

# Colorado State 4-H Parliamentary Procedure Contest

*(Updated May 2009)*

Superintendents:  
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## I. Eligibility

- A. Teams may be selected by any procedure which a county or area deems appropriate. It is recommended that selection procedures, in writing be made available to all interested parties and participants.
  - 1. Each county may have one team, up to six members, but no less than 4
- B. At the Colorado State 4-H Parliamentary Procedure Contest, contestants must be at least 14 years of age but not yet have reached their 19th birthday on January 1 of the current year.
- C. Contestants must be enrolled in 4-H in the county or area they represent.
- D. Colorado State 4-H Conference is a multi-dimensional educational and leadership event which has many opportunities for learning, competition, and socializing. Therefore, all contestants must register for State 4-H Conference and participate full-time, in order to be eligible to compete in the state contests.
- E. Teams and individual members of that team, who have competed at The National 4-H Contest (National Western 4-H Round-up), as the official Colorado 4-H Parliamentary Procedure entry are considered to be ineligible to compete again on a Parliamentary Procedure team at the state contest.
- F. Contestants in National 4-H competitive events must not have participated in official post-secondary (university, college, junior college or technical school) competitive events, of a similar nature in the same subject matter area to be eligible for participation in National 4-H competitive events. Neither can that individual be a member of a postsecondary team undergoing training in preparation for a post-secondary event of the same nature. For example, a contestant who has competed in an official collegiate Parliamentary Procedure contest, either on or off campus, is ineligible to compete in a similar National 4-H Parliamentary Procedure contest.
- G. Members of past state champion teams or members who have represented Colorado at the National 4-H Parliamentary Procedure Contest, may not continue to compete at State 4-H contests.

## 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.

- B. 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). Each team must present parliamentary procedures 1-6 on the score sheet, as well as 3 additional motions from the remaining list ONE OF WHICH will be drawn for on the day of the contest. No extra points can be earned by doing more than the required minimum number of motions or parliamentary procedures.
- C. Each team will provide its own minutes, treasurer's report, letter of communication, and committee reports.
- D. 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 – one tap
  2. Maintain order – several taps
  3. Adjourn the meeting – one tap
  4. Signify that motions have either passed or failed – one tap
- 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*, 10<sup>th</sup> 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](http://www.robertsrules.com)
- H. [www.parliamentarian.org](http://www.parliamentarian.org)
- I. [www.parliamentaryprocedure.org](http://www.parliamentaryprocedure.org)

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

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**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.

<u>PARLIAMENTARY PROCEDURE:</u>	<u>Done Correctly</u>	<u>Needs Work</u>	<u>Comments</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** \_\_\_\_\_

No extra points are earned for doing more than the required motions or procedure

