

**WESTERN REGIONAL 4-H
PARLIAMENTARY PROCEDURE CONTEST**
January 2010

Superintendents:

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I. Eligibility

- A. A State/territory/District of Columbia is allowed only one entry in only one division of a contest in a national 4-H competitive event each year. An entry is an individual, in the events where individuals compete against individuals only, or a team in events where total team scores are computed and recognition given to the team. Individuals may be recognized in those events that are primarily team events.
1. One team per state—up to six members, but no less than 4.
- B. Entries not officially entered will not be permitted to participate for any reason.
- C. An individual may enter a National 4-H competitive event in a specific program area only once. Participating members of a team entry (even if they are designated alternate by low score) are ineligible to enter the same event again as a part of another team.
- D. The eligibility requirements to enter a National 4-H Competitive Event are:
1. Contestant must already have passed his or her 14th birthday, and may not have reached his or her 19th birthday, as of January 1 of the year in which the National 4-H Competitive Event is held*. However, the State 4-H Leader may grant a special authorization to compete, for youth with developmental disabilities who exceed the upper age limit.
 2. All contestants must be members of 4-H in the state they are representing during the year in which the National 4-H Competitive Event is held.
 3. The contestant(s) or team(s) of contestants must be certified as the official state entry by the State 4-H Leader or by a person designated by the State 4-H Leader. The individual(s) or team(s) may be selected by any procedure the State 4-H Leader believes is appropriate.
 4. The contestant, his or her county 4-H staff member, and the State 4-H Leader must certify as follows on the application form or an accompanying memo:
“This contestant has not participated in post-secondary coursework in the subject area of the national 4-H competition, nor has he or she participated in training for post-secondary competition in the subject area of the national 4-H competition.” *Violation of this will*

result in forfeiture of any awards or recognition which have been won in the National 4-H Competitive Event.

- E. All participants must first qualify through the represented state and meet all the state eligibility rules.

II. Procedures

- A. Each team will consist of four to six members: president, vice president, secretary, treasurer (at a minimum). Additional team members can be any position, such as reporter or recreation leader, or just act as members of the club. Officer positions are determined by the team in advance, not drawn for on the day of the contest.

- 1. Teams will present a model meeting not to exceed 20 minutes in length. Points will be decided as listed on the score sheet. For every minute over the 20 minute limit, 10 points will be deducted (i.e. over 20 minutes, 10 deduction; over 21 minutes 20 point deduction, over 22 minutes 30 points, and so on).

- B. Each team will provide its own minutes, treasurer's report, letter of communication, and committee reports.

- C. Teams must conduct their meetings according to the items of business presented them and execute all motions and action required therein:

- 1. Presented order of business in a preparation room.
 - 2. Have 20 minutes to discuss the orders of business with fellow teammates.
 - 3. Meetings will have three problems in new business and at least six different types of motions.

- E. The meeting should follow this order:

- 1. Call to order
 - 2. Opening ceremonies
 - A. pledge or motto
 - B. roll call
 - 3. Reading of minutes, corrections if needed, approval of minutes
 - a. The secretary should read an abbreviated set of fictitious minutes in the event that motions are to be taken from the table.
 - 4. Communications not requiring action – letter of appreciation, etc.
 - A. One letter of communication is to be read.
 - 5. Report of Officers
 - A. treasurer's report is the only officer's report that is to be given.
 - 6. Report of standing or special committees

- A. only one standing or special committee report is to be given.
- 7. Unfinished business
 - A. motions postponed at the last meeting and motions laid on the table at the last meeting.
 - B. the president should ask for unfinished business.
- 8. New business as introduced
 - A. Refer to the “Approved list of Parliamentary Procedure Problems for the Parliamentary Procedure Contest.”
- 9. Program
 - A. A program chairman should announce that there is no program due to the fact that this is a special parliamentary procedure presentation.
- 10. Announcements
 - A. One announcement is to be given.
- 11. Adjournment
- 12. Remain seated for questions
- F. Use of the Gavel

The gavel is the symbol of authority. It is used by the president to keep the meeting running smoothly and orderly. To use the gavel properly, the presiding officer should stand squarely and firmly on both feet. The president should grasp the handle of the gavel firmly and rap table or gavel block authoritatively with well-spaced raps. The gavel is used to:

 - 1. Call the meeting to order – two tap
 - 2. Maintain order – several taps
 - 3. Adjourn the meeting – one tap
 - 4. Signify that motions have either passed or failed – one tap
 - 5. Signals members to stand- three taps
- G. Questions will rotate among team members in the same order as listed in Procedures Part A.
- H. No one other than the participants will be allowed in the waiting and preparation rooms. No printed material, other than material approved by the superintendent, shall enter either room. A clean copy of the problem will be given to each team in the preparation room; this copy may be taken into the contest room. No printed material other than the minutes, treasurer’s report, committee report (see II-C), and the team copy of the problem, shall enter either room.
- I. There shall be three judges and a timekeeper. Scoring shall be a combined total of the judges. In the event of a tie for first place, teams will be asked to verbally answer a series of questions determined by the judges before hand, and the team with the on the most correct answers to the questions will determine the winner.
- J. Members of teams who have completed the contest are not to talk to other teams about items of business or questions asked until the entire contest is concluded. Points may be deducted for talking.

III. References

- A. *Parliamentary Procedure in Action*, Kenneth Lee Russell
- B. *The How of Parliamentary Procedure*, Kenneth Lee Russell
- C. *Robert's Rules of Order Newly Revised*, 10th Edition, October 2000
- D. *The Meeting Will Come to Order*, 100 L-5
- E. Parliamentary Procedure Scorecard, 300 A-5
- F. *How to Conduct a Meeting*, VT 194 (Agricultural Information Film Library)
- G. www.robertsrules.com
- H. www.parliamentarian.org
- I. www.parliamentaryprocedure.org

HEADQUARTERS AND LODGING

The headquarters hotel for this event will be the Renaissance Denver Hotel, 3801 Quebec Street, Denver, CO 80207; (303) 399-7500. Special rates are available for all participants. Please refer to the hotel link (<http://www.westernnationalroundup.org/hotel.asp>) on the website for hotel information, rates and reservation form (which must be used to make hotel reservations). Reservations must be made directly with the hotel by December 10.

Important dates to remember:

October 5	On-line registration opens
November 30	Late registration begins (\$50 per person)
December 10	Registration closes

APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS FOR THE PARLIAMENTARY
PROCEDURE CONTEST

1. Put a motion before the house
2. Lay a motion on the table
3. Amend a motion
4. Call of a division of the house
5. Take a motion from the table
6. Withdraw a motion
7. Call for a division of the question
8. Refer a motion to a committee
9. Rise to a point of order
10. Appeal the decision of the chair
11. Call for the previous question
12. Rescind a motion
13. Reconsider a motion
14. Postpone a motion definitely
15. Introduce a resolution.
16. Reconsider and have entered on the minutes
17. Postpone a motion indefinitely
18. Object to the consideration of the question

SCORE CARD - GAVEL GAME

NAME OF STATE: _____

Team Members Names

Age

I. ORAL PRESENTATION

A. Overall Presentation

- a. Pronunciation, Articulation & Volume (20 pts.)_____
- b. Attitude, Naturalness & Ease of Presentation (20 pts.)_____
- c. Appearance of Members & Presentation Area (10 pts.)_____

(Sub-Total Possible 50 pts.)_____

- B. President's Use of Gavel (5 pts.)_____
- C. Call to Order (5 pts.)_____
- D. Opening Exercise Pledge or Motto & Roll Call (5 pts.)_____
- E. Reading of the Minutes (5 pts.)_____
- F. Communications (5 pts.)_____
- G. Treasurer's Report (5 pts.)_____
- H. Committee Reports (5 pts.)_____
- I. Program (5 pts.)_____
- J. Announcements (5 pts.)_____
- K. Adjournment (5 pts.)_____

Sub-total: _____
(Sub-total Possible 100 pts.)

L. Unfinished or New Business (Points determined by Parliamentary Procedure--See Scoring Procedure Below)

SCORING FOR PARLIAMENTARY PROCEDURE:

For each required parliamentary procedure problem introduced correctly, 15 points will be awarded. Each team must present the first 6 procedures below, and 3 additional will be drawn for on the day of the contest.

In the handling of each different parliamentary procedure problem, 5 points will be deducted for each incorrect procedure up to a maximum of 15 points. No points will be earned or lost if a parliamentary procedure problem is introduced in the incorrect manner.

	Done	Needs	<u>Comments</u>
<u>PARLIAMENTARY PROCEDURE:</u>	<u>Correctly</u>	<u>Work</u>	<u>Points</u>
1. Make a Main Motion			
2. Table a Motion			
3. Amend a Motion			
4. Call for division of the house			
5. Take a motion from the Table			
6. Withdraw a motion			
7. Division of the Question			
8. Refer a motion to a Committee			
9. Rise to a Point of Order			
10. Appeal the Decision of Chair			
11. Call for Previous Question			
12. Rescind a Motion			
13. Reconsider a Motion			

14. Postpone a Motion Definitely

15. Introduce a resolution

16. Reconsider & Have Entry in Min.

17. Postpone a Motion Indefinitely

18. Object to Consideration of Question

Page 2 Sub-Total_____

Page 1 Sub- Total_____

Grand Total_____

_____ motions or procedure.

No extra points are earned for doing more than the required