
Parliamentary Procedure



State 4-H O-Rama
Senior 4-H'ers



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. 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 are strongly encouraged to have alternates trained in this activity. A team must have five members to participate. (Alternates who are present during the activity but aren't needed to compete can observe but not participate in the event.)

ACTIVITY

The Parliamentary Procedure activity consists of three segments.

1. An exam
2. A 4-H Club meeting,
3. Writing of the minutes.

The entire team (minus alternates) participates in the exam and 4-H Club meeting. The president and secretary participate in the writing of the minutes.

The only other 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 are not provide any assistance to teams.

Recording of a team's performance is only allowed after receiving prior approval from the activity coordinator.

Exam

Each team member is to take an exam composed of 25 multiple-choice questions about parliamentary procedure. Each question will be worth one point. Questions will be taken from Extension Publication MP350, Simplified Handbook of Parliamentary Procedure. This handbook is available at County Extension offices or can be found online at www.uaex.edu/publications/PDF/MP350.pdf .

4-H Club Meeting

Each team will use the 4-H Club Meeting Agenda included in this document to conduct a 15-minute club meeting.

All teams will discuss the same topic and perform the same abilities that are pre-selected by Extension's parliamentary procedure activity coordinator. The topic for discussion will be provided by the judges upon entering the room. **When applicable, abilities should be performed in relation to the assigned topic and not a secondary topic.**

Extension's Parliamentary Procedure activity coordinator will pre-select four abilities to be performed during the 4-H Club meeting. The abilities will be written on a 3" x 5"-index card.

Each team member, except the president, will draw one ability to perform during the meeting.

The four abilities will be chosen from the following list:

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

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:



The secretary is responsible for announcing the topic at the appropriate time during the contest. The topics will fall under three general areas listed below:

1. Community Development opportunities: Leadership opportunities, promoting causes, community service projects, citizenship-related activities, etc. Some examples are Adopt-a-Grandparent, food baskets for elderly, highway trash pickup, Red Cross CPR class, voter registration drives, etc.
2. 4-H Group Activities. Some examples are a holiday-themed party, club picnics, fair activities, etc.
3. Educational Opportunities: These can be 4-H related or community-based. Some examples are journal workshops, tour of local bank or newspaper, leader training, etc.

Teams will have **15 minutes** to conduct their 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.**

Each team member must perform the ability that he or she drew. 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. A logical discussion is essential in parliamentary law. Points will be deducted for improper discussion of a motion.

Note: 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 secretary should follow this format to assist in the writing of the minutes activity, which will begin immediately after the club meeting adjourns. (See 4-H Club Officer's Manual – C408).

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 the president and secretary. Team members will be disqualified if outside reference notes are used.

Writing of the Minutes

After adjourning the club meeting, the secretary and president will have **15 minutes** to write the minutes of the club meeting and submit them to the designated contest official. The secretary and president should follow the format of the minutes provided during the 4-H Club meeting when preparing the team's 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.

SCORING

After the conclusion of the three activities, judges will meet in private to review the performance of each team during the 4-H Club Meeting segment and to review team minutes. The score will be combined with scores from the exams to calculate a final team score.

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

After scoring is completed, judges will have the opportunity to provide feedback to teams on their performance during the 4-H Club Meeting segment. Following this, the activity coordinator will announce the winners or select someone to announce the winners.

Ribbons will be presented to each member of teams scoring first through fifth after the conclusion of the activity. Later in the day, individual trophies will be given to each member of the first-place team.

REFERENCES

Each club should secure a copy of Roberts Rules of Order and the Simplified Handbook of Parliamentary Procedure – MP350, which can be downloaded from www.uaex.edu/publications/pdf/MP350.pdf.

4-H Club Officers' Manual – C408, which can be downloaded from www.uaex.edu/publications/PDF/C408.pdf. See Secretary section for proper form of minutes.

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.

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

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 "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 the Allegiance to our flag and the 4-H pledge. (All stand and face the U.S. flag)
- Members: "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 4-H 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: Please 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 for any response). Hearing none, the Treasurer's Report will be filed for audit.
- President: Since we do not have any unfinished business, we will now proceed to new business. Is there any new business to be discussed?
- Secretary: (Announces the topic of discussion for the team as an item of business. Repeats the statement twice.)
- Members: (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."
- Members: Aye.
- President: The meeting is now adjourned.

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

PARLIAMENTARY PROCEDURE SCORESHEET

CES-692

COUNTY: _____ JUDGED BY: _____

Category	Total Value	Comments	Actual Score
OPENING AND CLOSING THE MEETING <ul style="list-style-type: none"> • Followed the Opening Ceremony (5) • Introduced each item of business correctly (5) • Used a motion to adjourn (5) 	15		
PARLIAMENTARY ABILITIES Utilized the proper procedures to introduce and the Main Motion and the four required parliamentary abilities. <ul style="list-style-type: none"> • Main Motion (8) • Ability 1 (8) • Ability 2 (8) • Ability 3 (8) • Ability 4 (8) 	40		
LOGICAL DISCUSSION Good ideas introduced, discussion appropriate to topic	15		
GENERAL EFFECT Showed confidence, poise and enthusiasm in the conducting Parliamentary abilities	15		
APPEARANCE Neat, well-groomed, good posture	5		
MINUTES	10		
Judge's Signature:	100	Total Score	

Exam will be scored separately for each participant (25)

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