

# GAVEL GAMES RULES

**No Video Cameras or Pictures allowed during any of the gavel games or model meeting presentations. Group pictures can be taken before or after presentation, but not during. For special concerns call Sarah Maass or Kate Littich, 309-5850.**

## I TEAMS

This contest will consist of teams of four 4-H Members: President, Vice-President, Secretary and Treasurer. One additional 4-H member may participate on the team as an at-large member (optional). There may be teams of three, if teams cannot recruit an additional member. Teams of three will be judged, but will not be allowed to go to the Regional contest. Age categories will be: Pre-Junior (ages 7-9); Junior (7-12); and Senior (13 and older). Ages are based off of the 4-H age as of January 1 of the current 4-H year.

The **Pre-Junior Team Division** will be for youth ages 7-9 and will be similar to the “sharing” division at 4-H Club Day. The team may predetermine their roles (officer positions) prior to the contest. They will “share” and “demonstrate” what they have learned about parliamentary procedure through the oral presentation. Each team will be allowed a maximum of 20 minutes to give its oral presentation. All Pre-Junior Team Members will receive a participation ribbon. They will not be required to take a written test. The Pre-Junior Team Division will not be eligible for the Regional 4-H Club Day Contest.

The **Junior Team Division** will be for youth ages 7-12. The team may predetermine their roles (officer positions) prior to the contest. All Junior Team Members will not have to take a written test. The members will be asked oral questions from the judge on parliamentary procedure in addition to the oral presentation. Sample questions will be available on the website in January (20 points). Each team will be allowed a maximum of 20 minutes to give its oral presentation. The top purple and alternate top purple teams from the Junior Team Division will be eligible to go to the Regional 4-H Club Day Contest.

The **Senior Team Division** will be for youth ages 13 and older. The team will randomly select their roles (officer positions) upon entering the contest room. All Senior Team Members must take written test in addition to oral presentation (40 points). Each team will be allowed a maximum of 20 minutes to give its oral presentation. The top purple and alternate top purple teams from the Senior Team Division will be eligible to go to the Regional 4-H Club Day Contest.

***Regional 4-H Club Day Contest:*** *If there is not a top purple and/or alternate top purple award given, then there will not be a team representing the Central Kansas District at the Regional 4-H Club Day Contest.*

**SENIOR EXTEMPORANEOUS:** (age 13 and older) Individuals randomly put on teams on the day of the contest. Members will randomly select their position upon entering contest room. Each team will be provided list of required motions. Team is given 20 minutes to prepare. No written test required. **Senior Extemporaneous is not a Regional 4-H Club Day Contest.**

**Teams Must Pre-Register** through their club organizational leader. Clubs planning to participate in the Model Meeting/Gavel Games contests need to pre-register by the deadline. **If there are conflicts** with the contest date, clubs may choose to participate in the contest on the **Friday** before the contest beginning at 4 p.m. in a location to be determined on the Kansas State University Polytechnic Campus. Clubs must note on this on the pre-registration form. If teams/clubs participate on Friday, they will not be eligible for the Regional contest, but 4-H'ers will be able to indicate that they participated in the contest on their pin application.

## II ORDER OF BUSINESS:

1. Call to order
2. Opening exercise
  - a. pledge or motto
  - b. roll call
3. Reading of minutes, corrections if needed, approval of minutes
  - a. the secretary should announce that there are no minutes due to the fact that this is a special parliamentary procedure presentation
4. Communications not requiring action (letters 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; however, it is recommended that all parliamentary problems be transacted during the contest
8. New business as introduced
  - a. refer to the "Approved list of Parliamentary Procedure Problems for the Parliamentary Procedure Contest"
9. Program
  - a. the vice president 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

## III SCORING

Teams will not compete against each other but will be evaluated against a quality score according to a pre-determined standard. Three divisions will be held as follows: Pre-Junior 7-9; Junior, 7-12; Senior 13 and over.

Each division will have different quality scores as follows:

PRE-JUNIOR	JUNIOR	SENIOR
Participation Ribbon	purple - 210 points plus blue – 185-209 red – 160-184 white - 159 and below	purple - 260 points plus blue – 235-259 red – 210-234 white - 209 and below

## IV NOTES

The following information sheets are the only notes that can be used during the oral presentation of this contest.

1. Sheet entitled "Order of Business" (will be provided for each team at the contest)
2. Sheet entitled "Approved list of Parliamentary Procedure Problems for the Parliamentary Procedure Contest" (will be provided for each team at the contest)
3. Secretary's letter of communication (3"x 5" card)
4. Treasurer's written report of the club's financial situation (3"x 5" card)
5. Note pertaining to the standing or special committee report (3"x 5" card)
6. Note pertaining to the announcement (3"x 5" card)
7. ***Pre-Junior Teams Only***: Each team member is allowed **one** page for notes to assist them with their parliamentary presentation.

Judge may ask for notes from all.

## V MINUTES

See order of business on the front page.

## VI TESTS

All test questions will come from the attached list of questions. Test scores from all team members will be averaged for a team test score. Possible test points for Seniors is 40. The Juniors will be asked oral questions from the judge on parliamentary procedure. Possible questions will be posted to the District website in January.

## VII GAVEL

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

Several raps - to get the attention of the group/restore order

Two raps - to call the meeting to order

Three raps - to have the group rise

One rap - to seat the group

One rap - to indicate completion of a business item (when a motion passes or fails)

One rap - to adjourn the meeting

## VIII REQUIRED MOTIONS

Below is the list of approved parliamentary procedure problems for this contest. The following is the required motions for each age group. Additional motions may be made for bonus points.

- **Pre-Juniors** are required to do a main motion and one other motion from the list of parliamentary procedure problems. For this division, the emphasis is understanding how a 4-H meeting runs effectively and how to properly make a motion.
- **Juniors** are required to do the first five problems on the list plus two additional problems.
- **Seniors** are required to do the first six problems on the list plus three additional problems of choice.

## APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS

1. Main Motion
2. Table a Motion
3. Amend a Motion
4. Division of the House
5. Take a motion from the Table
6. Withdraw a Motion
7. Division of the Question
8. Refer to a Committee
9. Rise to a Point of Order
10. Appeal the Decision of the Chair
11. Call for Previous Question
12. Rescind a Motion
13. Reconsider a Motion
14. Postpone a Motion Definitely
15. Suspend the Rules
16. Point of Privilege
17. Postpone a Motion Indefinitely
18. Object to the Consideration of the Question

## IX FLAGS

When sitting at the table, the president should always be to the right of the secretary and the American Flag should be to the president's right, so that the American Flag is always farthest right of anything on the table. This puts the 4-H flag on the president's left, in front of the secretary.

## X REFERENCES

“The Meeting Will Come to Order”  
4-H 440, District Extension Office (June 2005)

“Guide to Parliamentary Practice for Your Club”  
4H521, District Extension Office (June 2005)

“Out of Ideas?” A leaders handbook  
4-H 455, District Extension Office (July 1982)

Robert's Rules of Order, Newly Revised (11<sup>th</sup> Edition)  
Scott, Foresman & Co., Chicago, Ill. 2011

## POSSIBLE GAVEL GAMES QUESTIONS FOR JR. TEAMS:

1. Name 3 duties of the Secretary.
2. When can the President vote?
3. Name 3 times the President uses the gavel.
4. What is Old Business?
5. What is New Business?
6. Explain how to make a motion.
7. Name 2 duties of the Treasurer.
8. What are communications?
9. Why do we have minutes?
10. What is a quorum?
11. Why is it important to listen when the secretary reads the minutes?
12. Why do we have parliamentary procedure?
13. What does amend mean?
14. Why would you lay something on the table?
15. Why would the President pass the gavel?
16. Why would you rise to a point of order?
17. When would you call for the previous question?
18. Name 3 types of motions that require a second.
19. Name 4 different ways of voting.
20. Name 2 motions that don't have discussion.

## LEARNING PARLIAMENTARY PROCEDURES:

- I. The three Golden rules of parliamentary procedure are:
- A. To speak before the group, rise and address the chair by saying “Madame or Mister President. . .”
  - B. State “I move. . .” to introduce a main motion - one that introduces business.
  - C. Learn the “Cardinal Rules” to be considered in handling motions.
- II The five cardinal rules to consider in handling motions are:
- A. Does it require a second?
  - B. Can it be discussed?
  - C. Can it be amended?
  - D. Is a vote required?
  - E. Can it be reconsidered?
- III Types of motions
- A. All five cardinal rules apply to the following:
- A. To put a motion before the house (main motion)
  - B. To amend a motion
  - C. To refer to a committee
  - D. To postpone definitely
- B. The following require only a second and a vote:
- A. To table a motion
  - B. To take from the table
  - C. To move the previous question
  - D. To suspend the rules
  - E. To adjourn
- C. The following are not motions and the five cardinal rules do not apply. These parliamentary problems are called privileges:
- A. To call for a division of the house
  - B. To call for a division of the question (if called for vs. a motion made)
  - C. To rise to a point of order
  - D. To appeal the decision of the chair
- D. Miscellaneous - Each of the following has different requirements. Please check resource material for information:
- A. To reconsider a motion
  - B. To rescind a motion
  - C. To postpone indefinitely
  - D. To object to the consideration of the question
  - E. To reconsider and have entered on the minutes

## SUMMARY OF MOTIONS

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>Second Required</b>
Main Motion	Yes	Yes	Majority	Yes
Table a Motion	No	No	Majority	Yes
Division of the House	No	No	None	No
Amend a Motion	Yes	Yes	Majority	Yes
Take from the Table *	No	No	Majority	Yes
Withdraw **	No	No	Majority	No
Division of the Question	No	Yes	Majority	Yes
Refer to a Committee	Yes	Yes	Majority	Yes
Rise to a Point of Order	No	No	None	No
Appeal the Decision of the Chair	Yes	No	Majority	Yes
Call for Previous Question	No	No	2/3	Yes
Rescind a Motion ***	Yes, when motion is debatable	No	Majority or 2/3	Yes
Reconsider a Motion	Yes	No	Majority	Yes
Postpone a Motion Definitely	Yes	Yes	Majority	Yes
Suspend the Rules	No	No	2/3	Yes
Point of Privilege	No	No	None	No
Postpone a Motion Indefinitely	Yes	No	Majority	Yes
Object to Consideration of the Question	No	No	2/3	No

**\* Take from the Table**

Option A. In new business you can table a motion and then later in new business take that motion from the table and finish action.

Option B. When the president asks for any unfinished business the secretary should say, “this is a special parliamentary procedure presentation with a tabled motion in unfinished business”. Another member then needs to properly take the motion from the table to finish the action without prompting from the president.

**\*\* Withdraw** - Various circumstances require different handling of this parliamentary problem.

Option A. If the person making the motion wants to withdraw his own motion, after it has been seconded but before the chair presents the motion to the assembly (by saying “The motion before the house is...or It has been moved...”) the person only needs to say “I wish to withdraw the motion” and if no one objects, the motion has been withdrawn and no further action is needed.

Option B. If the motion has been made, seconded, and presented to the assembly, anyone may address the chair and say “In light of...(whatever new information or argument) I wonder if (name) would like to withdraw their motion.” The chair then asks the person making the original motion if they want to withdraw the motion. That person may address the chair saying “I ask permission to withdraw my motion. OR No, I do not want to withdraw the motion.” If the maker of the motion wants to withdraw the motion, the chair then asks if there is any objection. “Unless there is objection (pause) the motion is withdrawn.” If there is objection to withdrawing, there must be a motion to withdraw by another member, “I move that permission to withdraw be granted” (there is not a need for a second since the person wishing to withdraw the original motion and the person moving that permission be granted both agree) and a vote.

**\*\*\* Rescind a Motion**

It is impossible to rescind any action that has been taken as a result of a motion, but the unexecuted part may be rescinded. Notice must be given one meeting before the vote is taken, or if voted on immediately, a 2/3 vote to rescind is necessary.



## SENIOR EXTEMPORANEOUS

Any Senior 4-H member who wants to participate in Gavel Games, especially those who do not have enough to fill out a senior team. Will not qualify as a team for annual summary. **Senior Extemporaneous is not a Regional 4-H Club Day Contest.**

### RULES

1. Must sign up through club sheet.
2. At assigned time all extemporaneous participants will meet in designated area.
3. Teams will be drawn at random.
4. Each team member will be given a list of motions.  
(They must attempt at least 9 motions). Each team will be given an order of business sheet
5. Teams will have 15 minutes to prepare their gavel game.
6. Team may have different judges depending upon entries.
7. Follow general gavel game rules (e.g. no minutes, 1 committee report, an announcement, etc.)

### SCORING

The scoring will follow the same scoring as the Senior Team Division, minus the 40 points for the test. A total of 260 points will be possible.

Extemporaneous participants do not take the written test.

No Ribbons will be given but teams will be ranked.

Copies of judges comments will be given to each team member.

**SCORE CARD FOR GAVEL GAMES – PRE-JUNIOR DIVISION**

NAME OF CLUB: \_\_\_\_\_ COUNTY/DISTRICT: \_\_\_\_\_

Team Members Names	Age	Office
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. ORAL PRESENTATION	JUDGE’S COMMENTS
A. Overall Presentation a. Pronunciation, Articulation & Volume ----- b. Attitude, Naturalness & Ease of Presentation ----- c. Appearance of Members & Presentation area	
B. President’s use of gavel	
C. Call to Order	
D. Opening Exercise Pledge or motto & Roll Call	
E. Reading of Minutes	
F. Communications	
G. Treasurer’s Report	
H. Committee Reports	
I. Program	
J. Announcements	
K. Adjournment	

RANKING:  
 \_\_\_\_\_ PARTICIPATION

Judge’s Initials \_\_\_\_\_

**COMMENTS ON PARLIAMENTARY PROCEDURE:**

	COMMENTS
L. Unfinished or New Business (rating determined by parliamentary procedure)	
MOTIONS	
1. Main Motion	
2. Table a Motion	
3. Division of the House	
4. Amend a motion	
5. Take from the Table	
6. Withdraw	
7. Division of the Question	
8. Refer to a Committee	
9. Rise to a Point of Order	
10. Appeal the Decision of the Chair	
11. Call for Previous Question	
12. Rescind a Motion	
13. Reconsider a Motion	
14. Postpone a Motion Definitely	
15. Suspend the Rules	
16. Point of Privilege	
17. Postpone a Motion Indefinitely	
18. Object to Consideration of the Question	

Additional Comments:

**SCORE CARD FOR GAVEL GAMES - JUNIOR DIVISION**

NAME OF CLUB: \_\_\_\_\_ COUNTY/DISTRICT: \_\_\_\_\_

Team Members Names	Age	Office
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. ORAL PRESENTATION	POINTS	JUDGE'S COMMENTS
A. Overall Presentation a. Pronunciation, Articulation & Volume ----- b. Attitude, Naturalness & Ease of Presentation ----- c. Appearance of Members & Presentation area	/20  /20  /10	
B. President's use of gavel	/5	
C. Call to Order	/5	
D. Opening Exercise Pledge or motto & Roll Call	/5	
E. Reading of Minutes	/5	
F. Communications	/5	
G. Treasurer's Report	/5	
H. Committee Reports	/5	
I. Program	/5	
J. Announcements	/5	
K. Adjournment	/5	

Subtotal of points page 1: /100  
 Subtotal of points page 2: /130  
 Oral Questions: /20  
 Total points: /250

RANKING:  
 \_\_\_\_\_ TOP PURPLE  
 \_\_\_\_\_ PURPLE  
 \_\_\_\_\_ BLUE  
 \_\_\_\_\_ RED  
 \_\_\_\_\_ WHITE

Judge's Initials \_\_\_\_\_

**SCORING FOR PARLIAMENTARY PROCEDURE:**

Motions 1 through 5 and two other motions of choice is required. Each required motion is worth a maximum of 15 points.

Extra points may be earned by correctly performing any of the motions 6 through 18. Each of these motions is worth five points which may add up to a maximum total of 25 extra points. No points will be earned or lost if one of these motions is performed incorrectly. No extra points will be given for performing any motion more than one time.

	POINTS	COMMENTS
L. Unfinished or New Business (rating determined by parliamentary procedure)		
REQUIRED MOTIONS		
1. Main Motion		
2. Table a Motion		
3. Division of the House		
4. Amend a motion		
5. Take from the Table		
6. Withdraw		
7. Division of the Question		
8. Refer to a Committee		
9. Rise to a Point of Order		
10. Appeal the Decision of the Chair		
11. Call for Previous Question		
12. Rescind a Motion		
13. Reconsider a Motion		
14. Postpone a Motion Definitely		
15. Suspend the Rules		
16. Point of Privilege		
17. Postpone a Motion Indefinitely		
18. Object to Consideration of the Question		

Total Points from Required Motions 1 through 5 and 2 other of choice: /105

Total Points from Motions 4 through 18: /25

Subtotal of points page 2: /130

**SCORE CARD FOR GAVEL GAMES - SENIOR DIVISION**

NAME OF CLUB: \_\_\_\_\_ COUNTY/DISTRICT: \_\_\_\_\_

Team Members Names	Age	Office Drawn
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. ORAL PRESENTATION	POINTS	JUDGE'S COMMENTS
A. Overall Presentation a. Pronunciation, Articulation & Volume ----- b. Attitude, Naturalness & Ease of Presentation ----- c. Appearance of Members & Presentation area	/20  /20  /10	
B. President's use of gavel	/5	
C. Call to Order	/5	
D. Opening Exercise Pledge or motto & Roll Call	/5	
E. Reading of Minutes	/5	
F. Communications	/5	
G. Treasurer's Report	/5	
H. Committee Reports	/5	
I. Program	/5	
J. Announcements	/5	
K. Adjournment	/5	

Subtotal of points page 1: /100  
 Subtotal of points page 2: /160  
 Average Test Score: /40  
 Total points: /300

Judge's Initials \_\_\_\_\_

RANKING:  
 \_\_\_\_\_ TOP PURPLE  
 \_\_\_\_\_ PURPLE  
 \_\_\_\_\_ BLUE  
 \_\_\_\_\_ RED  
 \_\_\_\_\_ WHITE

**SCORING FOR PARLIAMENTARY PROCEDURE:**

Motions 1 through 6 and three other motions of choice are required. Each required motion is worth a maximum of 15 points.

Extra points may be earned by correctly performing any motions beyond the required number. Each of these motions is worth five points which may add up to a maximum total of 25 extra points. No points will be earned or lost if one of these motions is performed incorrectly. No extra points will be given for performing any motion more than one time.

	POINTS	COMMENTS
L. Unfinished or New Business (rating determined by parliamentary procedure)		
REQUIRED MOTIONS		
1. Main Motion		
2. Table a Motion		
3. Division of the House		
4. Amend a motion		
5. Take from the Table		
6. Withdraw		
7. Division of the Question		
8. Refer to a Committee		
9. Rise to a Point of Order		
10. Appeal the Decision of the Chair		
11. Call for Previous Question		
12. Rescind a Motion		
13. Reconsider a Motion		
14. Postpone a Motion Definitely		
15. Suspend the Rules		
16. Point of Privilege		
17. Postpone a Motion Indefinitely		
18. Object to Consideration of the Question		

Total Points from Required Motions 1 through 6 and 3 others of choice: /135

Total Points from Additional Motions: /25

Subtotal of points page 2: /160