

# **Introduction to Parliamentary Procedures Study Guide**

- Appealing a Decision
- Approval of Minutes
- Approving Minutes
- Authorized Alternate
- Ballots
- Bringing Business Before an Assembly
- Bylaws
- Calls for the Orders of the Day
- Chairs Right to Vote
- Choosing a Committee Chairman
- Committee Vacancy
- Consider a Question Informally
- Convention Rule
- Correcting Minutes
- Delegates
- Division of a Question
- Division of the Assembly
- Execution of the Order
- FBLA-PBL Board of Directors
- FBLA-PBL Divisions
- Good of the Order
- Honorary Life Members
- “In Gross”
- Laid on the Table
- Main Motion
- Main Question
- Mass Meeting Chairman
- Mass Meetings
- Motion to Adjourn
- Motion to Reopen the Polls
- National Officers
- National Vice-Presidents
- Ordinary Society
- Parliamentary Inquiry
- Permanent Society
- Principal Parliamentary Functions
- Putting a Question to the Vote
- Reading of the Minutes
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- Request to be Excused from Duty
- Rescind Without Notice
- Resolution Ordering a Trial
- Right to Debate
- Rules of Debate
- Secretary’s Minutes
- Standing Committee
- Standing Rules
- Subsidiary Motions
- Supreme Governing Body
- Suspending an Ordering Standing Rule
- Suspending Rules
- Terms of Office
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- Types of Motions
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- Undebatable Motion
- Voting Requirements
- Withdrawing a Motion