

4-H Gavel Games Handbook



**A Fun Way to Practice and Learn
Parliamentary Procedures**

Table Of Contents

<i>Gavel Games Details</i>	1
Objectives	1
Time Limit.....	1
Equipment and/or Facilities Provided by Event Monitors	1
Equipment Provided by Participants.....	1
Guidelines	2
<i>Gavel Games Coaching Hints</i>	3
<i>Effective Discussion for 4-H Meetings</i>	4
<i>Areas Being Judged In A Gavel Games Presentation</i>	5
<i>Gavel Games Agenda: The Order of Business to Follow for the Presentation</i>	6
<i>List of Parliamentary Procedures: Approved List for the Presentation</i>	7
<i>Junior and Intermediate Parliamentary Procedure Test</i>	8
<i>Senior Parliamentary Procedure Test</i>	11
<i>Junior and Intermediate Parliamentary ANSWER KEY</i>	13
<i>Senior Parliamentary ANSWER KEY</i>	16
<i>Gavel Games Score Sheet</i>	18
<u><i>Gavel Games Parliamentary Procedure Score Sheet</i></u>	21
<i>Sample Subjects for Draws</i>	22
<i>References</i>	23
For Team Members	23
Additional Resources for Coaches	23
Other Sources of Parliamentary Procedures	23
Internet Links for Parliamentary Practice.....	24

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 presentation is 30 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. Each team member will be provided a pencil and a copy of the Gavel Games Agenda and 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 not bring in previously completed agendas or lists of parliamentary procedures.

Guidelines

1. Teams will have four or five participants who 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. **Performers should recognize this is a family event and choose costumes, themes, and performances that show respect for both the performers and the audience.**
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 30-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 for a topic and base their presentations and motions around that topics.
 - Just before each team begins their planning time at the beginning of their presentation, one team member should draw three topics.
 - The team is allowed to consider all three of the topics during their planning time.
 - Prior to beginning their presentation, the team should return the topics to the judge(s), indicating which topic they have selected for their presentation.
 - The unused topics are returned to the pool for other teams to draw from. The selected topic is not returned to the drawing pool.
 - There must be at least two more topics in the pool than the total number of teams participating to allow the final team to have a selection. If possible, try to have four more topics in the pool to assure the final team has equal opportunities to draw from a variety of topics.
12. Junior teams will be scored for only their first ten parliamentary procedures. Intermediate teams will be scored for the first fifteen procedures. Senior teams will be scored for the first twenty procedures.

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

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**. Also review any other materials necessary to be confident you are ready to lead your team. A list of resources is available in the Appendix.
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.
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.

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 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 one best answer and put the letter in the blank provided.

- _____ 1. To make a discussion a member needs to:
- A. Rise
 - B. Address the chair
 - C. Be recognized by the presiding officer
 - D. All of the above
- _____ 2. A motion is:
- A. An idea which some member wishes to express
 - B. A proposal that the group take action on
 - C. An order from the club leader
 - D. A part of recreation
- _____ 3. In making a motion, a member 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 present
 - B. One over half of the members present during a business meeting.
 - C. 2/3 vote
 - D. One less then half of the members
- _____ 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.
- _____ 6. The report of receipts and expenses should be given by:
- A. The Secretary
 - B. The Treasurer
 - C. The Historian
 - D. The Reporter
- _____ 7. How many amendments can be 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 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.

- | | |
|--|--|
| _____ 21. A method of voting by rising. | _____ 26. Motion to send an item to a committee |
| _____ 22. Permits action not possible under the rules. | _____ 27. Ends the meeting. |
| _____ 23. Motion that brings a main question before the group. | _____ 28. Ends all discussion |
| _____ 24. Improves the motion by adding or striking words. | _____ 29. To ask for a count vote on a close voice vote. |
| _____ 25. A member has a request for the welfare of the club. | _____ 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 one 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.
- _____ 2. 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...
 - C. I move that...
 - D. 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 subsidiary 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 chair.
- _____ 15. A call for a division of the house is not out 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 question | _____ 27. Majority |
| _____ 20. Postpone definitely | _____ 28. Plurality |
| _____ 21. Postpone indefinitely | _____ 29. Germane |
| _____ 22. Reconsider | _____ 30. Question |
| _____ 23. Rescind | |

Answers

- | | |
|--|--|
| A. Person receiving the greatest number of votes. | H. Sets the motion aside to an assigned time. |
| B. Permit action not possible under the rules. | I. Reconsiders the question. |
| C. A sufficient number of members at a meeting to transact business. | J. Secures an immediate vote on the pending question. |
| D. Continues the consideration of the question. | K. Often gives more time for informal discussion and for securing followers. |
| E. The motion before the assembly. | L. Repeals action previously taken. |
| F. Over half of the votes cast. | M. Improves the motion. |
| G. Prevents wasting time on unimportant business. | N. Relates to the topic being discussed. |
| | O. Prevents a vote on the question. |

Junior and Intermediate Parliamentary ANSWER KEY

Name _____ Score _____

Club _____ County _____

Select the one best answer and put the letter in the blank provided.

D ____ 1. To make a discussion a member needs to:

- A. Rise
- B. Address the chair
- C. Be recognized by the presiding officer
- D. All of the above

B ____ 2. A motion is:

- A. An idea which some member wishes to express
- B. A proposal that the group take action on
- C. An order from the club leader
- D. A part of recreation

B ____ 3. In making a motion, a member should start out saying:

- A. I make a motion that...
- B. I move that...
- C. I think we should...
- D. I feel that...

B ____ 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 than half of the members

B ____ 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.

B ____ 6. The report of receipts and expenses should be given by:

- A. The Secretary
- B. The Treasurer
- C. The Historian
- D. The Reporter

D ____ 7. How many amendments can be 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.

T___ 8. The President can vote to break a tie.

F___ 9. A second main motion can be made when another motion is being discussed and not voted on.

T___ 10. A division of the house is requesting a count vote on a previous close voice vote.

F___ 11. A motion to adjourn does not require a second.

T___ 12. A motion to close nominations requires a second and a vote.

F___ 13. Parents at a 4-H Club meeting can make a motion.

T___ 14. Unfinished business is business that was not completed at a previous meeting.

T___ 15. Point of order is pointing out errors 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.

D____ 21. A method of voting by rising.

F____ 22. Permits action not possible under the rules.

E____ 23. Motion that brings a main question before the group.

B____ 24. Improves the motion by adding or striking words.

J____ 25. A member has a request for the welfare of the club.

A____ 26. Motion to send an item to a committee

C____ 27. Ends the meeting.

I____ 28. Ends all discussion

H____ 29. To ask for a count vote on a close voice vote.

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 _____	County _____

Select the one best answer and put the letter in the blank provided.

- A _____ 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.
- B _____ 2. 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.
- A _____ 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.
- D _____ 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.
- C _____ 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...
 - C. I move that...
 - D. I make a motion that...
- D _____ 6. A motion to take from the table would be made in:
- A. New Business
 - B. Officer reports
 - C. Committee reports
 - D. Unfinished Business
- A _____ 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.
- B _____ 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.

- A_____ 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.

- T_____ 10. A motion to reconsider can only be made by a member of the prevailing side.
- F_____ 11. A person must have a second to withdraw a motion.
- F_____ 12. A main motion takes precedence over all subsidiary motions.
- F_____ 13. A motion to postpone indefinitely is usually made by a person in favor of the main motion.
- T_____ 14. An appeal can be made on any decision of the chair.
- F_____ 15. A call for a division of the house is not out 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.

- | | |
|---|-----------------------------------|
| M_____ 16 Amend | B_____ 24. To suspend the rules |
| J_____ 17. Call 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 question | F_____ 27. Majority |
| H_____ 20 Postpone definitely | A_____ 28. Plurality |
| O_____ 21 Postpone indefinitely | N_____ 29 Germane |
| I_____ 22. Reconsider | E_____ 30. Question |
| L_____ 23. Rescind | |

Answers

- | | |
|--|--|
| A. Person receiving the greatest number of votes. | H. Sets the motion aside to an assigned time. |
| B. Permit action not possible under the rules. | I. Reconsiders the question. |
| C. A sufficient number of members at a meeting to transact business. | J. Secures an immediate vote on the pending question. |
| D. Continues the consideration of the question. | K. Often gives more time for informal discussion and for securing followers. |
| E. The motion before the assembly. | L. Repeals action previously taken. |
| F. Over half of the votes cast. | M. Improves the motion. |
| G. Prevents wasting time on unimportant business. | N. Relates to the topic being discussed. |
| | O. Prevents a vote on the question. |

Gavel Games Score Sheet

County (circle one): DG FR JO MI OS SN WY

Club(s) _____

Event Time Limit: 30 minutes maximum for the presentation, includes 5 minute planning time.

Actual event time: _____

Division (circle one): Junior Intermediate Senior

Member (optional)

Presentation Areas

Total Points Possible

Total Points Awarded

Written Test (Scores of Top Four Test Takers)

120

Presentation Score

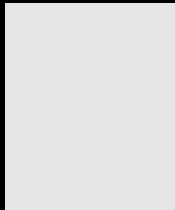
500

Parliamentary Procedure Score

300/450/600

Total of all performance areas.

920/1070/1220



Penalty: ___ Exceeds time (30-second grace period) = reduction by one ribbon

Penalty: ___ Fail to use subject drawn in performance = reduction by one ribbon

Circle ONE Top Purple Alternate Top Purple Purple Blue Red White

Reason for Ranking: (Use back of sheet for additional comments.)

Judge's initials: _____

Club(s):

Presentation Performance Areas	Possible Points	Actual Points	Comments
<u>President</u>	100		
<ul style="list-style-type: none">• 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 authority.• Used preferred words for transitions between procedures.			
<u>Vice President</u>	100		
<ul style="list-style-type: none">▪ 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>			
<ul style="list-style-type: none">▪ Read a treasurer's report during the presentation using the correct format.			
<u>Secretary</u>			
<ul style="list-style-type: none">• Roll call and quorum statement done correctly.• Read the minutes 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.			
<u>Member (if present)</u>			
<ul style="list-style-type: none">• Read the required committee report during the presentation.▪ Announcement made.			

Club(s):

Discussion Performance 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	

Club(s):

Gavel Games Parliamentary Procedure Score Sheet

Up to 300 points will be awarded for the first ten procedures performed for juniors. Up to 450 points will be awarded for the first fifteen procedures performed for intermediates. Up to 600 points will be awarded for the first twenty procedures performed by 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				
Main Motion	21. Reconsider A Motion	Yes	Yes	Majority				
	22. Main Motion	Yes	Yes	Majority				

Total Procedures by Column (count the FIRST ten performed only)

Points per Motion

Total Points (no. motions multiplied by points per motion)

Total Parliamentary Procedure Points (300, 450, or 600 possible)

			Total Points
30 pts.	20 pts.	10 pts.	

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 fundraising 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 the Christmas Bureau 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 arrange for programs at club meetings involving community service.

- 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

http://www.oznet.ksu.edu/library/4h_y2/4H471.pdf

http://www.oznet.ksu.edu/library/4h_y2/4h472.pdf

http://www.oznet.ksu.edu/library/4h_y2/4H928.pdf

http://www.oznet.ksu.edu/library/4h_y2/4H474.pdf

http://www.oznet.ksu.edu/library/4h_y2/4H440.pdf

Additional Resources for Coaches

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 website:

<http://www.robertsrules.com>

Handy chart.

<http://www.robertsrules.org/>

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

Internet Links for Parliamentary Practice

<http://www.uwyo.edu/ces/wyo4h/4hpubs/modelmeeting.pdf>

Online Review of Parliamentary Procedure. <http://www.wvffa.org/parlipro.htm>
<http://www.parlipro.org/>

<http://www.kansas4-h.org/Resources/Officers/>

<http://texas4-h.tamu.edu/publications/index.html#Projects>

www.utextension.utk.edu/4h/projects/leadership.htm

<http://pzen.northwest.net/>