questions:**

Question 1: Did the parliamentarian breach the Joint Code of Professional Responsibility when he accepted the appointment without obtaining the governing documents? Why or why not? If so, which section of the Code?

Question 2: Knowing it violated their membership rights, did the parliamentarian breach the Joint Code of Professional Responsibility by not advising the Chair about not allowing the conflicted Board members to vote? Why or why not? If so, which section of the Code?

Question 3: Did the parliamentarian violate any provisions of the Joint Code by accepting a "bonus?" Why or why not? If so, which section of the Code?

Question 4: Did the parliamentarian violate a rule when he implied that he had extensive experience with contentious meetings? Why or why not? If so, which section of the Code?

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### **Model Answer:**

Each of the 4 questions is graded on a scale of 0 to 5, based on the identification of the correct citation and explanation.

Question 1: Did the parliamentarian breach the Joint Code of Professional Responsibility when he accepted the appointment without obtaining the governing documents? Why or why not? If so, which section of the Code?

Answer 1: Yes. The parliamentarian did breach the Joint Code by not acquiring all related governing documents before the meeting. 4.1

Question 2: Knowing it violated their membership rights, did the parliamentarian breach the Joint Code of Professional Responsibility by not advising the Chair about not allowing the conflicted Board members to vote? Why or why not? If so, which section of the Code?

Answer 2: Yes. The parliamentarian did breach the Joint Code by not advising the Chair of the proper application of the rule. 4.2; 4.6

Question 3: Did the parliamentarian violate any provisions of the Joint Code by accepting a "bonus?" Why or why not? If so, which section of the Code?

Answer 3: Yes. If known, the inclusion of the "bonus" and the letter from the Chair could give the impression that the professional advice is not impartial. 4.3

Question 4: Did the parliamentarian violate a rule when he implied that he had extensive experience with contentious meetings? Why or why not? If so, which section of the Code?

Answer 4: Yes, the parliamentarian knew he did not have the experience the client was seeking, and he misrepresented his experience to obtain the appointment. 3.1, 3.3