

# GAVEL GAMES TURBO - RULES

## I TEAMS

This contest will consist of teams of three to five 4-H Members in the roles of President, Vice-President, Secretary and Treasurer. One additional 4-H member may participate on the team as an at-large member (optional). There may be teams of three, if teams cannot recruit an additional member.

The team may predetermine their roles (officer positions) prior to the contest. They will “share” and “demonstrate” what they have learned about parliamentary procedure through a 10 minute oral presentation recorded on Zoom and uploaded into Flipgrid.

## II 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: “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. The secretary should announce : “there is no unfinished business”
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 (or secretary if a 3 member team): announces: “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

## III SCORING

Teams will not compete against each other but will be evaluated against a quality score according to a pre-determined standard. For Gavel Games Turbo, this scoring scale will be used (regardless of participant ages)

purple -126 - 150

blue – 111 - 125

red – 96 -110

white – below 95

## **IV 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)

Judge may ask for notes from all.

## **V MINUTES**

See order of business on the front page.

## **VI 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

## VIII REQUIRED MOTIONS

Below is the list of approved parliamentary procedure problems for this contest. In Gavel Games Turbo, teams are required to do a main motion and two other motion from the list of parliamentary procedure problems. The emphasis is understanding how a 4-H meeting runs effectively and how to properly make a motion.

### APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS

1. Main Motion
2. Table a Motion
3. Amend a Motion
4. Division of the House
5. Take a motion from the Table
6. Withdraw a Motion
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

## IX 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. If

## X REFERENCES

“The Meeting Will Come to Order”  
4-H 440, District Extension Office (June 2005)

“Guide to Parliamentary Practice for Your Club”  
4H521, District Extension Office (June 2005)

“Out of Ideas?” A leaders handbook  
4-H 455, District Extension Office (July 1982)

Robert's Rules of Order, Newly Revised (11<sup>th</sup> Edition)  
Scott, Foresman & Co., Chicago, Ill. 2011

## LEARNING PARLIAMENTARY PROCEDURES:

- I. The three Golden rules of parliamentary procedure are:
- A. To speak before the group, rise and address the chair by saying “Madame or Mister President. . .”
  - B. State “I move. . .” to introduce a main motion - one that introduces business.
  - C. Learn the “Cardinal Rules” to be considered in handling motions.
- II The five cardinal rules to consider in handling motions are:
- A. Does it require a second?
  - B. Can it be discussed?
  - C. Can it be amended?
  - D. Is a vote required?
  - E. Can it be reconsidered?
- III Types of motions
- A. All five cardinal rules apply to the following:
- A. To put a motion before the house (main motion)
  - B. To amend a motion
  - C. To refer to a committee
  - D. To postpone definitely
- B. The following require only a second and a vote:
- A. To table a motion
  - B. To take from the table
  - C. To move the previous question
  - D. To suspend the rules
  - E. To adjourn
- C. The following are not motions and the five cardinal rules do not apply. These parliamentary problems are called privileges:
- A. To call for a division of the house
  - B. To call for a division of the question (if called for vs. a motion made)
  - C. To rise to a point of order
  - D. To appeal the decision of the chair
- D. Miscellaneous - Each of the following has different requirements. Please check resource material for information:
- A. To reconsider a motion
  - B. To rescind a motion
  - C. To postpone indefinitely
  - D. To object to the consideration of the question
  - E. To reconsider and have entered on the minutes

## SUMMARY OF MOTIONS

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>	<b>Second Required</b>
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.

**SCORE CARD FOR GAVEL GAMES TURBO – All ages**

NAME OF CLUB(s): \_\_\_\_\_

Team Members Names	Age	Office
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. ORAL PRESENTATION	POINTS	JUDGE’S COMMENTS
A. Overall Presentation a. Pronunciation, Articulation & Volume ----- b. Attitude, Naturalness & Ease of Presentation ----- c. Appearance of Members & Presentation area	/20  /20  /10	
B. President’s use of gavel	/5	
C. Call to Order	/5	
D. Opening Exercise Pledge or motto & Roll Call	/5	
E. Reading of Minutes	/5	
F. Communications	/5	
G. Treasurer’s Report	/5	
H. Committee Reports	/5	
I. Program	/5	
J. Announcements	/5	
K. Adjournment	/5	

Subtotal of points page 1: /100

Subtotal of points page 2: /50

Total points: /150

Judge’s Initials \_\_\_\_\_

RANKING:

- \_\_\_\_\_ PURPLE - 126 - 150
- \_\_\_\_\_ BLUE - 111 - 125
- \_\_\_\_\_ RED – 96-110
- \_\_\_\_\_ WHITE - 95 and below

**SCORING FOR PARLIAMENTARY PROCEDURE:**

Motions 1 and two other motions of choice is required. Each required motion is worth a maximum of 15 points.

Additional motions are worth five points but are limited to 5 extra points due to the time limit. No points will be earned or lost if one of these motions is performed incorrectly. No extra points will be given for performing any motion more than one time.

	POINTS	COMMENTS
L. Unfinished or New Business (rating determined by parliamentary procedure)		
REQUIRED MOTIONS		
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 Consideration of the Question		

Total Points from Required Motion 1 and 2 other of choice: /45

Total Points from additional motion: /5

Subtotal of points page 2: /50