

# GAVEL GAMES

## PARLIAMENTARY PROCEDURE CONTEST RULES

### TEAMS

This contest will consist of teams of four 4-H members from a club who act as officers for a model 4-H business meeting. One additional 4-H member may participate on the team as an at-large member (optional). All senior division team members will randomly select their officer position (president, vice president, secretary, treasurer, member [if a 5 person team]) upon entering the contest room. Junior division teams will not be required to draw for offices and may assign positions prior to the contest. Each team will be allowed a maximum of 20 minutes to give its oral presentation.

The two divisions for this competition are Junior (7 to 12 years old) and Senior (13 years and up). If a team is comprised of mixed ages, it will compete in the division of the oldest member's age level.

### 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) ***Junior Teams Only***: Each team member is allowed to use the "Note Page for Junior Gavel Game Participants" included with this packet to assist them with their parliamentary procedure presentation. No other notes or scripts allowed.

### 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

### 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.

## *Note Page for Junior Gavel Game Participants*

### ORDER OF BUSINESS

Call to order

Opening exercise

Reading of minutes, corrections if needed, approval of minutes

Communications not requiring action (letters of appreciation, etc.)

Report of Officers

Report of standing or special committees

Unfinished business

New business as introduced

Program

Announcements

Adjournment

### **APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS FOR GAVEL GAMES**

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 the Consideration of the Question

## **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

## **APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS FOR THE PARLIAMENTARY PROCEDURE CONTEST**

- 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 the Consideration of the Question

**NOTE: Juniors are required to do the first four problems on the list plus one additional problem of choice. Seniors are required to do the first six problems on the list plus three additional problems of choice. Any age level can demonstrate any additional parliamentary skills they so desire.**

## SUMMARY OF MOTIONS

Motion	Debatable	Amendable	Vote Required	Second Required
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.