

4-H Gavel Games

*(Chase, Chautauqua, Coffey, Elk, Greenwood, Lyon,
and Morris Counties)*



A Fun Way to Practice and Learn Parliamentary Procedures

(revised May 2015)



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Gavel Games

Former 4-H members who are now adults have consistently identified their knowledge of parliamentary procedure as one of the lasting skills developed from their 4-H experience. Consequently, this is a skill that we would like to preserve in our 4-H programming.

In the Gavel Games Parliamentary Procedure Contest, there are four 4-H members that comprise a team. These four members act as officers for a model 4-H business meeting. The four officers are: President, Vice President, Secretary, and Treasurer. In the Senior Division (age 14 and older), the four members are not told which of the four officers they will serve as until they enter the contest room. They draw for their officer position immediately prior to their oral presentation. Therefore, it is important to practice all four officer positions. Juniors (age 13 and younger) do not draw for their officer positions.

Each team presents a model business meeting starting with the call to order, including reports of officers and committees, unfinished and new business, and ending with adjournment. Included in this document is the 4-H Gavel Games Order of Business.

All team members take a written test as well. Part of the test may be the order of business. Listing it for seniors, and unscrambling it for juniors. In keeping with the intent of the contest, it is designed to teach parliamentary procedure in a fun, meaningful way.

Teams receive a score on both the written test and the oral presentation. Teams are allowed a maximum of 15 minutes to give its oral presentation. No notes may be used. A copy of the Order of Business will be on the table for the team's oral presentation.

Areas being judged in a Gavel Games Presentation:

- ✿ How accurately the parliamentary procedures were performed.
- ✿ How creative and complex were the discussions and parliamentary procedures applied to the motions.
- ✿ How well the President used the gavel and presided over the presentation.
- ✿ How well the group worked together.
- ✿ How much fun the group had doing the presentation.

4-H Order of Business

✿ **Call to Order**

✿ **Flag Salute/4-H Pledge**

✿ **Roll Call**

✿ **Minutes** -- The secretary should announce that there are no minutes due to the fact this is a special parliamentary procedure presentation.

✿ **Communications** -- One letter of communication is to be read.

✿ **Reports of Officers** -- The Treasurer's report is the only officer's report that is to be given.

✿ **Reports of Leaders** -- One member announces that there is no leader's report, as there are no leaders present, as this is a special parliamentary procedure presentation.

✿ **Committee Report** -- Only one standing or special committee report is to be given.

✿ **Unfinished Business** -- The President should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.

✿ **New Business** -- Refer to the score sheet for the approved list of parliamentary procedures problems that may be introduced as new business.

✿ **Program** -- The Vice President (program chair) should announce that there is no program due to the fact this is a special parliamentary procedure presentation.

✿ **Announcements** -- Should have one announcement.

✿ **Adjournment**

SCORE CARD FOR GAVEL GAMES

(Time Limit - 15 minutes)

Club _____

Age Division (Jr/Sr) _____

County _____

Time Limit - 15 minutes

Members Name

Age

Office (In Presentation)

Test Score

Total Team Test Score (30%) _____

Oral Presentation (70%)	Excellent	Good	Needs Work	Judges Comments
Overall Presentation • Pronunciation, Articulation, Volume • Attitude, Naturalness, & Ease of presentation • Appearance of members & presentation area				
Presidents use of gavel				
Call to Order				
Reading of Minutes				
Communications				
Treasurer's Report				
Committee Reports				
Unfinished or New Business (Points determined by scoring of Parliamentary Procedure)**				
Program				
Announcements				
Adjournment				

FINAL RATING

Top Blue _____ Alt. Top Blue _____ Blue _____ Red _____ White _____

JUDGES INITIALS _____

SCORING FOR PARLIAMENTARY PROCEDURE

(Pair with Score Card for Gavel Games)

Parliamentary Procedure	Excellent	Good	Needs Work	Judges Comments
Main Motion				
Table a Motion				
Division of the House				
Amend a Motion				
Take from the Table				
Withdraw				
Division of the Question				
Refer to a Committee				
Rise to a Point of Order				
Appeal the Decision of the Chair				
Call for the Previous Question				
Rescind a Motion				
Reconsider a Motion				
Postpone a Motion Definitely				
Suspend the Rules				
Reconsider & have entered in the minutes				
Postpone a Motion Indefinitely				
Object to the Consideration of the Question				