4-H Gavel Games Handbook



A Fun Way to Practice and Learn Parliamentary Procedures

Table Of Contents

Gavel Games Details	1
Objectives	1
Time Limit	1
Equipment and/or Facilities Provided by Event Monitors	1
Equipment Provided by Participants	1
Guidelines	1
Areas Being Judged In A Gavel Games Presentation	2
Gavel Games Coaching Hints	2
Effective Discussion for 4-H Meetings	3
Gavel Games Agenda: The Order of Business to Follow for the Presentation	a
List of Parliamentary Procedures: Approved List for the Presentation	b
Junior and Intermediate Parliamentary Procedure Test	c
Senior Parliamentary Procedure Test	f
Junior and Intermediate Parliamentary ANSWER KEY	h
Senior Parliamentary ANSWER KEY	k
Gavel Games Score Sheet	m
Junior and Intermediate Gavel Games Parliamentary Procedure Score Sheet	р
Senior Gavel Games Parliamentary Procedure Score Sheet	q
Sample Subjects for Draws	r
References	s
For Team Members	s
Additional Resources for Coaches	s
Other Sources of Parliamentary Procedures	s
Internet Links for Parliamentary Practice	s

Gavel Games Details

Objectives

- 1. Objectives for the 4-H Gavel Games event are for 4-Hers to learn the life skills of:
 - Conducting an effective business meeting.
 - Using an agenda to organize a meeting.
 - Reporting accurate committee and officer information.
 - Discussing issues in a meaningful manner.
 - Implementing proper parliamentary procedure to reach equitable group decisions.
 - Working as a team.
- 2. These skills encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their club meetings, which in turn strengthens the club and serves as a model for other members.

Time Limit

- 1. The time limit for the oral parliamentary presentation is 25 minutes including planning time. A maximum of 5 minutes of the presentation time may be used for team members to plan their presentation.
- 2. Judge will deduct one ribbon placing if time is exceeded; 30-second grace period.
- 3. The written test portion of the competition is untimed and is scheduled 30 minutes prior to the scheduled start of the oral presentation. Readers or other accommodations should be provided for participants who have special needs related to taking the written test.

Equipment and/or Facilities Provided by Event Monitors

- 1. A suitable place will be provided for the written test and be supervised by an adult room monitor.
- 2. Copies of the written tests. Should not be identical to the practice tests.
- 3. Pencils will be provided for the test.
- 4. For the oral presentation, a table, chairs, flags, and a gavel will be provided to the team. Each team member will be provided a pencil and a copy of the Gavel Games Agenda and of the Gavel Games List of Parliamentary Procedures.
- 5. Subjects for the drawings.
- 6. Timer and timekeeper.
- 7. Clean copies of the agenda and Gavel Games list of procedures.

Equipment Provided by Participants

- 1. Participants must bring any committee reports, officer reports, or correspondence needed for their oral presentation.
- 2. Participants may <u>not</u> bring in previously completed agendas or lists of parliamentary procedures.

Guidelines

- 1. Teams will have four or five participants. Participants will assume the following roles:
 - President, Vice-President (program chairman), Secretary, Treasurer
 - If there is a fifth participant, that person will serve as a club member.

- 2. There will be the following divisions:
 - Junior: ages 7-9
 - Intermediate: ages 10-13
 - Senior: ages 14-18
- 3. The age of the oldest member determines the age division of competition.
- 4. <u>Performers should recognize this is a family event and choose costumes, themes, and performances that show respect for both the performers and the audience.</u>
- 5. All participants will be judged on their presentations. The presentation time should be balanced among participants as much as possible.
- 6. Each participant will take a written test and total of the top four test scores will count toward the final score.
 - There are two tests. One test is given to Juniors and Intermediates. The second test is for the Senior divisions.
 - Copies of the tests can be found in the Appendix. Coaches may hand out copies for use as a study guide. Questions may be reworded or reordered for the actual competition.
- 7. The general outline of the presentation should follow the Gavel Games Agenda, which can be found in the Appendix.
- 8. The presentation will be scored according to the Gavel Games Score Sheet, which can be found in the Appendix.
- 9. The only items that can be used during the oral presentation are listed above as equipment provided by the team and/or event monitors.
- 10. The team has five minutes of the 25-minute presentation time to share information on how to do motions and annotate agenda and parliamentary procedure sheets with helpful notes. Each member of the team will be expected to participate during all parts of the presentation.
- 11. Teams will draw two possible subjects and base their presentations and motions around these topics. The subject selected will not be placed back into the drawing.
- 12. Teams will be scored for only ten parliamentary procedures but may do more. Junior or Intermediate teams will be scored for the first ten procedures. There are ten designated procedures for Seniors which are marked on the Senior score sheet.

The 4-H Gavel Game is fun, exiting, and educational.

Areas Being Judged In A Gavel Games Presentation

- 1. How well the group worked together.
- 2. How creative and complex were the discussions and parliamentary procedures applied to the motions.
- 3. How well the team followed the agenda.
- 4. How accurately the parliamentary procedures were performed.
- 5. How well the President used the gavel and presided over the presentation.
- 6. How much fun the group had doing the presentation.

Gavel Games Coaching Hints

1. Gather your four or five team members and schedule five or six practice times.

- 2. Review all four officer books and **The Meeting Will Come to Order** listed in Resources in the Appendix. Also review any other materials necessary to be confident you are ready to lead your team.
- 3. At the first meeting, have the youth determine a name for their team.
- 4. Also at the first meeting, pass out copies of **The Meeting Will Come to Order** and the officer books for their respective offices (see Resources in the Appendix).
- 5. Notes on coaching the President.
 - The President remains standing throughout the business portion of the meeting.
 - Be aware that the president has a very difficult job guiding the meeting transitions in a smooth and easy manner. Be sure the president gets lots of practice in voicing the meeting transitions and transitions between motions and parliamentary procedures.
 - The president will be judged on the correct use of the gavel. Refer to **So You Are** the **President of Your Club** for specific rules on using the gavel.
 - All members need to review the rules for the proper use of the gavel so they can respond appropriately when the president uses the gavel.
- 6. Give the youth a problem to practice with such as:
 - You want to have a picnic next Sunday afternoon.
 - The club should have a float at the county fair parade.
- 7. The team discusses the idea and applies the appropriate parliamentary procedures to the idea. The more they play with the procedures, the more confident they become when they use them. Check the Appendix for more resources as questions arise.
- 8. Review the process of making a motion:
 - One person stands, is recognized by the president, and makes a motion about an idea for the club.
 - The President restates the motion and asks for a second.
 - Another person stands, is recognized by the president, and seconds the motion.
 - The president states the motion again and asks if there is any discussion.
 - During discussion, all of the subsidiary motions are performed.
 - The president restates the motion and calls for the vote.
 - The president tells the members how to vote such as rubbing their nose, raising their hands, etc.
- 9. It is fun to think up a list of twenty or thirty different ways for a vote to be performed during an early practice session. This gives the president a wide variety of fun voting methods and makes the presentation more interesting to watch and perform.
- 10. Remind the gavel games group that all members of the group are judged on the balance of participation in the performance. The goal is for everyone in the group to learn as much as they can about parliamentary procedures so they will perform correctly as a group.

Effective Discussion for 4-H Meetings

Effective discussion is an important part of all 4-H meetings. Effective discussion encourages creativity and assures that potential problems are brought to light before a motion is passed and a course of action determined. Effective discussion gives all members a chance to voice their thoughts in a neutral and encouraging environment. But, effective discussion doesn't just happen – it has to be planned, encouraged, and nurtured.

The President has a primary role in promoting effective discussion. Key elements are:

1. Remaining neutral.

- While leading the meeting, the President, the President should not show his or her own preferences. Showing preferences discourages all members from voicing their honest thoughts and opinions.
- Neither should the President allow any one set of opinions to dominate the discussion. Shyer members will not speak up unless they feel they are in a safe environment and it is the President's job to make sure that environment exists.
- Reasonable disagreements are part of discussion and are often a sign of a healthy club meeting. The President's job is to make sure the disagreements are handled using the tools provided by parliamentary procedure without showing favoritism to one side or another.

2. Making sure all members are heard.

- All members have a right to be heard. It is the President's job to encourage this.
- In addition to providing the neutral environment so that all members feel safe, the President often must go beyond that. The President must make sure that no one member or side controls the discussion and make efforts to see that all members have a chance to speak.
- When members are speaking, the President should control the meeting so that everyone can be heard. Don't allow other members to talk among themselves or speak when they have not been recognized by the chair.
- On the other hand, the President must be polite to everyone. Control the members who are most eager to speak with tact and consideration. They should be applauded for their enthusiasm. If a President is harsh or impolite to any member, it will have a chilling effect on all members.

3. Control distractions.

- Encourage latecomers to enter the meeting room quietly and be seated without allowing them to cause unnecessary interruptions.
- Make the meeting environment as usable as possible. There should be enough space, an appropriate temperature, and sound control.
- Make sure only the member recognized by the chair is speaking.

Members also have a role in promoting effective discussion. Key elements are:

1. Voice your opinion.

It is your duty as a club member to be involved in the decision making process and to contribute your ideas and questions.

2. Wait to be recognized by the chair.

Don't interrupt the chair or other members.

3. Respect the opinions of others.

Disagreement is okay; being inconsiderate isn't.

4. Make everyone feel safe.

Encourage everyone to speak, even if they might not agree with your position.

Gavel Games Agenda: The Order of Business to Follow for the Presentation

1. Call to order

2. Opening exercise: pledge or motto

3. Roll Call

4. Reading of minutes

Since this is a Gavel Games competition meeting, the secretary should announce that there are no minutes due to the fact this is a special parliamentary procedure presentation.

5. Communications not requiring action--letters of appreciation, etc.

For the purposes of the Gavel Games competition, one letter of communication is to be read.

6. Report of Officer

For the purposes of the Gavel Games competition, the Treasurer's report is the only officer's report that is to be given.

7. Report of standing committee or special committee

For the purposes of the Gavel Games competition, only one standing or special committee report is to be given.

9. Unfinished business

For the purposes of the Gavel Games competition, the president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.

10. New business

For the purposes of the Gavel Games competition, refer to the approved list of parliamentary procedure problems that are to be introduced as new business.

Note the limitations that apply to the number of motions allowed for Juniors and Intermediates and that apply to which motions receive points for Seniors.

11. Program

For the purposes of the Gavel Games competition, the Vice President (program chair) should announce that there is no program due to the fact this is a special parliamentary procedure presentation.

12. Announcements

For the purposes of the Gavel Games competition, one announcement is to be given. If you have a fifth team member, that member may give the announcement. If not, any of the officers may make the announcement.

13. Adjournment

List of Parliamentary Procedures: Approved List for the Presentation

Note: Juniors and Intermediates receive parliamentary procedure points for the first ten procedures completed during the presentation. Seniors receive points for only ten specified procedures shown on the score sheet. Teams may do additional procedures to enhance the overall performance.

Privileged Motions

- 1. Adjourn
- 2. Point of privilege

Subsidiary Motions

- 3. Lay on the table
- 4. Previous question (close debate)
- 5. Limit-extend debate
- 6. Postpone to a definite time
- 7. Refer to a committee
- 8. Amendment to the main motion
- 9. Postpone indefinitely

Incidental Motions

- 10. Point of order
- 11. Appeal to the chairperson
- 12. Parliamentary inquiry
- 13. Point of information
- 14. Division of assembly
- 15. Division of question
- 16. Request to withdraw a motion
- 17. Suspension of rules
- 18. Object to consideration of the question

Renewal Motions

- 19. Rescind (repeal) a motion
- 20. Take a motion from the table
- 21. Reconsider a motion
- 22. Main Motions

Junior and Intermediate Parliamentary Procedure Test

Name	Score	
Club_	County	_
Select the <u>one</u> best answer and put t	the letter in the blank provided.	
1. To make a discussion a memb	per needs to:	
A. Rise		
B. Address the chair		
C. Be recognized by the pres	siding officer	
D. All of the above		
2. A motion is:		
A. An idea which some mem	iber wishes to express	
B. A proposal that the group	take action on	
C. An order from the club le	ader	
D. A part of recreation		
3. In making a motion, a membe	er should start out saying:	
A. I make a motion that		
B. I move that		
C. I think we should		
D. I feel that		
4. A Quorum is:		
A. Half of the Parents presen	ıt	
	bers present during a business meeting.	
C. 2/3 vote		
D. One less then half of the r	nembers	
5. A majority vote is:		
A. Is the same as a $2/3$ vote.		
B. One over half the votes ca	sst.	
C. Is the same as a plurality	vote.	
D. Is done by a count vote or	ıly.	
6. The report of receipts and exp	penses should be given by:	
A. The Secretary		
B. The Treasurer		
C. The Historian		
D. The Reporter		
7. How many amendments can be	pe put onto a main motion?	
A. 1		
B. 4		
C. 3		
D. 2		

Place a "T" if the statement is true and "F" if the statement is false in the blank provided.
8. The President can vote to break a tie.
9. A second main motion can be made when another motion is being discussed and not voted on.
10. A division of the house is requesting a count vote on a previous close voice vote.
11. A motion to adjourn does not require a second.
12. A motion to close nominations requires a second and a vote.
13. Parents at a 4-H Club meeting can make a motion.
14. Unfinished business is business that was not completed at a previous meeting.
15. Point of order is pointing out errors that have been made in parliamentary procedure during a
meeting.
16. The gavel is used to call the meeting to order.
17. The Reporter is in charge of announcing the program.
18. A main motion can be amended three times.
19. A motion to adjourn requires a second and discussion.
20. A main motion must have a second and the chair must ask for discussion.

Match the correct description with the motions listed below. 26. Motion to send an item 21. A method of voting by rising. to a committee 22. Permits action not possible under the rules. 27. Ends the meeting. 23. Motion that brings a main question before the 28. Ends all discussion group. 29. To ask for a count vote _____ 24. Improves the motion by adding or striking words. on a close voice vote. _ 25. A member has a request for the welfare of the 30. To separate a motion into 2 parts. Motions A. Refer to a committee B. Amend C. Adjourn D. Standing vote E. Main motion F. Suspend the rules G. Division of the question H. Call for the division of the house I. Call for Previous Question J. Question of privilege

Senior Parliamentary Procedure Test

Name	Score
Club_	County
Select	the <u>one</u> best answer and put the letter in the blank provided.
	1. Under which of the following conditions could the floor be assigned to a member even though he is not the
	first to arise and address the chair?
	A. The member who has not yet discussed the question with others who have discussed wishing the floor
	B. The member is a friend of the chair person.
	C. The member is the oldest 4-H member
,	D. The adult leader would like to voice their opinion.
	 Someone who has the floor may be interrupted by one making the motion to: A. Reconsider.
	B. Withdraw a motion.
	C. Take from the table.
	D. Commit or refer.
	3. A motion to limit or extend time of debate requires:
	A. 2/3 vote.
	B. No vote
	C. Majority vote.
	D. No vote and the chair decides.
'	4. To "obtain the floor" a member needs to:
	A. Rise
	B. Address the chair
	C. Be recognize by the presiding officer.
	D. All of the above.
	5. In making a motion, a member's statement of the proposed action should be started with the words:
	A. I think that B. I feel that
	A. C I move that
	C. I make a motion that
	6. A motion to take from the table would be made in:
	A. New Business
	B. Officer reports
	C. Committee reports
	D. Unfinished Business
	7. Which motion only requires a majority vote?
	A. To reconsider.
	B. To suspend the rules.
	C. To raise a question of privilege.
	D. To call for previous question.
	8. A motion can be amended by all but one of these ways.
	A. Adding words.
	B. Deleting words causing an absurd meaning.
	C. Striking out words.
	D. Substituting words.

9. An example of an incidental motion is:	
A. Point of order	
B. To take from the table	
C. To refer to a committee	
D. Main motion	
True or False. Place either "T" or "F" in the blank to	the right of the question.
10. A motion to reconsider can only be made by	a member of the prevailing side.
11. A person must have a second to withdraw a	motion.
12. A main motion takes precedence over all sub	osidiary motions.
13. A motion to postpone indefinitely is usually	made by a person in favor of the main motion.
14. An appeal can be made on any decision of the	ne chair.
15. A call for a division of the house is not out o	of order if the vote was by roll call or by standing vote.
Fill in the correct response to these questions from the	answers listed below.
16. Amend	24. To suspend the rules
17. Call for previous Question	25. Quorum
18. Lay on the table	26. To take from the table
19. Object to consideration of a	27. Majority
question	20 Dhamalita
20. Postpone definitely	28. Plurality
20. Tostpone definitely	29 Germane
21. Postpone indefinitely	2) Otimane
	30. Question
22. Reconsider	
23. Rescind	
Answers	H. Sets the motion aside to an assigned time.
A. Person receiving the greatest number of votes.	I. Reconsiders the question.
B. Permit action not possible under the rules.	J. Secures an immediate vote on the pending question.
C. A sufficient number of members at a meeting to	K. Often gives more time for informal discussion and
transact business.	for securing followers.
D. Continues the consideration of the question.	L. Repeals action previously taken.
E. The motion before the assembly.	M. Improves the motion.
F. Over half of the votes cast.	N. Relates to the topic being discussed.
G. Prevents wasting time on unimportant business.	O. Prevents a vote on the question.

Junior and Intermediate Parliamentary ANSWER KEY

Name		Score	
Club		County	
Seleci	t the <u>one</u> best answer and put the le	etter in the blank provided.	
D	1. To make a discussion a member no	eeds to:	
	A. Rise		
	B. Address the chair		
	C. Be recognized by the presiding	g officer	
	D. All of the above		
В	2. A motion is:		
	A. An idea which some member v	wishes to express	
	B. A proposal that the group take	action on	
	C. An order from the club leader		
	D. A part of recreation		
В	3. In making a motion, a member sho	ould start out saying:	
	A. I make a motion that	, ,	
	B. I move that		
	C. I think we should		
	D. I feel that		
В	4. A Quorum is:		
	A. Half of the Parents present		
	B. One over half of the members	present during a business meeting.	
	C. 2/3 vote		
	D. One less then half of the memb	pers	
В	5. A majority vote is:		
	A. Is the same as a 2/3 vote.		
	B. One over half the votes cast.		
	C. Is the same as a plurality vote.		
	D. Is done by a count vote only.		
В	6. The report of receipts and expense	es should be given by:	
	A. The Secretary		
	B. The Treasurer		
	C. The Historian		
	D. The Reporter		
D_	7. How many amendments can be pu	at onto a main motion?	
	A. 1		
	B. 4		
	C. 3		
	D. 2		

Place a "T" if the statement is true and "F" if the statement is false in the blank provided.
T 8. The President can vote to break a tie.
F9. A second main motion can be made when another motion is being discussed and not voted on.
T10. A division of the house is requesting a count vote on a previous close voice vote.
F11. A motion to adjourn does not require a second.
T12. A motion to close nominations requires a second and a vote.
F 13. Parents at a 4-H Club meeting can make a motion.
T14. Unfinished business is business that was not completed at a previous meeting.
T15. Point of order is pointing out errors that have been made in parliamentary procedure during a
meeting.
T 16. The gavel is used to call the meeting to order.
F 17. The Reporter is in charge of announcing the program.
F 18. A main motion can be amended three times.
F 19. A motion to adjourn requires a second and discussion.
T 20. A main motion must have a second and the chair must ask for discussion.

Match the correct description with the motions listed below. 26. Motion to send an item D 21. A method of voting by rising. to a committee F 22. Permits action not possible under the rules. C 27. Ends the meeting. E 23. Motion that brings a main question before the I____ 28. Ends all discussion group. H 29. To ask for a count vote B 24. Improves the motion by adding or striking words. on a close voice vote. J_____ 25. A member has a request for the welfare of the G 30. To separate a motion into 2 parts. Motions A. Refer to a committee B. Amend C. Adjourn D. Standing vote E. Main motion F. Suspend the rules G. Division of the question H. Call for the division of the house I. Call for Previous Question J. Question of privilege

Senior Parliamentary ANSWER KEY

Name_		Score
Club_		<u>County</u>
Select t	he <u>one</u>	best answer and put the letter in the blank provided.
A		ler which of the following conditions could the floor be assigned to a member even though he is not
		e first to arise and address the chair? The member who has not yet discussed the question with others who have discussed wishing the floor.
		The member is a friend of the chair person. The member is the oldest 4-H member
	D.	The adult leader would like to voice their opinion.
В		neone who has the floor may be interrupted by one making the motion to:
		Reconsider.
	B.	Withdraw a motion.
	C.	Take from the table.
	D.	Commit or refer.
A	3. A m	notion to limit or extend time of debate requires:
	A.	2/3 vote.
	B.	No vote
		Majority vote.
		No vote and the chair decides.
D		'obtain the floor'' a member needs to:
		Rise
		Address the chair
		Be recognize by the presiding officer.
		All of the above.
_C		naking a motion, a member's statement of the proposed action should be started with the words:
		I think that
		I feel that
		C I move that
		I make a motion that
D		notion to take from the table would be made in:
		New Business
	В.	Officer reports
	C.	Committee reports
		Unfinished Business
A		ch motion only requires a majority vote?
		To reconsider.
	B.	I
		To raise a question of privilege.
		To call for previous question.
В	8. A m	otion can be amended by all but one of these ways.
	A.	e
	B.	ε
	C.	8
	D.	Substituting words.

A_		aple of an incidental motion is:					
		oint of order					
		take from the table					
		refer to a committee					
	D. M	ain motion					
Tru	ue or False. Place	e either "T" or "F" in the blank to	o the ri	ght of the question.			
T_	10. A motio	on to reconsider can only be made	by a m	ember of the prevailing side.			
F_	11. A person	n must have a second to withdraw	a moti	on.			
F_	12. A main	motion takes precedence over all s	subsidi	ary motions.			
F_	13. A motio	n to postpone indefinitely is usual	ly mad	e by a person in favor of the main motion.			
T_	14. An appe	eal can be made on any decision of	f the ch	air.			
F_	15. A call fo	or a division of the house is not ou	t of ore	der if the vote was by roll call or by standing vote.			
Fil	l in the correct re	esponse to these questions from the	e answ	ers listed below.			
M_	16.	Amend	В_	24.To suspend the rules			
J	17. Ca	all for previous Question	C_	25.Quorum			
K_	18.	Lay on the table	D_	26. To take from the table			
G_	19.	Object to consideration of a	F	27. Majority			
	question		Δ	28. Plurality			
Н	20.	Postpone definitely	Λ_	26. I lulanty			
_		The second secon	N_	29 Germane			
Ο_	21.	Postpone indefinitely					
			E	30. Question			
I	22. Re	econsider					
т	22 D	asaind					
	23. Re	escind	Н	Sets the motion aside to an assigned time.			
		g the greatest number of votes.	I.	Reconsiders the question.			
В.		ot possible under the rules.	J.	Secures an immediate vote on the pending question.			
C.		mber of members at a meeting to	K.	Often gives more time for informal discussion and			
	transact busines			for securing followers.			
D.	Continues the c	onsideration of the question.	L.	Repeals action previously taken.			
E. The motion before the assembly.				Improves the motion.			
F. Over half of the votes cast.				Relates to the topic being discussed.			
G. Prevents wasting time on unimportant business.				Prevents a vote on the question.			

		The 4-11 Gaver Gan	1165 117	anubu	UK			
Gavel Ga	imes S	core Sheet						
Club(a)		County (circle one): DG	FR	JO	MI	OS	SN	WY
Club(s)								
		25 minutes maximum for the prese	ntation, i	ncludes 3	5 minu	te plannin	g time.	
Actual even Division (cir	_	 : Junior Interme	diata	C	enior			
Office in P	,		uiaie	۵	CIIIOI			
	resentat					4 1		
Role		Team Members' Names				4-H Ag	ge	
President								
Vice-Presid	lent							
Secretary								
Treasurer								
Member (o	ptional)							
Presentation	on Areas	8	Total Possil	Points ble		Total I Award		
Written Tes	st (Score	s of Top Four Test Takers)	200					
Presentation	n Score		500					
Parliamenta	ary Proce	edure Score	300					
Total of all	l perforr	nance areas.	1000					
	Penalt ribbon	y: Exceeds time (30-second	d grace	period)	= red	uction b	y one	
	Penalt ribbon	y: Fail to use subject draw	n in pe	rformaı	ice = i	eduction	n by on	e
	Circle	ONE Top Purple Alternate	Top Pu	urple I	Purple	Blue	Red V	Vhite
Reason for 1	Ranking	: (Use back of sheet for additio	nal com	ments.)				
						I., J.	ra'a initia	la.
						Juag	e's initia	18

Presentation	Possible	Actual	Comments
Performance Areas	Points	Points	
 President Call to order and opening exercise done correctly. Conducted the business meeting according to parliamentary. Procedure and in a considerate and fair manner. Used the gavel appropriately. Made sure that the discussion stays on the topic. Encouraged everyone to participate in the meeting. Didn't let anyone dominate the discussion. Demonstrated leadership-stage presence, poise, self-confidence, politeness and authoritativeness. 	100		
Used preferred words for transitions between procedures.			
Vice President	100		
 Assumed the duties of President, if President passed the gavel. Made the statement about the 			
program during the performance			
 Read the committee report (if no member performs) 			
<u>Treasurer</u>			
 Read a treasurer's report during the presentation using the correct format. 			
 Secretary Roll call and quorum statement done correctly. Reading of the minutes statement correctly. Read the correspondence during the 			
 Presentation. Assisted the president during the meeting by writing the motions as stated and restating the motion if necessary. 			
Member (if present)			
Read the required committee report during the presentation.			
 Announcement made 			

D: : D 6	200	
<u>Discussion Performance</u>	200	
Good Discussion		
Stayed on the topic.		
Had creative and complex discussions of the motions and parliamentary procedures applied to the motions.		
Listened to what was said		
Asked appropriate questions for clarification.		
Speaking and Presentation Skills		
Spoke so they could be heard loudly and clearly.		
Looked confident and interested.		
Overall Team Performance	100	
 Followed the Agenda Correctly Participated in motto or pledge. Responded to roll call. Learned the Parliamentary Procedures and Performed Them Correctly. Subjects of Motions 		
Business transactions made sense and were interesting.		
Performed meeting subjects as drawn.		
Overall Look of Team		
 Appearance of team was neat, well groomed. Had fun performing the presentation. Worked together as a team. 		

Presentation	Points Possible	Actual Points
Officers/Member:	200	
Discussion:	200	
Overall Team Performance:	100	
Total Oral Presentation Score:	500	

Junior and Intermediate Gavel Games Parliamentary Procedure Score Sheet Up to 30 points will be awarded for the first ten procedures performed.

1: Class	2: Type	3: Second Required	4: Debatable	5: Vote Required	6: Done Correctly	7: Needs Work	8. Attempted	9: Suggestions
					30 pt./ea.	20 pt./ea.	10 pt./ea.	
Privileged	1.Adjourn	Yes	No	Majority				
	2.Point Of Privilege	No	No	No				
Subsidiary	3. Lay On The Table	Yes	No	Majority				
	4. Previous Question	Yes	No	2/3				
	5. Limit-Extend Debate	Yes	No	2/3				
	6. Postpone To A Definite Time	Yes	Yes	Majority				
	7. Refer To A Committee	Yes	Yes	Majority				
	8. Amendment To The Main Motion	Yes	Yes	Majority				
	9. Postpone Indefinitely	Yes	Yes	Majority				
Incidental	10. Point Of Order	No	No	None				
	11. Appeal To The Chairperson	Yes	Yes	Majority				
	12. Parliamentary Inquiry	No	No	None				
	13. Point of Information	No	No	None				
	14. Division Of Assembly	No	No	None				
	15. Division Of Question	Yes	No	Majority				
	16. Request To Withdraw A Motion	No	No	Majority				
	17. Suspension Of Rules	Yes	No	2/3				
	18. Object To Consideration Of Question	No	No	2/3				
	19. Rescind (Repeal) A Motion	Yes	Yes	2/3				
	20. Take A Motion From The Table	Yes	No	Majority				
	21. Reconsider A Motion	Yes	Yes	Majority				
Main Motion	22. Main Motion	Yes	Yes	Majority				
Total Proced	ures by Column (coun	t the FIRST	ten performed o	nly)				Total Points
Points per Motion				30 pts.	20 pts.	10 pts.		
Total Points (no. motions multiplied by points per motion)					-	•	•	
Total Parliamentary Procedure Points (300 possible)								

<u>Senior Gavel Games Parliamentary Procedure Score Sheet</u>
Up to 30 points will be awarded for parliamentary procedures performed. <u>Only</u> the ten <u>designated</u> procedures receive points for Seniors.

1: Class	2: Type	3: Second Required	4: Debatable	5: Vote Required	6: Done Correctly 30 pt./ea.	7: Needs Work 20 pt./ea.	8. Attempted 10 pt./ea.	9: Suggestions
Privileged	1.Adjourn	Yes	No	Majority				
	2.Point Of Privilege	No	No	No				
Subsidiary	3. Lay On The Table	Yes	No	Majority				
	4. Previous Question	Yes	No	2/3				
	5. Limit-Extend Debate	Yes	No	2/3				
	6. Postpone To A Definite Time	Yes	Yes	Majority				
	7. Refer To A Committee	Yes	Yes	Majority				
	8. Amendment To The Main Motion	Yes	Yes	Majority				
	9. Postpone Indefinitely	Yes	Yes	Majority				
Incidental	10. Point Of Order	No	No	None				
	11. Appeal To The Chairperson	Yes	Yes	Majority				
	12. Parliamentary Inquiry	No	No	None				
	13. Point of Information	No	No	None				
	14. Division Of Assembly	No	No	None				
	15. Division Of Question	Yes	No	Majority				
	16. Request To Withdraw A Motion	No	No	Majority				
	17. Suspension Of Rules	Yes	No	2/3				
	18. Object To Consideration Of Question	No	No	2/3				
	19. Rescind (Repeal) A Motion	Yes	Yes	2/3				
	20. Take A Motion From The Table	Yes	No	Majority				
	21. Reconsider A Motion	Yes	Yes	Majority				
Main Motion	22. Main Motion	Yes	Yes	Majority				
Total Procedures by Column (count the FIRST ten performed only)						10	Total Points	
Points per Motion					30 pts.	20 pts.	10 pts.	
Total Points (no. motions multiplied by points per motion) Total Parliamentary Procedure Points (300 possible)								
Total rarmamentary procedure rounts (300 possible)								

Sample Subjects for Draws

Event organizers should come up with a fresh list for each competition using these patterns and making substitutions. This will prevent teams from being able to develop a script in advance as each draw for each competition will be unique.

Each team will draw three possible subjects, select one, and return two. The two returned will be added back to the pool for possible selection by another team. The subject selected will not be returned to the pool so that judges see that subject presented only once among the teams being judged.

Note to event organizers: Have a total number of subjects in the drawing pool that is equal to the number of teams competing plus five. This will assure that the final team has at least six slips to draw from. The drawing pools for each age category (Junior, Intermediate, Seniors) should be separate.

Junior Sample 1: Discuss a club trip to the zoo during New Business.

• Possible substitutions: to Rock Springs, to a farm, to a local business

Junior Sample 2: Discuss a community service project to help a local nursing home during New Business.

• Possible substitutions: to help a school, to help a park, to help a needy family

Intermediate Sample 1: Discuss plans for group entries for 4-H Day during New Business:

• Possible substitutions. a club project tour, a club exchange with another club

Intermediate Sample 2: Discuss plans for a community service project involving <u>fundraising</u> for a local charity during New Business.

• Possible substitutions: doing maintenance, doing clean up, volunteering as a buddy

Senior Sample 1: Discuss plans for a community service project for <u>the Christmas Bureau</u> that also involves the club doing a fundraiser to pay for the project.

 Possible substitutions: County 4-H Council, scholarships for camp; State 4-H Foundation, contacting Foundation members

Senior Sample 2: Discuss at least three options for using junior leaders to <u>arrange for programs</u> at club meetings involving <u>community service</u>.

• Possible substitutions: present programs, judging teams; meet with community leaders, 4-H promotion; plan a club banner for the fair, all club members

References

For Team Members

- **So You Are the President of Your Club....** Pub Number: 4H471 Publication Date: June 2005 http://www.oznet.ksu.edu/library/4h y2/4H471.pdf
- **So You Are the Vice-President of Your Club....** Pub Number: 4H472 Publication Date: June 2005 http://www.oznet.ksu.edu/library/4h y2/4h472.pdf
- **"4-H Secretary's Record Book"** Pub Number: 4H928: June 2005 http://www.oznet.ksu.edu/library/4h_y2/4H928.pdf
- **"4-H Treasurer's Record Book** "Pub Number: 4H474: June 2005 http://www.oznet.ksu.edu/library/4h y2/4H474.pdf

(The) Meeting Will Come to Order: Simplified Guidelines for Parliamentary Procedure Pub Number: 4H440 Authors: Sponberg, Harold: June 2005 http://www.oznet.ksu.edu/library/4h y2/4H440.pdf

Additional Resources for Coaches

Guide to Parliamentary Practice for Your Club Pub Number: 4H521: June 2005 http://www.oznet.ksu.edu/library/4h_y2/4h521.pdf

Other Sources of Parliamentary Procedures

Roberts Rules of Order online http://www.rulesonline.com

The book *Robert's Rules of Order* or the official Robert's Rules of Order Web site: http://www.robertsrules.com

Handy chart: Robert's Rules of Order - Summary Version http://www.robertsrules.org/

Parliamentary Law at a Glance E.C. Utter, The Reilly & Lee Company, Chicago

Internet Links for Parliamentary Practice

University of Wyoming: "Making Model Meetings" http://www.uwyo.edu/ces/wyo4h/4hpubs/modelmeeting.pdf

Online Review of Parliamentary Procedure http://www.parlipro.org/

Kansas Extension http://www.kansas4-h.org/Resources/Officers/ Check out this site especially links on the right hand side of the page.

University of Texas website http://texas4-h.tamu.edu/publications/index.html#Projects

University of Tennesee website www.utextension.utk.edu/4h/projects/leadership.htm

The Parliamentary Procedure Instructional Materials Center http://pzen.northwest.net/