



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 will have five members, consisting of a president, secretary and three members. It is not required that a team member hold an officer position at the club or county level at the time of the activity. Fifteen minutes prior to competition will be allowed for teams to prepare. The team shall be seated according to the following diagram:



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 Bulletin MP350 at county Extension offices. After the exam each team will use the 4-H order of business to conduct a club meeting during which the team members will have to perform four parliamentary abilities in addition to a main motion.

Each member, except the President, will draw an ability to perform 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. 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 placed at each team member's respective position.

Fifteen minutes will be allowed to perform 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 the improper discussion of a motion. A basic set of minutes from a previous meeting will be provided for the secretary 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. Teams will be disqualified if reference notes are used.

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.

Each team will be judged according to the same four abilities and topic.

After team competition, the secretary and president will rewrite the minutes of the meeting and submit these minutes to the designated 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. The only exception is coaches and agents who may observe only their teams' performance.

SCORING

Scoring will consist of these categories:

Exam	25 points
Opening and closing the meeting	15 points
Parliamentary abilities	40 points
Logical discussion	15 points
General effect	15 points
Appearance	5 points
Minutes	<u>10 points</u>
Maximum Points	125 Points

AWARDS

Individual trophies will be given to each member of the first-place team. Each member of the 2nd to 5th 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)

A photocopy of the old 4-H Leaders Guide on Parliamentary Procedure – C473 (which is currently out of print) can be requested from the state 4-H office if desired. 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 Dr. Freddie Scott, Associate Professor

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

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:** 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

PARLIAMENTARY PROCEDURE SCORE SHEET

CES-692

Score

I. Opening and Closing the Meeting (15) _____

Followed the Opening Ceremony
 Introduced each item of business correctly
 Used a motion to adjourn

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

SUBTOTAL (Max 90) _____

Team Scores (One Time Only)

I. Time – two (2) point penalty for each of _____ minutes over 15 minutes. _____

II. Minutes (10) (Team Total) _____

III. Exam (25) (Average of Members) _____

TOTAL (Max 125) _____