

Gavel Games (Parliamentary Procedure) Contest Procedures/Rules

1. Teams

- a. Each team will consist of four (minimum) to six (maximum) members.
- b. Age division of team is determined by the 4-H Age (Oct. 1 of current 4-H year) of oldest member on the team
 - i. Senior- 14 and older
 - ii. Intermediate- 11 to 13
 - iii. Junior- 8 to 10

2. Officers- The team will identify the four members who will serve as officers and two as delegates.

- a. Junior teams will choose their officers and delegates.
- b. Intermediate and Senior teams will determine their delegates and the four members identified as officers will draw for office.

3. Teams will present a model meeting not to exceed 20 minutes. 20 points per minute exceeding 20 minutes will be deducted from the team's final scores.

4. Preparation Room

- a. All teams will have 20 minutes in the prep room prior to their presentation. Junior and Intermediate teams may let the monitor know if they are ready sooner and if the judges are ready they may begin their meeting.
- b. All teams will take into the prep room and into their meeting
 - i. A copy of their minutes
 - ii. A copy of their treasures report
 - iii. A copy of their communication letter
 - iv. A copy of their committee report
- c. Junior and Intermediate Teams will be provided with a copy of the Order of Business and a list of the Parliamentary Problems they are expected to demonstrate to use in the prep room and in their meeting.
- d. Junior Teams may take any additional notes needed into prep and meeting.
- e. Senior Teams will only be provided with the List of Parliamentary Problems.
- f. Only the team will be allowed in the prep room, no parents or coaches.

5. Members of teams may not watch meeting presentations until after they have finished their own presentation. Coaches, parents, spectators and team members may not interact with teams that are not finished with presentations.

6. 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:

- a. Call the meeting to order – two taps
- b. Maintain order – several taps
- c. Adjourn the meeting – one tap
- d. Signify that motions have either passed or failed – one tap
- e. Signals members to stand- three taps

7. Order of Business

- 1) Call to order
- 2) Pledge
- 3) Roll Call

- 4) Reading of minutes, corrections if needed, approval of minutes.
 - a) The secretary will read short set of fictitious minutes
- 5) Communication not requiring action
 - a) One letter of communication is to be read (i.e. a thank you note)
- 6) Report of Officers
 - a) Treasures report is the only officer report to be given
 - i) President should ask for questions and then for a motion to “File the report for audit”.
- 7) Report of standing or special committees
 - a) Only one report to be given
- 8) Unfinished business
- 9) New Business as introduced
- 10) Program
 - a) A program chairman should announce that there is no program
- 11) Announcements
 - a) One announcement to be given
- 12) Adjournment
- 13) Junior and Intermediate teams will remain seated until excused. The judges may have feedback. Senior Teams will remain seated for questions.
 - a) Senior Teams only- There will be six questions asked by the judges. (Every team will be asked the same questions) Each member will answer in this order; president, vice president, secretary, treasure, member #1, member #2 – four or five member teams will start the rotation again with the president.

8. Parliamentary Problems

- a. Junior Teams will demonstrate
 - i. Put a motion before the house
 - ii. Lay a motion on the table
 - iii. Amend a motion
- b. Intermediate teams will demonstrate
 - i. Put a motion before the house
 - ii. Lay a motion on the table
 - iii. Amend a motion
 - iv. Call of a division of the house
 - v. Take a motion from the table
 - vi. Withdraw a motion
- c. Senior Teams will conduct their meetings according to the parliamentary problems provided to them and execute all motions and action required therein. The problems may require them to demonstrate any of the following.
 - i. Put a motion before the house
 - ii. Lay a motion on the table
 - iii. Amend a motion
 - iv. Call of a division of the house
 - v. Take a motion from the table
 - vi. Withdraw a motion
 - vii. Call for a division of the question
 - viii. Refer a motion to a committee
 - ix. Rise to a point of order
 - x. Appeal the decision of the chair
 - xi. Call for the previous question
 - xii. Rescind a motion

- xiii. Reconsider a motion
- xiv. Postpone a motion definitely
- xv. Introduce a
- xvi. Reconsider and have entered on the minutes
- xvii. Postpone a motion indefinitely
- xviii. Object to the consideration of the question

d. Example for Senior Teams – all three problems would be carried out in the meeting

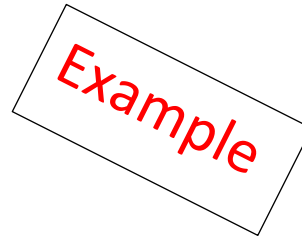
Parliamentary Problems to be demonstrated

Problem I

- Take a motion from the table

Problem II

- Member presents a motion
- Member asks to withdraw their motion
- The main motion is amended
- The amendment is amended
- Division of the house is called
- A member offers to table the motion
- The amended motion is passed



Problem III

The President announces that they will be attending State 4-H Conference and the Club will pay half their registration

- A member appeals the decision of the chair
- The chair is not sustained
- A motion pertaining to who will attend State 4-H Conference and their registration fee is made
- Member calls for division of the question
- Member moves for the 2nd portion of the question to be referred to the Finance committee

**Additional resources

robertsrules.com

parliamentarian.org

parliamentaryprocedure.org

California Youth Officer Guide <https://ucanr.edu/sites/UC4-H/files/167443.pdf>

Very basic How to Make a Motion <https://www.youtube.com/watch?v=mtLVxRIBftE&feature=youtu.be>

Good tutorial video <https://www.youtube.com/watch?v=FfnBGolKmbM&feature=youtu.be>

Western Regional Competition <https://www.youtube.com/watch?v=y-Mr3HJAGog&feature=youtu.be>

