State FFA Degree
Parliamentary Procedure
Study Guide

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Introduction

The Idaho FFA State FFA Degree Parliamentary Procedure exam is based on *Robert’s Rules of Order Newly Revised* (11th ed., 2011)(RONR). All questions will be taken from specific sections of RONR.

An additional resource is *Dunbar’s Manual of Parliamentary Procedure Test Questions I* (4th ed., 2011). Exam questions may be taken from specific sections of Dunbar’s manual. However, wording of questions and order of answer strings may be changed.

The exam may consist of the following types of questions:

- Multiple Choice
- True or False
- Fill in the Blank
- Matching
- Ranking

The details of the exam will be as follows:

- 50 questions
- 2 pts. per question
- 100 pts. total
- Passing grade = 60 pts. (60%)

The following is an outline of the sections from RONR that will be included on the exam. FFA members are encouraged to read the specific pages associated with each section.
# Table of Contents

Rules of an Organization (§2)  
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Content and Composition of Bylaws (§56)  

**RONR p. 10-19**  
**RONR, p. 29-31**  
**RON p. 32-57**  
**RONR, p. 58-80**  
**RONR p. 100-125**  
**RONR tinted p. 4**  
**RON p. 219-246**  
**RON p. 126-218**  
**RON p. 247-299**  
**RON, p. 300-310**  
**RON p. 351-375**  
**RON p. 376-399**  
**RON p. 400-412**  
**RONR p. 565-591**
Content Outline

1. Rules of an Organization (§2) (RONR p. 10-19)
   a. Constitution
   b. Bylaws
   c. Rules of Order
   d. Standing Rules
   e. Parliamentary Authority
   f. Custom

2. Handling a Motion (§4) (RONR p. 32-57)
   a. Steps to handling a motion
      i. A member makes a motion.
      ii. Another member seconds the motion.
      iii. The chair states the question on the motion.
      iv. Members debate the motion.
      v. The chair puts the question (to a vote).
      vi. The chair announces the result of the vote.

   a. Precedence of Motions (RONR Tinted p. 4)
      i. Privileged Motions
         1. Fix the Time to Which to Adjourn
         2. Adjourn
         3. Recess
         4. Raise a Question of Privilege
         5. Call for the Orders of the Day
      ii. Subsidiary Motions
         1. Lay on the Table
         2. Previous Question
         3. Limit or Extend Limits of Debate
         4. Postpone Definitely (to a Certain Time)
         5. Commit (Refer)
         6. Amend
         7. Postpone Indefinitely
      iii. Main Motion
   b. Incidental Motions
      i. Point of Order
      ii. Appeal
      iii. Suspend the Rules
      iv. Object to the Consideration of a Question
      v. Division of a Question
      vi. Division of the Assembly
c. Motions Which Bring a Question Again Before the Assembly
   i. Rescind
   ii. Reconsider
   iii. Take from the Table

4. Order of Business (§41) (RONR p. 351-375)
   a. Reading and Approval of Minutes
   b. Reports of Officers, Boards, and Standing Committees
   c. Reports of Special Committees
   d. Special Orders
   e. Unfinished Business and General Orders
   f. New Business

5. Debate (§42) (RONR p. 376-399)
   a. Limits on Debate
      i. A member, having obtained the floor while a debatable motion is
         immediately pending, can speak no longer than 10 minutes unless he
         obtains the consent of the assembly.
      ii. No member can speak more than twice to the same question on the
          same day.
   b. Decorum
      i. Confining remarks to the merits of the pending question.
      ii. Refraining from attacking a member’s motives.
      iii. Address all remarks through the chair.
      iv. Avoiding the use of member’s names.
      v. Refraining from speaking adversely on a prior action not pending.
      vi. Refraining from speaking against one’s own motion.
      vii. Reading from reports, quotations, etc., only without objection or with
           permission.
      viii. Being seated during an interruption by the chair.
      ix. Refraining from disturbing the assembly.
   c. Chair’s Participation in Debate
      i. If the presiding officer is a member of the society, he has – as an
         individual – the same rights in debate as any other member.
      ii. The impartiality required of the chair precludes his exercising these rights
         while he is presiding.
      iii. On certain occasions the chair can participate in debate if he relinquishes
         the chair to another officer.
      iv. The presiding officer who relinquished the chair should not return to it
         until the pending main question has been disposed of, since he has
         shown himself to be a partisan as far as that particular matter is
         concerned.
6. Voting
   a. Majority vote – more than half of the votes cast by persons entitled to vote.
   b. Two-Thirds vote – at least two-thirds of the votes cast by persons entitled to vote.
   c. Plurality – the largest number of votes to be given any candidate or proposition when three or more choices are possible.
   d. Changing One’s Vote – A member has a right to change his vote up to the time the result is announced.
   e. Verifying a Vote
      i. Voice Vote
      ii. Rising Vote – either taken by the chair or requested by a member calling for a Division of the Assembly.
      iii. Counted Rising Vote
   f. Ballot – voting by ballot (slips of paper on which the voter marks his vote) is used when secrecy of the members’ votes is desired. The bylaws of the organization may prescribe that the vote be by ballot in certain cases, as in the election of officers.

7. Content and Composition of Bylaws
   a. Articles of the Bylaws
      i. Article I: Name
      ii. Article II: Object
      iii. Article III: Members
      iv. Article IV: Officers
      v. Article V: Meetings
      vi. Article VI: Executive Board
      vii. Article VII: Committees
      viii. Article VIII: Parliamentary Authority
      ix. Article IX: Amendment of Bylaws