

# Robert's Rules of Order Quiz

Select the best answer or answers for each question

1. Robert's Rules of Order was written by: a) Robert Q. Freeman, b) Robert A. Quincy, c) Robert Webster, d) General Henry M. Robert.
2. Robert's Rules of Order was written and has been used since: a) 1876, b) 1907, c) 1926, d) 1947.
3. T/F, Robert's Rules of Order when enforced assures uniformity in all organizations when practiced.
4. T/F, Robert's Rules of Order when practiced permits the democratic process to take place.
5. The purpose of Parliamentary Procedure is to: a) allow all members to have a voice, b) prevent members from voicing concerns when they do not relate to the motions on the floor, c) maintain order during meetings, d) prevent chaos during meetings.
6. Who has the responsibility of assuring that Robert's Rules of Order are followed during meetings? a) Meeting Chairperson/President, b) Parliamentarian, c) general body/members, d) Board Members
7. To Table a discussion it to: a) lay the issue on the table, b) have the matter discussed after the meeting, c) have the matter delayed to future meetings.
8. T/F, when a motion is made to adjourn, it can be debated.
9. T/F, A call for the vote (Close Debate) requires a 2/3 vote.
10. T/F, A call for the vote can be debated.
11. T/F, Once a motion is defeated, it can be reconsidered again at the same meeting.
12. The purpose of Tabling a Discussion is to: a) generate chaos about the motion, b) undermine the intent person making the motion, c) allow the group to set aside the motion for something more important, d) allow the members to consider the issue prior to the next meeting.
13. T/F, when the meeting chairperson requests a ruling from the Parliamentarian, that ruling can be debated.
14. How many motions can be on the floor at on time: a) one, 2) two, 3) three, 4) four. 5) can be several at a time
15. T/F, anyone can withdraw a motion from the floor.

16. Who most responsible for maintaining order during meetings: a) Chair person/President, b) Parliamentarian, c) Board Members, d) General Members

17. How do you get a motion off of the floor: a) withdraw the motion, b) put the motion to a vote, c) table the motion, d) refer the motion to a committee  
*all*

18. T/E, when a committee presents a motion to the assembly for a vote, it must be seconded.

19. T/F, Robert's Rules of Order can be suspended by a vote.

20. T/F, The presiding officer over a meeting can determine whether the meeting will be conducted formally or informally, after all they have the chair.

## **Robert's Rules of Order**

**Robert's Rules of Order was written by General Henry M. Robert, an engineer, and was introduced in book form in 1876. Over the years, many people had ideas of how to make meetings more efficient. In 1801, Thomas Jefferson wrote a set of rules for both the House and Senate, to prevent needless haggling over procedure, it was called the Manual of Parliamentary Practice. Jefferson's manual was too complex and beyond the average citizen to understand and place into practice. Once Robert's manual was introduced, it was an instant success.**

**Parliamentary procedure was built on the principles that there must be a careful balance of the rights of the organization as a whole, the rights of subgroups, and the rights of individual members.**

**It provides for the right of the majority to decide.  
 It provides for the right of the minority to be heard.  
 It provides for the rights of individual members.  
 And it provides for the rights of absentees.**

**Parliamentary procedure should be used to help and not hinder decision-making. Robert said, "The assembly meets to transact business, not to have members exploit their knowledge of parliamentary law.**

**Today, there are many forms and ways of conducting business. E.I. is another way. Employee Involvement. This is a process, which the FAA made wide use of in**

**the late 80's and early 90's. In that process, members used a collaborative effort to conduct business and involved each member to get a consensus on each agenda item. Although this process may be the best way to get a buy in from the majority of its members, the process can be time intensive as matters are discussed. Robert's Rules of Order is the most widely used and accepted process of conducting business because issues can be voted on more quickly by getting a majority vote.**

**Today, we will discuss:**

**Order of Business**

**Obtaining the floor**

**Motions**

**Amendments**

**Call for the Vote**

**Tabling Issues**

**Referring Issues to Committees**

**Suspending Rules**

**Adjourning the Meeting**

**Rulings**

**Time Limits**

**Number of times a member can address an issue**

**Reintroducing a failed motion**

**Lastly, open the session for question and answers.**