

American Legion Auxiliary Junior Leadership Correspondence Course Instructions

Please answer questions 1-50 with the appropriate response. After you have completed the final examination, return only the answer sheet and this completed cover sheet to the American Legion Auxiliary Department Leadership Chairman for grading.

Students passing the final examination will receive a wallet-size certificate.

Please complete the lower portion of this page and return it with your answer sheet.

Susan Britton
Department Leadership Chairman
Junior Correspondence Course
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Rensselaerville, NY 12147

Date _____

Attached is the answer sheet for my final examination covering the Junior Leadership Correspondence Course. I understand that it will be graded and a wallet-size certificate will be issued to me if I receive a passing score.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

UNIT NUMBER _____ UNIT NAME _____

DEPARTMENT OF _____

AUXILIARY MEMBER NUMBER _____

SECTION 7

AMERICAN LEGION AUXILIARY

MINI-COURSE C: PARLIAMENTARY PROCEDURE AND PROTOCOL

TEST

A. Match each definition below with the correct term on the left.

- | | |
|------------------------|---|
| 1. _____ majority vote | a. a formal proposal of a person as a candidate |
| 2. _____ adjourn | b. without a dissenting vote |
| 3. _____ agenda | c. the chairman or presiding officer |
| 4. _____ quorum | d. end a meeting officially |
| 5. _____ tellers | e. one more than half |
| 6. _____ unanimous | f. official record of motions made and actions taken by an organization |
| 7. _____ chair | g. members selected to count and tally votes in a secret ballot |
| 8. _____ amendment | h. the number of members who must be present to conduct a meeting |
| 9. _____ nomination | i. a list of business to be considered at a meeting |
| 10. _____ minutes | j. any proposal presented to a group |
| 11. _____ motion | k. a mallet used by the presiding officer to keep order |
| 12. _____ floor | l. a proposal to change a motion |
| 13. _____ ballot | m. recognition by the presiding officer for the purpose of speaking |
| 14. _____ second | n. a written vote |
| 15. _____ gavel | o. support or endorsement of a motion |

B. Number the entries below to indicate the usual order of business.

- | | |
|------------------------------|-------------------------------------|
| 16. _____ Announcements | 21. _____ Call to Order |
| 17. _____ New Business | 22. _____ Approval of Minutes |
| 18. _____ Roll Call | 23. _____ Unfinished Business |
| 19. _____ Reading of Minutes | 24. _____ Committee Reports |
| 20. _____ Adjournment | 25. _____ Reading of Communications |

C. Underline the word or words which will correctly complete each statement below.

26. The presiding officer is always seated _____.
- to the right of the center
 - in the center
 - to the left of the center
27. The American Legion Auxiliary pin is worn _____.
- on the left lapel
 - on the right lapel
 - over the heart
28. A distinguished guest is always _____ of her escort.
- to the right
 - to the left
 - behind
29. A distinguished guest known to the assembly is _____.
- introduced
 - presented
 - nominated
30. Guests should never be expected to participate in _____.
- raffles
 - banquets
 - entertainment

31. Gifts secured for a distinguished guest are presented _____.
- at the conclusion of the guest's remarks
 - upon the guest's arrival
 - when the guest is introduced
32. A reception line is headed by _____.
- the president
 - the honored guest
 - the reception chairman
33. It is never improper to wear a _____ over an Auxiliary pin.
- name tag
 - corsage
 - military insignia
34. As soon as a guest arrives, the Sergeant-at-Arms should _____.
- escort him/her to the dais
 - notify the presiding officer
 - request that he/she sign a guest book
35. It is considered disrespectful to _____.
- seat lesser ranking officers to the left of the presiding officer
 - walk between flags
 - rise when distinguished guests are escorted to the date
36. When the flag of the United States of America is presented with a banner, the flag is always _____.
- to its own left
 - to its own right
 - behind the banner
37. When carrying the flag of the United States of America, the left hand is placed _____.
- up on the staff
 - down on the staff
 - upon the flag

38. When retiring colors, stop about three feet from the colors and _____ before retiring the colors.

- a. bow
- b. address presiding
- c. salute

39. Post colors are always posted _____ when advanced for a joint function.

- a. inside
- b. outside
- c. behind

40. The flag of the United States of America should be posted _____.

- a. before the banner
- b. after the banner
- c. at the same time as the banner

D. Mark T before each statement which is correct and F before each statement which is incorrect.

41. _____ The first two words of any motion presented are, "I move"

42. _____ Before a motion can be discussed or voted upon, it must be seconded.

43. _____ A member wishing to change a motion under consideration may move that the motion be tabled.

44. _____ A member may make only one motion at a meeting.

45. _____ The chair announces the results of a vote on a motion.

46. _____ A show of hands is an acceptable form of voting.

47. _____ A motion may be amended by adding, striking out, substituting, or a combination of the above.

48. _____ Secret ballots are always counted by the presiding officer.

49. _____ Nominations of candidates for office do not require a second.

50. _____ An amendment must be voted upon before the main motion.