

# **Parliamentary Procedure Study Guide**

- Adjourn Without Ending the Session
- Amendments of an Existing Corporate Charters
- Book that Governs FBLA Parliamentary Procedure
- Bylaw Amendments
- Chair Responsibility
- Conduct in a Mass Meeting
- Consent Calendar
- Contents of Minutes
- Corporate Charter
- Credentials Committee
- Distinction Between Small Board and Large Business
- Effect of an Adjournment on a Pending Motion
- Establishment of Committees
- FBLA Goals
- Forms of Amendments
- Handling a Partial Report to a Committee
- Handling Conflict with parliamentary Authority
- Honorary Life Members
- Interruptions During the Taking of a Vote
- Methods of Nominating
- Misuses of a Lay on the Table
- Motion that is Out of Order
- Motion that Presents the Same Question
- Motion to Discharge a Committee
- Motion to Reconsider a Vote
- Motion to Take From the Table
- Motion When The Control of the Assembly
- Nominating and Election of Office at a Convention
- Objection to the Consideration of a Question
- Order of Consideration of Nomination Methods
- Order of Convention Committees Reports
- Order of Pending Business
- Order of the Day
- Order of Unfinished Business

- Parliamentary Inquiry
- Process of Contesting the Seating of a Delegate at a Convention
- Questions on a Motion
- Quorum in a Voluntary Society
- Recording Ballot Casts
- Regions of FBLA
- Removal of a Nonmember From the Meeting
- Rescinding the Election of an Officer
- Rules for Public Sessions
- Rules Governing a Debate
- Rules Governing a Meeting of a Caucus
- Rules of Order
- Secretary's Duties
- Setting up the Order of Business at a Convention
- Stand at Ease
- Standing Rules
- State Chapter Bylaws
- State Committee Chair
- Suspending a Convention Rule
- Suspending Rules of Order
- Suspending/Amending the Standing Rules of a Convention
- Terminology---Pending Business, Motion, Adjourn
- The Official Organization of a Convention
- Types of Motions
- Unincorporated Society
- Unqualified Motion of Adjourn
- Voting Order of Pending Business
- Voting Procedures
- Who Can Introduce Resolutions