



## **Parliamentary Procedure Contest**

### **Colorado State 4-H Conference**

**Contest Superintendent:** Travis Taylor  
Lincoln County  
Extension Director  
[travis.taylor@colostate.edu](mailto:travis.taylor@colostate.edu)

#### **Eligibility:**

- A. Each county is allowed only one entry in the State 4-H Parliamentary Procedure event each year. An entry is a team where total team scores are computed and recognition given to the team.
1. One team per county—up to six members, but no less than 4.
- B. Entries not officially entered will not be permitted to participate for any reason.
- C. The eligibility requirements to enter a State 4-H Competitive Event are:
1. All contestants must be Colorado 4-H Senior members during the year in which the Competitive Event is held.
  2. The contestant(s) and team(s) must be certified as the official entry by the County 4-H staff or by a person designated by the County 4-H staff. The individual(s) and team(s) may be selected by any procedure the County believes is appropriate.
  3. Any member that has previously participated at a Western Roundup 4-H parliamentary procedure event (this includes alternates) will be declared ineligible to compete. Any ineligibility of a member determined after the contest begins will disqualify that member and the entire team that member is registered with for the contest in question.

#### **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).

- C. Each team will provide its own minutes, treasurer’s report, one letter of communication, and one committee report.
  
- D. Teams will be presented the meeting problems in the preparation room, and will be given 20 minutes to discuss and prepare. Meetings will have three problems in new business, requiring the use of nine different types of motions. Teams must conduct their meetings according to the items of business listed in the meeting problems. They must execute all motions and actions that the problem requires and may add in other motions if necessary.
  
- 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 and/or 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 Motions for the Parliamentary Procedure Contest.”
  - 9. Announcements
    - a. One announcement is to be given.
  - 10. Adjournment
  - 11. 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 taps
- 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 be asked of each team by the judges in order to clarify a team procedure or to determine the team's knowledge of parliamentary procedure.
- 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 participant in the preparation room; these copies may be taken into the contest room. No printed material other than the minutes, treasurer's report, committee report (see II-C), letter of communication, and participants' copies 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 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.

**References:**

*The How of Parliamentary Procedure*, Kenneth Lee Russell

*Robert's Rules of Order Newly Revised*, 11th Edition, Copyright 2011

[www.robertsrules.com](http://www.robertsrules.com)

## **Approved List of Parliamentary Procedure Motions for the State 4-H 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. Postpone a motion indefinitely
16. Object to the consideration of the question
17. Adjourn
18. Call for Orders of the Day
19. Suspend Standing Rules
20. Parliamentary Inquiry

# Colorado State 4-H Conference Parliamentary Procedure Contest Score Card

County: \_\_\_\_\_

**Team Members:**

1.		4.	
2.		5.	
3.		6.	

1. Overall Presentation

- a. Pronunciation, Articulation & Volume..... (20 pts.) \_\_\_\_\_
- b. Attitude, Naturalness & Ease of Presentation..... (20 pts.) \_\_\_\_\_
- c. Appearance of Members & Presentation Area..... (10 pts.) \_\_\_\_\_
- d. Quality of Debate..... (30 pts.) \_\_\_\_\_

- 2. President’s Use of Gavel & Ability to Preside..... (5 pts.) \_\_\_\_\_
- 3. Call to Order..... (5 pts.) \_\_\_\_\_
- 4. Opening Exercise Pledge (or Motto) & Roll Call..... (5 pts.) \_\_\_\_\_
- 5. Reading of the Minutes..... (5 pts.) \_\_\_\_\_
- 6. Communications..... (5 pts.) \_\_\_\_\_
- 7. Treasurer's & Committee Reports..... (5 pts.) \_\_\_\_\_
- 8. Announcements..... (5 pts.) \_\_\_\_\_
- 9. Adjournment..... (5 pts.) \_\_\_\_\_
- 10. Unfinished Business – Take from the Table or Rescind..... (15 pts.) \_\_\_\_\_

**Sub-Total Page 1** \_\_\_\_\_  
**Sub-Total Possible (135 points)**

**Scoring For Parliamentary Procedure Problem:**

For each motion executed correctly, 15 points will be awarded. Points will be deducted by the judges for errors or mistakes. The team problem will require teams to use a total of nine motions included in the table below. No extra points are earned for doing more than the required motions or procedure.

		<b>Points Earned (Out of 15)</b>	<b>Notes</b>
1	Main Motion		
2	Lay on the Table		
3	Amend		
4	Division (of the house)		
5	Take from the Table		
6	Withdraw a Motion		
7	Division of a Question		
8	Refer to Committee		
9	Point of Order		
10	Appeal		
11	Previous Question		
12	Rescind		
13	Reconsider		
14	Postpone Definitely		
15	Postpone Indefinitely		
16	Object to Consideration of Question		
17	Adjourn		
18	Call for Orders of the Day		
19	Suspend Standing Rules		
20	Parliamentary Inquiry		

**Sub-Total Motions \_\_\_\_\_**

**Sub-Total Possible (135 points total – 9 motions, 15 points each)**

	<b>Points Possible</b>	<b>Points Earned</b>
Sub-Total Page 1	<b>135</b>	
Sub-Total Motions	<b>135</b>	
Answers to Final Questions (6 questions, 5 points each)	<b>30</b>	
Time Penalty Assessed	<b>(deduction)</b>	-
<b>FINAL SCORE</b>	<b>300</b>	

