# State Officer Candidate Handbook

SECONDARY DIVISION

*Updated as of October 2025*

MEMORANDUM

Dear Secondary Chapters of Minnesota Business Professionals of America,

Thank you for your interest in becoming a Minnesota BPA State Officer.

This packet (the "Handbook") is your complete guide to the election process. Inside, you'll find everything you need to know – eligibility requirements, campaign rules, voting procedure, responsibilities, important deadlines and more. Be sure to review the entire Handbook carefully. Failure to follow the guidelines may result in disqualification.

It is highly recommended that candidates print the Candidate Checklist found in this packet to guarantee all required documentation are complete. The following items constitute the forms that members must fill out to be considered to be a candidate: (1) Nomination Form, (2) Code of Ethics, (3) Reasons for Removal, (4) Checklist, and (5) Candidate Worksheet. If you have any questions or concerns, please do not hesitate to contact Jackie Schiller, State Executive Director at jackie@tekstar.com or (218) 847-5355.

PLEASE BE AWARE – elections will be held annually at SLC – officers will serve one (1) year term beginning close of NLC to the following NLC.

Important Reminders:

1. Incomplete or late application will be automatically disqualified from consideration as a candidate.
2. No handwritten documents will be accepted; candidates must type all information.
3. All candidate information must be submitted to State Office no later than 11:59 PM on February 5.
4. Candidates running for state office need to have a navy blazer with a BPA patch by SLC to wear during SLC.

ALL FORMS MUST BE PLACED IN THE CANDIDATE'S PERSONAL DROPBOX NO LATER THAN 11:59 PM ON FEBRUARY 5.

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# General Information

**Purpose**

This Handbook seeks to provide the necessary information and answer questions concerning eligibility, campaigning, and election procedures which govern the state office election held annually at SLC. Electronic copies are provided to chapters to distribute to state officer candidates, campaign managers, and voting delegates.

**Policy and Procedure**

Information in this Handbook is used for MN Secondary BPA and drafted in consultation with the Business Professionals of America Policies and Procedures Manual as well as the organization's Constitution and Bylaws. A copy of said materials can be found at www.mnbpa.org.

**Executive Council**

State officers are known collective as the "Executive Council." The Executive Council is the team of six student leaders elected to represent MN BPA. These officers help guide the organization, plan events, and serve as the voice of the state's members. Additionally, the Executive Council may make recommendations to the state board as well as to the members of their division. The Executive Council is elected annually at SLC. The officers include (i) President, (ii) Executive Vice President, (iii) Vice President of Communications, (iv) Vice President of Membership Outreach, (v) Vice President of Development, and (vi) Vice President of Specialized Activities. The elected officers shall perform the duties provided below and such other duties as are prescribed for the office in the Bylaws, by the Executive Council, or in the adopted parliamentary authority.

**Duties of the President**. The President shall (a) preside at all business meetings, (b) preside over the Executive Council meeting, (c) develop the Executive Council program of work for the term of office and ensure task completion, (d) serve as the point of contact for national level news and communication, (e) be present for each meeting of the MN BPA board of directors to cast the Executive Council vote, and (f) serve as the student liaison for the Alumni division.

**Duties of the Executive Vice President**. The Executive Vice President shall (a) serve in any capacity as directed by the President, (b) serve as an ex-officio member of all committees, (c) accept the responsibilities of the President as occasions may demand, (d) submit monthly reports to the President on association activities, (e) disburse information to the region presidents concerning state association approved awards programs, and (f) preside over the state association Torch Awards program.

**Duties of the Vice President of Communications**. The VP of Communications shall (a) serve in any capacity as directed by the President, (b) record the minutes of all meetings of the membership and Executive Council, (c) submit a monthly written report of the Executive Council's activities to the State Executive Director, (d) compile all reports to the board of directors at the beginning of each month, (e) be the point of contact for seminar speakers at SLC, and (f) oversee state association's social media accounts.

**Duties of the Vice President of Membership Outreach**. The VP of Membership Outreach shall (a) serve in any capacity as directed by the President, (b) compile

information for the state website "student" tab and update regularly with content, (c) organize and allocate student Executive Council funds, and (d) lead membership outreach campaigns and initiatives.

**Duties of the Vice President of Development**. The VP of Development shall (a) serve in any capacity as directed by the President, (b) collaborate with the President and State Executive Director to encourage maximum publicity by all chapters, (c) maintain a file of published releases and prepare materials for use during conference, (d) be responsible for obtaining articles for the state association newsletter, and (e) oversee state associations approved special awards.

**Duties of the Vice President of Specialized Activities**. The VP of Specialized Activities shall (a) serve in any capacity as directed by the President, (b) serve as the official student representative in planning, organizing and conducting statewide activities and writing related scripts as necessary, (c) organize Special Olympics fundraiser and other state service projects, (d) lead networking events at SLC, and (e) serve as the point of contact for members on the MN BPA website.

**General Responsibilities of Executive Council**

State officers must comply with policies and procedures as established by the board of directors. A state officer shall (i) attend all meetings as scheduled including monthly meeting held Monday through Friday between 7 am and 5:30 pm; (ii) provide guidance, leadership and inspiration to all members; (iii) represent the views of the membership not those of the individual officer, (iv) maintain correspondence with professional tone; (v) wear the organization's official patch and appropriate blazer when representing BPA; (vi) submit a monthly report of participation in organization activities to the state office; (vii) fulfill their responsibilities but shall not let them interfere with continuing their education; (viii) refrain from serving on state, district, or chapter nominating committees, endorsing potential candidates, being involved in any sort of campaign activities, or serving as a voting delegate; (ix) participate in competitive events at SLC, if qualified but such participation shall not preempt SLC duties; (x) forward all requests for services to the state office for scheduling; (xi) notify the state office immediately of circumstances which prevent carrying out an assignment; (xii) be reimbursed for expenses incurred while performing approved services for the association; (xiii) be available to represent the organization as required and approved by the state office; and (xiv) abide by Code of Ethics as established by the board of directors.

# Candidate Information

**Qualifications**

The student candidate for state office in the Secondary division must meet the specific qualifications as set forth in this Handbook.

**Approval from local chapter**. The candidate must have written approval of the local chapter in the form of a letter of recommendations from the chapter advisor.

**Membership**. The candidate must be a current, dues-paid, active member in good standing and an underclassman. Seniors are not eligible to run as the term would be served post-graduation.

**Enrollment**. The candidate must be currently enrolled, or previously enrolled, in a business, career and technical, and/or career related program as approved by state.

**GPA**. The candidate must have a 2.5 grade point average based on a 4.0 scale. An official school transcript is required to be submitted with materials. The GPA shall include all subjects taken the previous year and including the first portion of the current school year.

**Term**. The candidate cannot serve as a regional officer except to complete a term by SLC. The term of office is no more than a total of two years.

**Procedures**

The candidate will complete all forms and materials as specified in the Candidate Checklist section of this Handbook and upload to their personally provided Dropbox by the designated deadline. Candidates will campaign only at SLC for the opportunity to serve MN BPA. Candidates will not campaign for a specific role, instead the candidate will rank their preference of office on the Nomination form. Voting delegates will vote to determine the six (6) individuals elected to the state officer team. According to the Minnesota BPA Policy and Procedures Handbook and Constitution, these votes alone will determine the six officers under a plurality voting structure. Using the candidate's preferences, test scores, interview scores, and results of the final vote, the Placement Committee will then slate officers into each of the six positions.

**Materials to be Supplied by Candidate**

1. Candidate's letter of application that details candidate's reason(s) for applying. Will be uploaded in candidate's personal Dropbox.
2. Chapter Advisor's letter of recommendation to approve candidate from the local level.
3. Candidate's one-page resume that includes the candidate's career objective.
4. Candidate's 100-word statement stating their name and why they wish to be a candidate for office. The statement must be emailed as a Word attachment to jackie@tekstar.com. These 100-word statements (or less)

will be published and provided to voting delegates. Any words in excess of 100 will be blacked out.

5. Official school transcript including grades of all subjects taken the previous year and the first semester/quarter/trimester of the current year. If school policy prohibits the distributions of "official" transcripts to students, the candidate must request the transcript be sent to the State Executive Director by the deadline.
6. A color photograph in professional attire at least wallet sized placed in Dropbox.

**Application Review**

Each candidate's application forms and materials will be carefully reviewed for accuracy and completeness. Incomplete or late application forms and materials will result in automatic disqualification from consideration as a candidate. All candidates will receive notification from the state office concerning the status of their application no later than two (2) weeks prior to SLC. Such notifications will be sent directly to the student and the chapter advisor. Following notification of eligibility, the student shall (a) prepare campaign materials, including two-minute speech during the Opening Session; (b) compile and itemize list of expenditures for campaign materials; (c) locate and obtain a BPA patch and appropriate blazer color; and (d) attend all campaign/election sessions and activities at SLC.

**Campaign Regulations**

**Responsibilities**. The candidate must have an official BPA blazer (patch and navy blazer) to wear throughout the campaign period. Candidates must have a campaign manager who is a current, dues-paid, active member in good standing. The candidate, their campaign manager, state association voting delegates, members, advisors and state advisors must observe all campaign regulations. The elections coordinator and/or State Executive Director reserves the right to modify the campaign regulations. Failure to follow the aforementioned regulations may result in disqualification of the candidate.

**Campaign Manager**. The campaign manager must be a current, dues-paid active member in good standing of the same division as the candidate. The campaign manager shall oversee the entire campaign for the candidate and attend the candidate briefing meeting with the candidate. The campaign manager cannot serve as a voting delegate or alternate voting delegate. Campaign manager may use business cards with such being included on the expense form.

**Expenditures**. Each candidate cannot exceed $200 for campaign rally materials (including business cards, if applicable). The candidate shall submit an itemized statement for any and all expenses to the elections coordinator at the briefing session. All donated materials must be included in the itemized expense form at the fair market value. Candidates are allowed one easel that does have to be added to the expense form. Candidates will be allowed to use up to a 17" battery-powered computer or tablet during the campaign rally. The computer needs to be listed on the expense form but would not be an expense item. Failure to submit the itemized expense form will result in automatic disqualification.

**Speech**. Each candidate will give a speech at SLC. The speech will be limited to two (2) minutes. The candidate will be interrupted if speech exceeds the allowed time. Time may be displayed on a teleprompter, otherwise the candidate will be made aware of the remaining time. The speech is an opportunity for all of the members of the state association to hear the candidate's statement of qualification and their platform. The speech cannot refer to any office by name, and/or solicit or invite audience participation. Use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed. Speeches by candidates are presented in a random order determined prior to the session. No announcement of the order of speeches will be made prior to the Opening Session.

**Campaigning Structure**. No campaigning may be conducted prior to SLC. If a candidate is found to have engaged in campaigning before SLC, they may be disqualified. Candidates may post on their social media platform of their notification of candidacy. For illustration purposes only, the following post is acceptable: "Excited to be approved as a State Officer candidate – see you at SLC!" while tagging MN BPA. At SLC, distribution of materials or display of posters or flyers is allowed during the campaign rally only. Candidates may passively campaign but may not actively throughout the duration of SLC. The use of helium ballons, any glitter product, adhesives and confetti are not permitted in the campaign rally. Stickers are not to be handed out at any time. Each candidate will be provided with space, including one table and two chairs for the campaign rally. Posters may be hung on the table or displayed on an easel next to the table. Candidates must supply their own easels.

**Complaints**. Formal complaints or grievances may be filed by any member with presentment first to the State Executive Director and/or elections coordinator followed by a grievance committee of three to be formed to review.

**Chapter Information**

A local chapter may have a maximum of two (2) state officer candidates per year. A local chapter is free to develop its own screening procedures to be used to arrive at the maximum number of candidates allowed. The chapter advisor shall (a) distribute this Handbook to students who have expressed interest in the state officer election process, (b) establish earlier deadline for submission state officer candidate materials than what the state office has set, (c) review forms and materials of all applicants for state office and screen as necessary, and (d) approve all materials, sign the applicable forms where signature by chapter advisor is required. Regions are exempt from this rule.

## Election Information / Voting Delegates

### Voting Delegate Allocation

The Executive Council is elected through the use of voting delegates. Each BPA region will exercise this voting privilege and conduct all business through student voting delegates at SLC. Only student voting delegates may participate in discussion. The number of voting delegates allocated to each region will be ten (10).

### Voting Delegate Responsibilities

Voting delegates play an important and vital role in the election of state officers. All voting delegates including alternative voting delegates must understand and agree to fulfill the following responsibilities: (a) read this Handbook; (b) abide by all campaign/election regulations; (c) wear the voting delegate ribbon at all times, if applicable; (d) attend all campaign and election sessions and encourage others to attend (includes but not limited to voting delegate briefing, Opening Session, campaign rally and region caucuses); (e) take notes at the sessions; and (f) be seated promptly for all sessions at the designated time and place.

### Voting Delegate Procedures

Voting delegates must be present for rollcall in any session during the course of SLC in connection with the state officer election. To answer roll, the head voting delegate (i.e., region president) when the region is called will instruct their voting delegates to stand and remain standing until count is verified. The head voting delegate will rise and state the region number and announce the number of voting delegates present. For illustrative purposes, the region president will say "Region 1 is present with 2 voting delegates." Only voting delegates may present business for consideration by the assembly after being recognized by the presiding officer in accordance with Robert's Rules of Order.

### Region Caucuses

During region caucuses, each of the candidates will be asked a series of questions that will allow the voting delegates to learn about their BPA knowledge and their personality. Delegates will avoid asking questions to the campaign manager. Collectively the region's voting delegates will decide what to ask each candidate. Voting delegates have the candidates' 100-word statements; opportunity to hear from candidates at the Opening Session; and engage with candidates at the campaign rally.

It is highly recommended asking the same question to each candidate and then, as time allows supplement with follow-up questions based on their responses and individual platforms. The regions will decide who and how questions will be asked. For example, you might have the head voting delegate ask all questions or appoint another voting delegate to ask specific questions. This will aid in moving through the permitted time slot for each candidate efficiently. Each region will have either the region chair or designee to guide the delegates through the caucus process. Said adult region representative will receive instruction from the elections coordinator prior to the start of

caucuses. At the conclusion of allotted region caucuses, the voting delegates will cast vote for their top six (6) candidates to serve on the Executive Council.

**Primary Election**

In the event there are 12 or more candidates, a primary election will be held. The primary election ballots will be cast at the conclusion of the campaign rally with all registered members eligible to vote. The ballot will contain the names of all qualified candidates for office; students will vote for the number of candidates designated on the ballot. Ballots cast for more than or less than the designated number will be void. Results will be posted at headquarters. The top ten (10) secondary division candidates will become finalists. The elections coordinator and/or State Executive Director reserves the right to modify the primary election in efforts to streamline the process.

**General Election**

The general election ballots will be cast at the conclusion of the region caucuses. Only voting delegates may vote (alternative voting delegates do not cast a ballot). All ballots must be completed and given to the region chair (or a designated representative) no later than eight (8) minutes after the scheduled conclusion of the region caucus or the votes for that region will be nullified. The state office will notify candidates and voting delegates on how ballots will be cast. The candidates with the highest combination of votes will be placed in an officer position. using the candidate's preferences, test scores, interview scores, and results of the final vote, the placement committee will then slate officers into each of the six positions.

# Election Sessions

**Penalties for Absence**. If a candidate is absent from any of the required parts of the election, they will be disqualified. Absence by the head voting delegate alternate head voting delegate, if applicable, from required sessions will result in loss of all votes for that region. In the event a voting delegate is absent from any and all mandatory sessions, it will result in loss of vote for each absent voting delegate. For illustrative purposes only, if Region 1 has the max number of 10 voting delegates and the head voting delegate is absent from the Opening Session, then Region 1 forfeits all 10 votes unless an alternate head voting delegate is chosen.

The election session consists of officer candidate briefing, voting delegate briefing, campaign rally, candidate interviews, merit scholar test, Opening Session, region caucuses. The State Executive Director and/or elections coordinator may modify the election sessions with prompt notification to the state association.

**Officer Candidate Briefing**. All candidates and their campaign manager must attend. Local advisors may attend. This briefing will discuss campaign guidelines and expectations, distribution of election materials, draw for campaign booth placement, submission of itemized expense report, and more.

**Voting Delegate Briefing**. Head voting delegates, voting delegates and region chairs (or designee) must attend. Local advisors may attend. Region chairs cannot serve as proxy for either the candidate or head voting delegate. During this briefing, the elections coordinator will walk through election procedure, answer questions, distribute elections materials, and more. All members (including advisors and region chairs) must immediately leave the briefing area at the conclusion of the briefing.

**Candidate Interviews**. Candidates must attend only. These are short interviews with some members of conference staff, advisors, alumni and other representatives. It is recommended that advisors conduct a mock interview with their candidate prior to SLC. This interview will be scored and go into the calculus when the placement committee slates candidates into officer roles.

**Merit Scholar Test**. Candidates must sit for the Merit Scholar test given as an open event either on Thursday afternoon or Friday. This exam will test candidate's knowledge of BPA. Candidates will be given a study guide prior to SLC and are permitted to use secondary study resources in preparation for the exam (e.g., Quizlet). Scores will be made available to the candidates and voting delegates. Voting delegates may take the scores into consideration when casting ballot.

**Campaign Rally**. Candidates, campaign managers, and all voting delegates must attend. The rally is an opportunity for members to personally meet and talk with the candidates. Candidates and their campaign managers will be given time to set-up their booth. The rally is the only time candidates are allowed to campaign and pass out the permitted materials as mentioned herein.

**Region Caucuses**. Candidates, campaign managers, voting delegates and region chairs (or their designee) must attend. Candidates will enter upon knocking on

the door and being received by the region. Each candidate will have the same time to meet with each region as set forth by the elections coordinator and enforced by the region chair (or their designee). Region chair must be present for the full caucus period and shall ensure questions are appropriate. The elections coordinator will resolve any and all issues that may arise during this period.

**Opening Session**. Candidates, campaign managers and all voting delegates must attend. Candidates will give their speeches. No questions may be asked by voting delegates. In the event that a primary is needed, only registered student members will be allowed to vote. Advisors and other adults will not be permitted to vote in the primary.

**Closing Session**. Candidates must attend. The new Executive Council will be announced at the start of the Closing Session. Newly elected state officers must attend an initial 30-minute briefing immediately following the Closing Session. Details will be provided by the elections coordinator/State Executive Director.

**New Officer Orientation** – Summer 2026. The newly elected state officers will attend an orientation scheduled over the summer months. Dates will be released by the state office and communicated in advanced.

## MINNESOTA BUSINESS PROFESSIONALS OF AMERICA
## State Officer Candidate Nomination Form

Please indicate your choice (preference) for State Office, by placing a "1" by your first choice, "2" by your second choice, etc.

| | | | |
|---|---|---|---|
| | President | | Executive Vice President |
| | VP of Communications | | VP of Membership Outreach |
| | VP of Development | | VP of Specialized Activities |

**CANDIDATE INFORMATION**

| | |
|---|---|
| Name of Candidate | |
| Cellphone Number | |
| Mailing Address | |
| Email Address (**not school**) | |
| Parent/Guardian Name | |
| Cellphone Number | |
| Mailing Address (if different from mailing address listed above) | |
| Instagram handle | |
| Facebook profile | |
| Garment Size (i.e., t-shirt, dress shirt or dress) | |
| Number of Years in BPA, including current year | |

**SCHOOL INFORMATION**

| | |
|---|---|
| Name of School | |
| Phone Number | |
| Mailing Address | |
| Local Advisor's Name | |
| Email Address | |
| President/Director/Principal's Name | |

Evidence of leadership ability in school or community (if more than 3, attach separately):

| Name of Organization | Dates From – To | Office Held |
|---|---|---|
| | | |
| | | |
| | | |

The above candidate is a member in good standing of the _____ Chapter of Minnesota Business Professionals of America. To the best of my knowledge, all information submitted on, with, or attaching to this nomination form is factual and exists as presented. The candidate warrants they are enrolled in a state-approved vocational business and/or office education program. If elected, the candidate will attend next year's SLC, state meetings, adhere to the Code of Ethics, and abide by the Constitution and policies of BPA and MN BPA.

_____ Chapter Advisor

_____ Officer Candidate

# State Officer Code of Ethics

As a State Officer for Business Professionals of America, I understand and agree to the following code of ethics (the "Officer Code of Ethics"):

To forego all alcohol while involved in official or assigned activities;

To forego tobacco while in official dress;

To consider romance of any type with other state officers as strictly prohibited during my term as a state officer;

To be willing to take and follow instructions as directed by those response for them;

To wear official attire when making presentations on behalf of Minnesota BPA;

To serve as a member of the Executive Council by always maintain a cooperative attitude;

To use appropriate and professional language in all speeches and informal conversations;

To maintain proper appearance and good hygiene on all occasions;

To avoid places or activities, which, in any way, could raise questions as to moral character or conduct;

To avoid participation in and actively discourage any conversation which belittle or downgrade fellow members, officers, and/or adults;

To treat all members with equity and inclusion;

To behave in a manner which conveys and commands respect without any air of superiority;

To maintain dignity while being personable, concerned and interest in fellow members; and

To abide by the Delegate Conduct for all Business Professionals of America sponsored activities.

I further attest that if I do not abide by the Minnesota Association of Business Professionals of America Officer Code of Ethics, I may be relieved of duty and the state office will declare such office as vacant.

_____
Officer Candidate

Date: _____ ___ 20__

## Removal From Office Form

A state office may be declared "inactive" and/or removed from office based on the following situations.

An officer will be deemed "inactive" with possible removal from office for failure to attend SLC for other than an emergency or medical reason, failure to attend required Executive Council meetings, failure to satisfactorily carry out assigned responsibilities, failure to submit required reports when due, or failure to communicate with the state office and/or the Executive Council.

An officer will be automatically removed from office for failure to follow the Code of Ethics or failure to follow the policy and procedures set forth by the state association (and national office).

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Business Professionals of America as well as the elections coordinator and/or State Executive Director.

I understand if removed, I will immediately return all materials purchased by Minnesota BPA. Such items include but not limited to office uniform, name badge, etc.

_____
Officer Candidate

Date: _____ ___ 20__

## Candidate Checklist

- ☐ Candidate's Letter of Application
- ☐ Nomination Form
- ☐ Resume
- ☐ 100-word statement
- ☐ Email Word version of 100-word statement to jackie@tekstar.com
- ☐ Chapter Advisor Letter of Recommendation
- ☐ Official Transcript
- ☐ Officer Code of Ethics
- ☐ Removal from Office Form
- ☐ Color Photo in professional attire, wallet size or larger
- ☐ Completed Minnesota BPA Candidate Worksheet
- ☐ Navy blue blazer with BPA patch
- ☐ Candidate Checklist

I understand all items listed on the checklist must be properly submitted by uploading to my personal Dropbox link before the aforementioned deadline or the candidate will be disqualified.

_____ _____

Officer Candidate Local Advisor

# Minnesota BPA Candidate Worksheet

(Total of 100 points)

**WHO'S WHO (15 points)**

1. Name the MN Executive Council & their Offices. (10 points)
2. Who is the State Executive Director? (1 point)
3. Who is the Chair of the State Executive Board of Directors? (1 point)
4. Who is the MN CEAC (Classroom Educators Advisory Council) Representative? (1 point)
5. Who is the Vice Chair of the State Executive Board of Directors? (1 point)
6. Who is the National Executive Director? (1 point)

**INFORMATION & HISTORY OF THE ORGANIZATION (56 points)**

7. What are the four divisions of the association? (4 points)
8. When and where was the organization established? (2 points)
9. How many state associations is the national organization comprised of? (1 point)
10. Who makes up the State Association Advisory Council (SAAC)? (1 point)
11. What does CEAC stand for? (1 point)
12. Where is the state office for MN BPA located? (1 point)
13. How many active regions comprise MN BPA? (1 point)
14. How much are national dues for the secondary level? (1 point)
15. What is the online newsletter of BPA? (1 point)
16. What does each of the words in our organization's name mean? (3 points)
17. Name the organization's colors and explain what each represents. (6 points)
18. What was our organization's name prior to BPA? (1 point)
19. Where is the National Leadership Conference this year? (1 point)
20. What is the organization pledge? (10 points)
21. Explain the significance of each part of the emblem? (5 points)
22. Name the torches in the torch awards program. (9 points)
23. What is the BPA Marketing & Public Relations Award? (1 point)
24. What is the Chapter Activities Award of Excellence Award? (1 point)
25. What is the Social Media Award? (1 point)
26. What is the Professional Cup? (1 point)
27. What are at least five main goals (purposes) of the organization? (5 points)

**PARLIAMENTARY PROCEDURE (23 points)**

28. Name the five types or classes of motion. (5 points)
29. Which type or class of motion affects the way a main motion is handled? (1 point)
30. Which type or class of motion takes precedence over all other motions? (1 point)
31. What motion may be used to "kill" a motion without bringing it to a vote? (1 point)
32. A member who questions the results of a vote uses what motion? (1 point)
33. Name the five ways to amend a main motion. (5 points)
34. May the president discuss a motion that is on the floor; and if so, what must they do? (3 points)

**TRUE OR FALSE (6 points)**

35. Name the five methods of voting. (5 points)
36. Which method of voting is used most frequently? (1 point)
37. Point of order is debatable. (1 point)
38. A motion to amend the main motion is amendable. (1 point)
39. Previous question is debatable. (1 point)
40. In the secretary's minutes, personal opinions of the members are included. (1 point)
41. The names of the maker of the motion and the seconder should be recorded in the secretary's minutes. (1 point)