

Questions and Answers

From Jarrell D. Gray's
Parliamentary Guide for FFA

9/25/2015

Revised

Questions & Answers from Jarrell D. Gray's Parliamentary Guide for FFA 2015

1. DESCRIBE THE CHARACTERISTICS THAT MAKE UP AN IDEAL PRESIDING OFFICER.

An ideal presiding officer possesses the following characteristics:

1. Willingness to work
2. Ability to learn parliamentary procedure
3. Team spirit
4. Well-developed voice
5. Calmness and self-confidence
6. Neat appearance
7. Fair and impartial judgment
8. Skill in leading

2. WHAT QUALIFICATIONS SHOULD ONE HAVE TO BE ON A CHAPTER CONDUCTING TEAM?

Members selected to be on a chapter conducting team should possess the following qualifications:

1. Willingness to work
2. Ability to learn parliamentary procedure
3. Team spirit
4. Well-developed voice
5. Calmness and self-confidence
6. Neat appearance

3. WHAT STEPS MUST BE COMPLETED TO PRESENT A MOTION?

The following steps must be completed to present a motion:

1. Rise and address the president
2. Receive recognition by the president
3. Presenting the motion
4. Seconding the motion
5. Statement of the question

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4. WHAT IS THE PROPER TERMINOLOGY TO USE WHEN PUTTING THE QUESTION?

The proper terminology to use when putting the question, or taking the vote is:

“Those supporting the motion that ... say aye. Those opposed say no.”

OR

“Those in favor of the motion that ... raise your hand. Those opposed raise your hand.”

5. WHEN DOES A VOTE GO INTO EFFECT?

A vote goes into effect following the announcement of the results of the voting.

6. WHAT ACTION SHOULD TAKE PLACE AFTER THE CHAIR ANNOUNCES THE RESULTS OF THE VOTE?

A tap of the gavel should follow the announcement of the results of the vote.

7. WHAT HAPPENS TO A MOTION IF THE VOTE RESULTS IN A TIE?

A tie vote means that a motion is lost, assuming the motion requires a majority vote.

8. WHAT IS THE PURPOSE OF A MAIN MOTION?

The purpose of a main motion is to present an item of business for consideration and action by the chapter.

9. IS A MAIN MOTION DEBATABLE AND AMENDABLE?

A main motion is always debatable and amendable.

10. DOES A MAIN MOTION REQUIRE A SECOND AND A MAJORITY VOTE?

A main motion requires a second and a majority vote.

11. WHAT IS THE PROPER TERMINOLOGY TO USE IN STATING A MAIN MOTION?

The proper terminology to use in stating a main motion is: “I move”

12. WHAT IS THE PURPOSE OF THE MOTION TO LAY ON THE TABLE?

The purpose of the motion to lay on the table is to temporarily delay action on an item of business.

13. IS THE MOTION TO LAY ON THE TABLE DEBATABLE AND AMENDABLE?

The motion to lay on the table is undebatable and unamendable.

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14. DOES THE MOTION TO LAY ON THE TABLE REQUIRE A SECOND?

The motion to lay on the table requires a second.

15. WHAT HAPPENS TO A PENDING AMENDMENT IF THE MAIN MOTION IS TABLED?

When a main motion is tabled, all amendments and other motions belonging to it are also tabled.

16. WHAT IS THE PURPOSE OF THE PREVIOUS QUESTION?

The purpose of the previous question is to terminate discussion on the motion or motions before the chapter and to secure an immediate vote.

17. WHEN THE PREVIOUS QUESTION IS CALLED FOR WITHOUT QUALIFICATIONS, TO WHAT QUESTIONS DOES IT APPLY?

If the previous question is called for without qualifications, only the immediately pending question is affected.

18. IS THE PREVIOUS QUESTION DEBATABLE AND AMENDABLE?

The previous question is undebatable and unamendable.

19. WHAT VOTE IS NECESSARY TO CALL THE PREVIOUS QUESTION?

A two-thirds vote is necessary to call the previous question.

20. WHEN MAY A VOTE ON THE PREVIOUS QUESTION BE RECONSIDERED?

A vote on the Previous Question may be reconsidered before the affirmative vote is taken on the pending question or questions.

21. WHAT IS THE PURPOSE OF REFERRING A MOTION TO A COMMITTEE?

The purpose of referring a motion to a committee is to place the question temporarily in a committee.

22. IS THE MOTION TO REFER TO A COMMITTEE DEBATABLE AND AMENDABLE?

The motion to refer is debatable and amendable.

23. DOES THE MOTION TO REFER TO A COMMITTEE REQUIRE A SECOND?

The motion to refer requires a second.

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24. WHEN A MOTION IS REFERRED TO A COMMITTEE, WHAT HAPPENS TO AMENDMENTS THAT ARE PENDING TO THE MAIN MOTION?

When a motion is referred to a committee, amendments that are pending to the main motion are also referred.

25. WHAT IS THE CORRECT TERMINOLOGY TO USE WHEN REFERRING A MOTION TO A COMMITTEE?

The correct terminology to use when referring a motion to a committee is:

"I move that we refer the motion that ... to a committee."

OR

"to a committee consisting of..."

OR

"to the standing committee on...."

(Note: There is no need to include the words "dot, dot, dot" after the word "that," "of," or "on.")

26. WHAT IS THE PURPOSE OF AN AMENDMENT?

The purpose of an amendment is to modify the motion that is under consideration.

27. WHEN MAY AN AMENDMENT BE OFFERED TO A MOTION?

A member may offer an amendment to an amendable motion after the chair states the question and recognizes the member.

28. IN WHAT WAYS MAY A MOTION BE AMENDED?

An amendment may be made by striking out words, inserting or adding words, or by striking out and inserting words.

29. WHAT IS THE PROPER TERMINOLOGY TO USE IN STATING AN AMENDMENT?

The proper terminology to use in stating an amendment is:

"I move to amend the main motion by ..."

OR

"I move to amend the amendment by ..."

(Note: There is no need to include the words "dot, dot, dot" after the word "by")

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30. IS THE MOTION TO AMEND DEBATABLE AND AMENDABLE?

The motion to amend is debatable when the motion to which it applies is debatable; only an amendment of the first rank is amendable.

31. DOES AN AMENDMENT REQUIRE A SECOND AND A VOTE?

An amendment requires a second and a majority vote.

32. WHAT IS THE PURPOSE OF RISING TO A POINT OF ORDER?

The purpose of rising to a point of order is to enforce the rules by calling attention to a violation of the rules or mistake in procedure.

33. DOES A POINT OF ORDER REQUIRE A SECOND?

A point of order does not require a second.

34. IS A POINT OF ORDER DEBATABLE AND AMENDABLE?

A point of order is undebatable and unamendable.

35. IS IT PROPER FOR THE PRESIDENT TO CALL A MEMBER OUT OF ORDER?

The president is duty bound to enforce correct rules of procedure and should call members out of order when they are in error.

36. WHAT IS THE PURPOSE OF AN APPEAL?

The purpose of an appeal is to obtain a decision from the chapter to a question on which the presiding officer has made a decision.

37. DOES AN APPEAL REQUIRE MEMBERS TO GAIN RECOGNITION BEFORE SPEAKING?

An appeal does not require recognition before speaking.

38. WHAT HAPPENS IF THE VOTE ON AN APPEAL RESULTS IN A TIE?

If the vote on an appeal results in a tie, the chair is sustained.

39. DOES AN APPEAL REQUIRE A SECOND?

An appeal requires a second.

40. WHAT VOTE IS REQUIRED TO PASS AN APPEAL?

A majority vote or tie vote is required to sustain the chair.

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41. IS AN APPEAL DEBATABLE AND AMENDABLE?

An appeal is debatable except in cases where it relates to indecorum (improper conduct), priority of business, or deviation from the rules of speaking. An appeal is unamendable.

42. WHAT IS THE CORRECT TERMINOLOGY TO USE WHEN APPEALING FROM THE DECISION OF THE CHAIR?

The correct terminology to use when appealing from the decision of the chair is:

“Mr. /Madam President, I appeal from the decision of the chair.”

43. WHAT IS THE PURPOSE OF SUSPENDING THE STANDING RULES?

The purpose of suspending the standing rules is to permit the chapter to do something that cannot be done without violating its standing rules.

44. WHAT VOTE IS REQUIRED TO SUSPEND THE RULES?

A majority vote is required to suspend the rules.

45. IS THE MOTION TO SUSPEND DEBATABLE AND AMENDABLE?

The motion to suspend is undebatable and unamendable.

46. MAY A RULE BE SUSPENDED BY UNANIMOUS (GENERAL) CONSENT? IF SO, EXPLAIN.

Unanimous (General) Consent may be used to suspend a rule. This may be done by the chair stating, “Shall we by Unanimous (General) Consent suspend the standing rule of this chapter that...?”

47. WHAT IS THE PURPOSE OF CALLING FOR A DIVISION OF THE ASSEMBLY?

The purpose of calling for a division of the assembly is to determine the accuracy of a vote, especially when taken by voice or by show of hands.

48. WHEN MUST ONE REQUEST A DIVISION?

One must request a division before another motion is stated.

49. MUST A DIVISION RECEIVE A SECOND?

A division does not require a second.

50. IS A DIVISION DEBATABLE AND AMENDABLE?

A division is undebatable and unamendable.

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51. MAY A DIVISION BE RECONSIDERED?

A division cannot be reconsidered.

52. WHAT IS THE PURPOSE OF A NOMINATION?

The purpose of a nomination is to place the name of a candidate or candidates before the assembly to be voted on for a certain office or position.

53. HOW MAY NOMINATIONS BE MADE?

Nominations may be made by a committee or from the floor by a member.

54. EXPLAIN HOW NOMINATIONS MAY BE CLOSED AND REOPENED.

Nominations may be closed by a two-thirds vote on the motion to close nominations.
Nominations may be reopened by a majority vote on the motion to reopen nominations.

55. DOES A NOMINATION REQUIRE A SECOND?

A nomination does not require a second.

56. IN WHAT ORDER ARE CANDIDATES VOTED UPON FOLLOWING THEIR NOMINATION?

Candidates are voted upon in the order in which they were nominated.

57. MAY THE VOTE ON A MOTION TO CLOSE NOMINATIONS BE RECONSIDERED?

The vote on a motion to close nominations cannot be reconsidered.

58. WHAT IS THE PURPOSE OF MAKING A PARLIAMENTARY INQUIRY?

The purpose of making a parliamentary inquiry is to permit a member to gain parliamentary information.

59. IS A SENOND REQUIRED TO A PARLIAMENTARY INQUIRY, AND WHAT TYPE OF VOTE IS REQUIRED?

A parliamentary inquiry does not require a second; a vote is not required.

60. IS A PARLIAMENTARY INQUIRY DEBATABLE AND AMENDABLE?

A parliamentary inquiry is undebatable and unamendable.

61. MUST ONE RECEIVE RECOGNITION TO MAKE A PARLIAMENTARY INQUIRY?

Recognition is not necessary to make a parliamentary inquiry.

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62. CAN A PARLIAMENTARY INQUIRY INTERRUPT A SPEAKER?

A parliamentary inquiry may interrupt a speaker.

63. WHAT IS THE PURPOSE OF THE MOTION "WITHDRAW OR MODIFY A MOTION?"

The purpose of the motion "Withdraw or Modify a Motion" is to permit the modification or withdrawal of a motion from consideration by the chapter.

64. IF THE PROPOSER OF A MOTION MODIFIES IT IN ANY WAY, MAY THE SECONDER WITHDRAW HIS/HER SECOND?

If the proposer of a motion modifies it in any way, the seconder may withdraw his or her second.

65. IS THE MOTION LEAVE TO WITHDRAW OR MODIFY A MOTION DEBATABLE AND AMENDABLE?

The motion Withdraw or Modify a Motion is undebatable and unamendable.

66. WHAT VOTE IS NECESSARY TO PERMIT ONE TO WITHDRAW A MOTION?

Before the motion is stated by the chair, the proposer may withdraw the motion without anyone's consent. NO vote is required. After the motion is stated by the chair, it belongs to the assembly and must receive a majority vote to be withdrawn.

67. MAY A MOTION BE WITHDRAWN AFTER VOTING HAS COMMENCED?

A motion cannot be withdrawn after voting has commenced.

68. WHAT IS THE PURPOSE OF THE MOTION TO ADJOURN?

The purpose of the motion to adjourn is to terminate the meeting.

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69. WHEN MAY A MOTION TO ADJOURN BE OFFERED?

A motion to adjourn, when unqualified, may be offered at any time other than when the chapter is voting or verifying a vote, unless the vote is by ballot. A motion to adjourn, when qualified, may be offered only when no other motion is before the chapter.

70. IS THE MOTION TO ADJOURN DEBATABLE AND AMENDABLE?

The motion to adjourn, when unqualified, is undebatable and unamendable.

71. IN A CHAPTER MEETING, IF THE MOTION TO ADJOURN CARRIES, IS THE MEETING DISMISSED IMMEDIATELY?

In a chapter meeting, if the motion to adjourn carries, the meeting is not dismissed immediately.

The closing ceremony should be performed since the motion to adjourn affects only the business session.

72. WHAT IS THE PURPOSE OF THE MOTION TO TAKE FROM THE TABLE?

The purpose of the motion to take from the table is to again bring the question before the chapter for further consideration.

73. WHEN MAY THE MOTION TO TAKE FROM THE TABLE BE OFFERED?

A motion can be taken from the table if some business has been transacted since it was tabled.

74. IS THE MOTION TO TAKE FROM THE TABLE DEBATABLE AND AMENDABLE?

The motion to take from the table is undebatable and unamendable.

75. DOES THE MOTION TO TAKE FROM THE TABLE REQUIRE A SECOND?

The motion to take from the table requires a second.

76. WHAT IS THE PURPOSE OF THE MOTION TO RECONSIDER?

The purpose of the motion to reconsider is to permit the reconsidering of a vote previously taken on a motion and to again reconsider the question.

77. WHICH MEMBERS ARE ELIGIBLE TO OFFER THE MOTION TO RECONSIDER?

The motion to reconsider must be made by a member who voted on the prevailing side, unless the vote was by ballot.

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78. IS THE MOTION TO RECONSIDER DEBATABLE AND AMENDABLE?

The motion to reconsider is debatable if the question to be reconsidered is debatable.

The motion to reconsider is unamendable.

79. DOES THE MOTION TO RECONSIDER REQUIRE A SECOND AND A MAJORITY VOTE?

The motion to reconsider requires a second and a majority vote.

80. WHAT IS THE CORRECT TERMINOLOGY TO USE IN ASKING THAT A MOTION BE RECONSIDERED?

The correct terminology to use in asking that a motion be reconsidered is:

"I move to reconsider the vote on the motion that.....I voted on the prevailing side.

(Note: There is no need to include the words "dot, dot, dot after the word "that, to, or on")

81. WHAT IS THE PURPOSE OF THE MOTION TO RESCIND?

The purpose of the motion to rescind is to cancel action taken by the chapter.

82. WHAT VOTE IS REQUIRED TO RESCIND AN ITEM OF BUSINESS?

A majority vote is required to rescind an item of business if previous notice of the proposed action is given; otherwise a two-thirds vote is required.

83. UNDER WHAT CONDITION IS IT NOT PERMISSIBLE TO RESCIND AN ITEM OF BUSINESS?

It is not permissible to rescind action that cannot be reversed.

84. WHAT IS THE PROPER PROCEDURE FOR ADOPTING AN ORDER OF BUSINESS?

The proper procedure for adopting an order of business is to present a main motion to adopt a certain order of business. Adopting an order of business may be done by general consent.

85. WHAT VOTE IS REQUIRED TO ADOPT AN ORDER OF BUSINESS?

A majority vote is required to adopt an order of business when the question is put to the chapter.

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86. WHAT IS THE PROPER PROCEDURE FOR CONSIDERING AN ORDER OF BUSINESS OUT OF ORDER AFTER AN ORDER OF BUSINESS HAS BEEN ADOPTED?

Two different methods for considering business items out of order after an order of business has been adopted are:

- A. Suspend the rules with a two-thirds vote.
- B. Lay on the table each item of business until the desired item of business is reached.

87. WHAT ARE THE TWO TYPES OF COMMITTEES MOST FREQUENTLY USED IN FFA CHAPTERS?

Standing committees and special committees are the two types of committees most frequently used in FFA chapters.

88. WHO MAY CALL COMMITTEE MEETINGS?

Committee meetings may be called by the chairperson of the committee or by any two of its members.

89. WHEN A SPECIAL COMMITTEE FILES ITS FINAL REPORT SHOULD A MOTION TO DISCHARGE THE COMMITTEE BE BROUGHT BEFORE THE ASSEMBLY?

When a special committee files its report the committee ceases to exist. A motion to discharge the committee is not required.

90. HOW DO PARLIAMENTARY RULES DIFFER IN SMALL COMMITTEE MEETINGS FROM THOSE IN REGULAR CHAPTER MEETINGS?

These rules differ in the following ways:

- a. It is not necessary for one to rise and address the chair prior to presenting a motion or speaking.
- b. The chairperson does not rise to put the question or leave the chair to speak or present motions.
- c. It is not necessary for one to second motions.

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91. WHEN A COMMITTEE REPORT CONTAINS RECOMMENDATIONS, WHAT DISPOSITION SHOULD BE MADE OF THE REPORT?

When a committee report contains recommendations, a motion to accept the report should be offered. If the motion passes, the chapter assumes responsibility for the report.

92. IS A MOTION TO ADOPT A REPORT NECESSARY WHEN A COMMITTEE REPORT CONTAINS INFORMATION ONLY?

If a committee report contains information only, it is not necessary to offer a motion to adopt the report.

93. AFTER A COMMITTEE REPORT HAS BEEN GIVEN, SHOULD A COPY OF THE REPORT BE FILED; AND IF SO, WITH WHOM?

A copy of each committee report should be filed with the secretary.

94. IS THE TREASURER'S REPORT ACTED UPON BY THE CHAPTER; IF SO, WHY?

A financial report from the treasurer is not acted upon by the chapter. Such a report is for information only since it will later be checked by an audit committee, which will make a report upon which the chapter will act.

95. AFTER A TREASURER'S REPORT HAS BEEN GIVEN, SHOULD A COPY OF THE REPORT BE FILED, AND IF SO WITH WHOM?

After a treasurer's report has been given, copies of the report should be filed with the auditing committee and with the secretary.

96. WHAT MAJOR ITEMS SHOULD BE CONTAINED IN A TREASURER'S REPORT?

A treasurer's report should contain the following major items:

- a. Date of Report
- b. Balance on hand at date of last report
- c. Receipts since last report
- d. Disbursements since last report
- e. Present Balance
- f. Signature of Treasurer

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97. HOW IS THE READING OF THE MINUTES REQUESTED?

The reading of the minutes is usually requested by the president stating:

"We will now have the minutes of the previous meeting."

98. IS IT NECESSARY FOR THE PRESIDENT TO SIGN THE MINUTES AFTER THEY HAVE BEEN APPROVED BY THE CHAPTER?

No. It is not necessary for the President to sign the minutes after they have been approved. The president signs the minutes only if requested by the assembly.

99. WHAT IS A QUORUM?

A quorum is the minimum number of members who must be present at a meeting for the valid (legal) transaction of business to occur.

100. IF, WHILE A MOTION IS ON THE FLOOR THE MEETING IS ADJOURNED, WHAT HAPPENS TO THE MOTION ON THE FLOOR?

If a meeting is adjourned while an item of business is on the floor that business will be brought back at the next regular meeting in the form of Unfinished Business.

~~101. WHAT IS THE PURPOSE OF THE MOTION "FIX THE TIME TO WHICH TO ADJOURN?"~~

~~The purpose of the motion "Fix The Time to Which to Adjourn" is to set the time for the continuation of the meeting in which the motion is passed.~~

~~102. WHAT IS THE PURPOSE OF THE MOTION RECESS?~~

~~The purpose of the motion Recess is to allow short intermissions in a group's meeting to allow personal breaks or the gathering of information.~~

~~103. WHAT IS THE PURPOSE OF THE MOTION "RAISE A QUESTION OF PRIVILEGE?"~~

~~The purpose of the motion "Raise A Question of Privilege" is to permit a request or main motion that relates to the rights and privileges of the assembly or any of its members.~~

~~104. WHAT IS THE PURPOSE OF THE MOTION "CALL FOR ORDERS OF THE DAY?"~~

~~The purpose of the motion "Call for Orders of The Day" is to demand that the proper business is taken in proper order as assigned by the assembly's agenda.~~

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~~105. ——— WHAT IS THE PURPOSE OF THE MOTION LIMIT OR EXTEND LIMITS OF DEBATE?~~

~~The purpose of the motion "Limit or Extend Limits of Debate" is to permit the assembly to exercise special control over debate on a pending question or on a series of pending questions.~~

106. WHAT IS THE BASIC NUMBER AND TIME OF DEBATES THAT A MEMBER MAY HAVE FOR A DEBATABLE MOTION?

The basic rules of speaking are members have the right to speak twice (2) for a total of 10 minutes each on a debatable motion.

~~107. ——— WHAT IS THE PURPOSE OF THE MOTION "POSTPONE TO A CERTAIN TIME"?~~

~~The purpose of the motion "Postpone to a Certain Time" is to permit action on a pending question to be postponed to a specific day, meeting, or time, or until after a particular event.~~

~~108. ——— WHAT IS THE PURPOSE OF THE MOTION "POSTPONE INDEFINITELY"?~~

~~The purpose of the motion "Postpone Indefinitely" is to kill the main motion and avoid a direct vote on the question.~~

~~109. ——— WHAT IS THE PURPOSE OF THE MOTION "OBJECT TO THE CONSIDERATION OF A QUESTION"?~~

~~The purpose of the motion "Object to the Consideration of a Question" is to enable an assembly to avoid considering an original main motion.~~

~~110. ——— WHAT IS THE PURPOSE OF THE MOTION "DIVISION OF A QUESTION"?~~

~~The purpose of the motion "Division of a Question" is to permit a main motion or an amendment to be divided into two or more separate questions.~~