



Parliamentary Procedure



State O-Rama – Senior 4-H'ers Only
Ag Education

This activity is designed to give 4-H members an opportunity to learn basic rules of parliamentary procedure and to demonstrate these abilities by conducting a regular club meeting according to accepted parliamentary procedure.

OBJECTIVES

The Basic Life Skills being targeted are leadership, teamwork, character, decision making, problem solving, planning/organizing and conflict resolution. Opportunity will be provided for faculty to share information about related college degree programs in agricultural education and Extension and industry education and career options in teaching, agricultural planning, agricultural sales, Extension work, technical service representative, industry educator, leadership/management training and youth program director.

ELIGIBILITY

Each county is allowed one team consisting of five Senior 4-H members (girls and/or boys). Any team member who has been a winner of a previous state or national parliamentary contest with any youth-serving organization is not eligible to compete in this activity. Counties should consider having alternates trained in this activity. A team must have five members to participate.

ACTIVITY

Each team member is to take an exam composed of 25 multiple choice questions over parliamentary procedure. Each question will be worth one point. Questions will be taken from Extension Publication MP350, *Simplified Handbook of Parliamentary Procedure*, available at county Extension offices or online at http://www.uaex.edu/Other_Areas/publications/PDF/MP350.pdf.

After the exam each team will use the 4-H Club Meeting Agenda (included in this document) to conduct a club meeting. Each team will have a designated president, secretary, and treasurer. The remaining two team members will serve as meeting participants. It is not required that a team member hold an officer position at the club or county level at the time of the activity. The team shall be seated according to the following diagram:



Each member, except the President, will draw ability from those pre-selected to perform during the meeting. The four abilities will be chosen from the following list:

- | | |
|-----------------------------------|------------------------------|
| Motion to limit debate | Motion to suspend the rules |
| Motion to postpone | Motion to amend |
| Request for parliamentary inquiry | Motion to refer to committee |
| Request to withdraw a motion | Motion to lay on the table |
| Question of privilege | Point of order |

Each team member must perform the ability that was drawn. An ability cannot be allowed to die for lack of a second. The president will perform all the normal duties associated with the chair. This is to ensure active discussion of all team members. The parliamentary ability to be performed will be written on a 3" x 5" card and be drawn from the pre-selected abilities. All teams will discuss the same topic and perform the same abilities.

Fifteen minutes will be allowed to conduct the meeting, including performance of all the required abilities. This time will include the opening and closing of the meeting. A two-point penalty will be assessed for each minute over the 15-minute limit.

A logical discussion is essential in parliamentary law. Points will be deducted for improper discussion of a motion. A basic set of minutes and a treasurer's report from a previous meeting will be provided for the secretary and treasurer to read during the meeting. The format of the minutes provided is to be followed in preparing the team's minutes, which are to be submitted following the competition. Team members should conduct the order of business and abilities without aids or references. No outside materials, references, or notes are allowed during the competition. Paper will be provided for President and Secretary. Teams will be disqualified if outside reference notes are used.

Five minutes prior to competition will be allowed for teams to discuss the topic to be discussed at the meeting. The topic for discussion will be provided by the judges upon entering the room. The secretary will announce the topic at the appropriate time during the contest. The topics will fall under three general areas as listed below:

1. **Community Development.** Examples of topics could be Adopt-a-Grandparent, food baskets for elderly, highway trash pickup, Red Cross CPR class, etc.
2. **Activities.** Examples of topics could be Halloween or Christmas party, club picnic, hay ride, project day, fair, etc.
3. **Educational Opportunities.** Examples of topics could be journal workshops, tour of local bank or newspaper, leader training, etc.

After team competition, the secretary and president will rewrite the minutes of the meeting and submit these minutes to the designated contest official. Fifteen minutes will be allowed to write the minutes. The minutes will be awarded a maximum of 10 points. A two-point penalty will be assessed for each minute over the 15-minute limit.

The only people allowed in the room during the contest are contest officials, team coaches, county extensions agents, and team alternates. Coaches, agents, and alternates may observe only their teams' performance and not provide any assistance to teams.

SCORING

Teams will be scored as follows (total for three judges):

Exam (total of team members)	125 points
Opening and closing the meeting	45 points
Parliamentary abilities	120 points
Logical discussion	45 points
General effect	45 points
Appearance	15 points
Minutes	<u>30 points</u>
Maximum Teams Points	425 Points

AWARDS

Individual trophies will be given to each member of the first-place team. Each member of the second- to fifth-place teams will receive ribbons.

REFERENCES

Each club should secure a copy of *Roberts Rules of Order* and the Simplified Handbook of Parliamentary Procedure – MP350:

(http://www.uaex.edu/Other_Areas/publications/PDF/MP350.pdf)

There are many other references available in bookstores or libraries that address the how and why of parliamentary procedure. Another reference useful for this contest is:

Jones, O. Garfield, *Parliamentary Procedure at a Glance*, Hawthorn/Dutton, New York.

PREPARED BY Bobby Hall, Program Associate CES

Note: Work in this area should be reported under the leadership and achievement project areas.

COOPERATIVE EXTENSION SERVICE

University of Arkansas, United States Department of Agriculture and County Governments Cooperating

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4-H Club Meeting Agenda

The following order of business may be used by any kind of 4-H club.

- President:** The meeting will now come to order. (Call to order; three taps of gavel.)
- President:** The secretary will now call the roll and give a report of the number of members present and absent.
- Secretary:** Mr. President, we have _____ members present and _____ members absent.
- President:** We will now review the meaning of our emblem. What is the National 4-H Emblem?
- Members:** The four-leaf clover with the letter "H" on each leaf.
- President:** What do the four "H's" represent?
- Members:** The equal training of the head, heart, hands, and health.
- President:** For what is the head trained?
- Members:** To think, to plan, and to reason.
- President:** For what is the heart trained?
- Members:** To be kind, true, and sympathetic.
- President:** For what are the hands trained?
- Members:** To be useful, helpful, and skillful.
- President:** For what is the health trained?
- Members:** To resist disease, enjoy life, and make for efficiency.
- President:** What is our motto?
- Members:** To make the best better.
- President:** We will now stand and repeat the Pledge of Allegiance to our flag and the 4-H pledge. (All stand)
- Members:** (Facing the U.S. Flag) "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."
- Members:** (Facing the emblem) "I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living for my club, my community, my country, and my world."
- President:** Be seated.
- President:** The secretary will read the minutes of the last meeting.
- Secretary:** (Reads the standard minutes provided during the contest.)
- President:** Are there any corrections to be made to the minutes? If not, the minutes will stand approved as read.
- President:** We will now have the Treasurer's Report.
- Treasurer:** (Presents the standard Treasurer's Report provided)
- President:** Are there any questions about the Treasurer's Report? (Pauses) Hearing none, the Treasurer's report will be filed for audit.
- President:** Is there any new or unfinished business to be discussed?
- Secretary:** (Announces the topic of discussion for the team as an item of business. Repeats the statement twice.)
(Conduct Abilities)
- President:** Is there any other business to be presented to the club? If not, do I hear a motion to adjourn?
- A Member:** (Standing and recognized by the president) I move that we adjourn.
- A Member:** I second the motion.
- President:** The motion has been made and seconded that the meeting be adjourned. All in favor say "aye."
- All Members:** Aye.
- President:** The meeting is now adjourned.

(Adapted from "4-H Club Meeting Agenda," Cooperative Extension Service, 4HCH4)

COOPERATIVE EXTENSION SERVICE
University of Arkansas, United States Department of Agriculture and County Governments Cooperating

County _____

Judged By _____

PARLIAMENTARY PROCEDURE SCORE SHEET

**CES-692
Score**

I. Opening and Closing the Meeting (15) _____

Followed the Opening Ceremony (5)

Introduced each item of business correctly (5)

Used a motion to adjourn (5)

II. Parliamentary Abilities (40) _____

Utilized the proper procedures to introduce and dispense with the
Main Motion and the four required parliamentary abilities

Main Motion (8) _____

Ability 1 (8) _____

Ability 2 (8) _____

Ability 3 (8) _____

Ability 4 (8) _____

III. Logical Discussion (15) _____

Good ideas introduced, discussion appropriate to topic

IV. General Effect (15) _____

Showed confidence, poise, and enthusiasm in conducting the
Parliamentary abilities

V. Appearance (5) _____

Neat, well-groomed, good posture

VI. Minutes (10) _____

SUBTOTAL (Max 100) _____

Exam will be scored separately for each participant (25)

Any time penalty will only be assessed once (team penalty not individual penalty)