

Leadership Quiz – Parliamentary Procedure and Protocol

A. Match each definition below with the correct term on the left.

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|-----------|---------------|---|
| 1. _____ | Majority vote | a. A formal proposal of a person as a candidate |
| 2. _____ | Adjourn | b. Without a dissenting vote |
| 3. _____ | Agenda | c. The chairman or presiding officer |
| 4. _____ | Quorum | d. End a meeting officially |
| 5. _____ | Tellers | e. One more than half |
| 6. _____ | Unanimous | f. Official record of motions made and actions taken by an organization |
| 7. _____ | Chair | g. Members selected to count and tally votes in a secret ballot |
| 8. _____ | Amendment | h. The number of members who must be present to conduct a meeting |
| 9. _____ | Nomination | i. A list of business to be considered at a meeting |
| 10. _____ | Minutes | j. Any proposal presented to the group |
| 11. _____ | Motion | k. A mallet used by the presiding officer to keep order |
| 12. _____ | Floor | l. A proposal to change a motion |
| 13. _____ | Ballot | m. Recognition by the presiding officer for the purpose of speaking |
| 14. _____ | Second | n. A written vote |
| 15. _____ | Gavel | o. Support or endorsement of a motion |

B. Number the entries below to indicate the usual order of business.

- | | | | |
|-----------|--------------------|-----------|---------------------------|
| 16. _____ | Announcements | 21. _____ | Call to Order |
| 17. _____ | New Business | 22. _____ | Approval of Minutes |
| 18. _____ | Roll Call | 23. _____ | Unfinished Business |
| 19. _____ | Reading of Minutes | 24. _____ | Committee Reports |
| 20. _____ | Adjournment | 25. _____ | Reading of Communications |

C. Underline the word or words which will correctly complete each statement below.

26. The presiding officer is always seated _____.

- a. To the right of the center
- b. In the center
- c. To the left of the center

27. The American Legion Auxiliary pin is worn _____.

- a. On the left lapel
- b. On the right lapel
- c. Over the heart

28. A distinguished guest is always _____ of her escort.

- a. To the right
- b. To the left
- c. Behind

29. A distinguished guest known to the assembly is _____.

- a. Introduced
- b. Presented
- c. Nominated

30. Guests should never be expected to participate in _____.

- a. Raffles
- b. Banquets
- c. Entertainment

31. Gifts secured for a distinguished guest are presented _____.

- a. At the conclusion of the guest's remarks
- b. Upon the guest's arrival
- c. When the guest is introduced

32. A reception line is headed by _____.

- a. The president
- b. The honored guest
- c. The reception chairman

33. It is never improper to wear a _____ over an Auxiliary pin.
- Name tag
 - Corsage
 - Military insignia
34. As soon as a guest arrives, the Sergeant-at-Arms should _____.
- Escort him/her to the dais
 - Notify the presiding officer
 - Request that he/she sign a guest book
35. It is considered disrespectful to _____.
- Seat lesser ranking officers to the left of the presiding officer
 - Walk between flags
 - Rise when distinguished guests are escorted to the dais
36. When the flag of the United States of America is presented with a banner, the flag is always _____.
- to its own left
 - to its own right
 - behind the banner
37. When carrying the flag of the United States of America, the left hand is placed _____.
- Up on the staff
 - Down on the staff
 - Upon the flag
38. When retiring colors, stop about three feet from the colors and _____ before retiring the colors.
- Bow
 - Address presiding
 - Salute
39. Post colors are always posted _____ when advanced for a joint function.
- Inside
 - Outside
 - Behind
40. The flag of the United States of America should be posted _____.
- Before the banner
 - After the banner
 - At the same time as the banner

D. Mark **T** before each statement which is correct and **F** before each statement which is incorrect.

41. _____ The first two words of any motion presented are, "I move....."
42. _____ Before a motion can be discussed or voted upon, it must be seconded.
43. _____ A member wishing to change a motion under consideration may move that the motion be tabled.
44. _____ A member may make only one motion at a meeting.
45. _____ The chair announces the results of a vote on a motion.
46. _____ A show of hands is an acceptable form of voting.
47. _____ A motion may be amended by adding, striking out, substituting, or a combination of the above.
48. _____ Secret ballots are always counted by the presiding officer.
49. _____ Nominations of candidates for office do not require a second.
50. _____ An amendment must be voted upon before the main motion.