



The Most Worshipful Grand Lodge  
Free & Accepted Masons in Georgia

Parliamentary Procedure  
Examination



# The Most Worshipful Grand Lodge of Free & Accepted Masons in Georgia

Before beginning the course...

Please read and do the following:

**FIRST:** This "Masonic Course" is formatted in "pdf" (portable document format). If you do not have the latest Adobe Acrobat Reader® you can download a free copy by clicking [HERE](#) > [Adobe Acrobat®](#)

**SECOND:** PRINT an answer sheet (page 4).

**NEXT:** You may either print the course or save it to disk and work from your computer. Write your answers on the PRINTED answer sheet and mail or eMail them to your MELD Education Director.

## REMEMBER

- ✓ The numbers on the answer sheets correspond to the question numbers.
- ✓ Read each question carefully.
- ✓ When you have determined the correct answer, write your answer on the answer sheet next to the question number
- ✓ Do not use ink, use pencil so you can erase if you decide to change the answer.
- ✓ Do not ~~mark through~~ an answer you want to change, erase it completely and put your new answer in the box.
- ✓ Use plain, block capital letters. ("T", "F", "A", "B", "C" or "D")
- ✓ Do not use *curative* (script) letters. It is very easy for the grader to confuse these.
- ✓ Make certain that you write your answer next to the **correct** question number.
- ✓ For "TRUE ~ FALSE" questions, mark the answer "**T**" or "**F**".
- ✓ For "MULTIPLE CHOICE" questions, mark the "**BEST**" answer (either "**A**", "**B**", "**C**" or "**D**"), NOTE: There may be more than one "correct" answer or no "correct" answer, choose the "**BEST**" answer from the choices given.

**LAST:** When you have answered all questions, send your Answer Sheet to your District Director of Masonic Education for scoring. Please include a self-addressed stamped envelope so that, after scoring, your answer sheet can be returned to you. [Click here for the name and address of your District Director of Masonic Education.](#)

# PLEASE REMEMBER

**A Score of 70% or better is required to receive a certificate.**

## ~THIS IS AN “OPEN BOOK” COURSE TEST

The only reference material you will need is a copy of “An Outline of Rules of Order (Parliamentary Procedure) for use in Georgia Masonic Lodges” However, before beginning the test we recommend you read “An Outline of Rules of Order (Parliamentary Procedure) for use in Georgia Masonic Lodges”.

If you do not have a copy of “An Outline of Rules of Order (Parliamentary Procedure) for use in Georgia Masonic Lodges” you should purchase one from your MELD committee or order one from:

Grand Secretary  
Grand Lodge of Georgia F.& A.M.  
811 Mulberry Street  
Macon, GA 31298

The next page is the “Answer Sheet”. The answer sheet must be printed. You will answer the questions *-in pencil-* on this sheet and, when you have finished you will send it to the Director of Education of your Masonic District. He will score the answer sheet and return it to you. If you MAIL your answer sheet please enclose a self-addressed stamped envelope for the Director of Education to return your answer sheet to you.

***Send or eMail your completed answer sheet to the  
MELD Director for YOUR district.***

Your MELD Director contact information can be found on the Grand Lodge web page

At: <http://www.glofga.org/meld.html>

If you experience trouble linking from this page, copy and past the url in your browser.

>>>>CONTINUE TO<<<<  
Rules of Order Answer Sheet

(print a copy of the answer sheet to mark your answers on)

# RULES OF ORDER ANSWER SHEET

Grand Lodge of Georgia F.&A.M.

DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_

Lodge: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Masonic DISTRICT: \_\_\_\_\_



## ANSWERS

*(Write the letter of the answer in the blank corresponding to the question number).*

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
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<u>51</u>	<u>52</u>	<u>53</u>	<u>54</u>	<u>55</u>
<u>56</u>	<u>57</u>	<u>58</u>	<u>59</u>	<u>60</u>
<u>61</u>	<u>62</u>	<u>63</u>	<u>64</u>	<u>65</u>
<u>66</u>	<u>67</u>	<u>68</u>	<u>69</u>	<u>70</u>
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<u>81</u>	<u>82</u>	<u>83</u>	<u>84</u>	<u>85</u>
<u>86</u>	<u>87</u>	<u>88</u>	<u>89</u>	<u>90</u>
<u>91</u>	<u>92</u>	<u>93</u>	<u>94</u>	<u>95</u>
<u>96</u>	<u>97</u>	<u>98</u>	<u>99</u>	<u>100</u>

Comments:


**GEORGIA Masonic RULES OF ORDER  
PARLIAMENTARY PROCEDURE  
SELF-STUDY COURSE**

*The self-study course on the use of Rules of Order (or Parliamentary Procedure) within a Georgia Masonic Lodge is designed to give you familiarity with the acceptable and established manner of handling rules of order in a Lodge within this Grand Jurisdiction” There are 100 questions from an article by Most Worshipful Brother Earl D. Harris, P.G.M. , titled “An Outline of Rules of Order (Parliamentary Procedure) for use in Georgia Masonic Lodges”.*

**SELF-STUDY QUESTIONS ON  
“AN OUTLINE OF RULES AND ORDER  
(PARLIAMENTARY PROCEDURE)  
FOR USE IN-GEORGIA Masonic LODGES”**

**TRUE/FALSE**

1. Rules of Order are developed to govern procedures within an organization.
2. Robert’ Rules of Order governs exclusively the parliamentary procedure in a Georgia Masonic Lodge.
3. Robert’ Rules of Order is contained in the Masonic Code.
4. Custom dictates the Rules of Order within the Masonic Lodge.
- 5 The Master of a Lodge can be removed only by the Grand Master.
- 6 The Lodge can overturn the Master’s decision.
- 7 The keys to all Rules of Order are fair play, courtesy and justice.
8. Each brother has rights and obligations equal to those of every other member including the Worshipful Master.
9. Only one subject should be on the floor of the Lodge at any one time.
10. The will of the majority must be carried out even against the wishes of the Worshipful Master.
11. There are certain motions that take precedence over other motions.
12. Each brother is entitled to speak on the subject that is the object of the motion.
13. The time of putting a question to the Lodge for a vote lies solely within the discretion of the Master.
14. Any member of the Lodge present can make a motion.
15. A visiting brother in a Masonic Lodge can make a motion.
16. A motion properly on the floor can be amended.
17. If a motion is properly made and seconded, the Worshipful Master must have the Lodge vote on the motion.

18. A motion is made to close the Lodge.
19. A motion can be amended only by the brother making the motion.
20. The discussion of a motion is always limited to 5 minutes.
21. Only one main motion can be on the floor at one time.
22. Brothers about the Lodge have the right to ask for information or instruction in using the procedure.
23. A motion to lay on the table should never be made in a Masonic Lodge.
24. The Worshipful Master has the discretion as to the time of putting a motion to the Lodge for a vote.
25. If a motion is not seconded, it should be voted on by the Lodge.
26. The main purpose of an amendment is to change a motion by adding or subtracting or altering it in another way.
27. The by-laws of a Masonic Lodge are made by the Grand Lodge.
28. The order of business of a Lodge is set by the by-laws and/or Master of a Masonic Lodge.
29. The Master can vote to break a tie.
30. The Master has the authority to refrain from voting.
31. The by-laws provide for a committee of the whole.
32. To separate a motion so that different parts of it may be considered individually is known as division of question.
33. A main motion is one that independently presents an idea for consideration.
34. An incidental motion is one growing out of a motion already under consideration.
35. The Master has the authority to suppress a trivial, irrelevant or inappropriate motion.
36. A motion can be described as a formal proposal to the Lodge that take certain action.
37. When a brother has the “floor”, he is granted an opportunity to speak.
38. Usually, in order for a motion to be considered by the brothers, it must have a “second”.
39. A motion should be seconded before allowing discussion by the Brothers, a motion previously tabled.
40. The Master has the authority to proceed with a motion without the motion having a second.
41. The term “lay on the table” means to delay action on the motion.

42. To “take from the table” means to bring up for consideration a motion previously tabled.
43. The withdrawal of a motion enables the proposer to remove his motion from the floor.
44. The proposer can remove his motion from the floor any time before the vote is taken.
45. A majority vote taken after due deliberation determines the action to be taken by the Lodge.
46. A motion properly made, seconded and voted on by a majority vote is binding on the whole Lodge.
47. When a motion is made, seconded and the vote is a tie, the motion is lost.
48. If the Master considers a subject inappropriate for the consideration of the Lodge, he has the authority not to allow it to be brought to the floor.
49. If an inappropriate motion has been made and seconded, the Master has the authority to stop debate and should refuse to put the question for a vote.
50. Each brother has the right to present his opinion fully and freely without interference so long as he observes the rules of decorum and stays within the time limits set by the Master.

#### **MULTIPLE CHOICE**

51. Over the years certain procedures known as Rules of order have been developed for the purpose of:
  - (a) Electing elect officers of a Masonic Lodge.
  - (b) Governing the making of group decisions in an orderly fashion.
  - (c) Conforming to the rules as mandated by the Masonic code.
52. The Rules of Order for the Grand Lodge of Georgia recognizes general rules of parliamentary law as used in other legislative bodies unless:
  - (a) they conflict with the By-Laws of the individual Lodge.
  - (b) they conflict with the Roberts’ Rules of Order.
  - (c) they conflict with the Masonic Code or Masonic usage.
53. “Custom” dictates the Rules of order within the Masonic Lodge; usual Rules of order while followed in general are:
  - (a) set forth in the Masonic Code.
  - (b) set forth in the By-Laws of the individual Lodge
  - (c) are actually the Master’s will and pleasure.
54. The Master of a Lodge is not controlled by the Lodge and can only be removed by:
  - (a) the Grand Master.
  - (b) by a majority vote of the individual Lodge.
  - (c) by vote of the Grand Lodge officers.
55. The Worshipful Master’s decision can only be appealed:
  - (a) to the officers of the individual Lodge.
  - (b) to the Lodge as a whole
  - (c) to the Grand Master or the Grand Lodge.

56. The Master of a Lodge is totally responsible to the Grand Lodge, Grand Master and the fraternity in general for all that his Lodge does and as such:
- presents all motions to the body for a vote.
  - seeks the opinion of the other officers of the Lodge.
  - is clothed with all the authority needed to exercise full control.
57. Rules of Order are a set of guidelines based on common sense and courtesy that enables a group to make decisions:
- quickly.
  - according to the wishes of a higher body.
  - in an orderly manner.
58. The keys to all Rules of Order that must be generally known and adhered to by all are:
- to keep the body from amending motion.
  - to insure that all motions have a second.
  - fair play, courtesy and justice.
59. One of the basic principles that are Rules of order are intended to accomplish is:
- the will of the majority must be carried out; the rights of minority must be protected; the prerogatives and responsibilities of the Master and the Customs of the Craft must be preserved.
  - to insure that all Lodges are governed similarly.
  - to insure that the Master and the Lodge as a whole agree on all issues.
60. The first step a Master must take in maintaining order is to:
- be sure that all officers are present.
  - to have a specific plan for each individual communication or meeting.
  - to invite a speaker.
  - to insure that the minutes of the last communication are read.
61. Most Lodges specify a general Order of Business in their:
- Minutes of previous meetings.
  - By-Laws.
  - correspondence with the Grand Lodge.
62. The Minutes of the prior meeting are:
- approved by vote of the membership.
  - simply read by the Secretary.
  - confirmed by the Master after he is satisfied they are correct
63. Simply stated a motion is that the Lodge:
- take time to discuss their business.
  - elect officers
  - take certain action.
64. Only \_\_\_\_\_ main motions can be considered at a given time by the Lodge.
- two
  - three
  - one



65. Motions that have for their object the bringing of questions, or propositions, before the Lodge for consideration are known as:
- (a) an incidental motion.
  - (b) a privileged motion
  - (c) a subsidiary motion.
  - (d) a main motion.
66. Motions that have for their object the modification or disposition of the main motion that is being considered are known as:
- (a) an incidental motion.
  - (b) a privileged motion.
  - (c) a subsidiary motion.
  - (d) a main motion.
67. Motions that have few general characteristics in common but for convenience have been grouped into one class are known as:
- (a) an incidental motion.
  - (b) a privileged motion.
  - (c) a subsidiary motion.
  - (d) a main motion.
68. Motions before the Lodge that are of such importance that they are entitled to immediate consideration are known as:
- (a) an incidental motion.
  - (b) a privileged motion.
  - (c) a subsidiary motion.
  - (d) a main motion.
69. A member should address the Master of a Lodge as:
- (a) Worshipful Master
  - (b) Mr. Chairman
  - (c) Brother
70. The member proposing a motion introduces the motion by saying:
- (a) I recommend
  - (b) It is my opinion
  - (c) I move that
71. In order for a motion to be seconded:
- (a) the member who made the motion must second the motion.
  - (b) any member about the Lodge may second the motion.
  - (c) a visiting brother may second the motion.
72. The Lodge discusses or debates the motion after:
- (a) the motion has been amended.
  - (b) the motion has been seconded.
  - (c) the Master calls for discussion.
73. The purpose of the motion to, amend is to modify a motion that has already been:
- (a) voted upon.
  - (b) presented.
  - (c) on the table.

74. One of the three methods of amending a motion is:
- (a) by addition or insertion.
  - (b) by calling for the question.
  - (c) requesting that the motion lay over for further study.
75. Amendments to a motion are voted on in:
- (a) reverse order.
  - (b) the first amendment first.
  - (c) the second amendment is voted on first in the event there are more than two amendments.
76. To change a motion either by adding to it, taking from it, or by altering it is called:
- (a) an amendment.
  - (b) a debate.
  - (c) a discussion.
77. The regular program of a Lodge known as the Order of Business is set by:
- (a) the Code of the Grand Lodge of Georgia.
  - (b) the By-Laws and/or Master in a Masonic Lodge.
  - (c) the previous Minutes as read by the secretary.
78. The following is not applicable in a Masonic Lodge because by its nature, it removes certain authority of the Master:
- (a) debate of the motion
  - (b) committee of the Whole
  - (c) division of the House
79. A formal proposal to the Lodge that it take certain action is known as
- (a) an incidental motion.
  - (b) a debate.
  - (c) a motion.
80. A motion used to enable the Lodge to dispose of the main motion in the most appropriate manner is known as:
- (a) a privileged motion.
  - (b) an incidental motion.
  - (c) a subsidiary motion.
81. A committee may be-appointed by:
- (a) the Worshipful Master
  - (b) the Secretary.
  - (c) a brother making a motion to do so.
82. Which of the below is not applicable in a Masonic Lodge:
- (a) to make a subsidiary motion
  - (b) to make an incidental motion
  - (c) to make a motion to suspend the rules
83. Usually in order to be considered by the Lodge a motion must have:
- (a) a second
  - (b) someone call for the question.
  - (c) a brother ask for the motion to be debated.

84. An act of the Lodge, the purpose of which is to declare facts or express opinions or purposes and not to command is known as:
- (a) a resolution.
  - (b) a motion
  - (c) an amendment to a motion.
85. The term “to lay on the table” or “to table” means:
- (a) to delay action on the motion.
  - (b) refer the motion to a committee for further study.
  - (c) have the secretary restate the motion as made.
86. To “take from the table” means:
- (a) to bring up for consideration a motion previously tabled.
  - (b) have the secretary restate the motion as he has recorded it.
  - (c) to have the brother making the motion restate his motion.
87. A vote of \_\_\_\_\_, taken after due deliberation, determines the action to be taken:
- (a) one-third of, the members present.
  - (b) a majority.
  - (c) a minority.
88. A question directed to the Master by a member to find out what would be the effect of any action under consideration or to ask the proper course of procedure is known as:
- (a) parliamentary inquiry.
  - (b) an amendment to a motion.
  - (c) a privileged motion.
89. A motion that independently presents an idea for consideration is known as a:
- (a) subsidiary motion.
  - (b) privileged motion.
  - (c) main motion
90. Being recognized by the chair means:
- (a) the Master is welcoming, a visiting brother.
  - (b) the brother is given permission to speak further.
  - (c) the Master is asking for a motion.
91. The Master has the authority to:
- (a) restrain speakers within time limits and to preserve peace and harmony.
  - (b) he must allow unlimited debate.
  - (c) he must allow all motions to be voted on.
92. The Master should:
- (a) avoid influencing the vote by his own comments.
  - (b) influence the outcome of the vote before the meeting starts.
  - (c) comment on the motion so he may influence the outcome of the vote.
93. Actions of the Master are subject to appeal to:
- (a) the District Master.
  - (b) a committee in the Lodge appointed for that purpose.
  - (c) the Grand Master or Grand Lodge only.

94. Discussion, or argument, over a motion is known as :
- (a) amendment to the motion.
  - (b) debate.
  - (c) laying on the table.
95. To separate a motion so that different parts of it may be considered individually is known as:
- (a) an amendment to a motion.
  - (b) division of question.
  - (c) to lay on the table.
96. A motion that is so vital in character that it takes precedence over all others is known as :
- (a) a privileged motion.
  - (b) a subsidiary motion.
  - (c) an incidental motion.
97. The first step a Master must take in maintaining order is:
- (a) to know the name of each brother present.
  - (b) to have a specific plan for each individual communication or meeting.
  - (c) limit the time a brother may speak.
98. Which of the below should be included in the Order of Business for a Lodge:
- (a) reading and conforming of Minutes of last stated and all intervening communication.
  - (b) be sure that at least one motion is made during the communication.
  - (c) make sure that a speaker is present at each communication.
99. A Master should be addressed by title as:
- (a) Worshipful Master
  - (b) Master
  - (c) Mr. Chairman
100. A brother who is entitled to present a motion is the one:
- (a) who has the floor.
  - (b) the Secretary.
  - (c) the committee chairman.



# CONGRATULATIONS

**You have finished.**

**The only thing left now is to place your name and address, together with the date of submission your Lodge name and number and the number of your Masonic district on your answer sheet. Mail the ANSWER sheet and a self addressed, stamped envelope and send it to your Director of Masonic Education. You may eMail your answers if you wish.**

**[Click HERE for the name and address of your District Director of Masonic Education](#)**