

## 2009 EL PASO COUNTY

### PARLIAMENTARY PROCEDURE CONTEST

UPDATED: 03/13/09

#### I. Eligibility

- A. Each El Paso County 4-H club and organization can have one senior and junior team participate in the County Parliamentary Procedure Contest..
  - 1. Each team will be composed of five members.
  - 2. A junior team must be composed of 4-H members all of which have a 4-H age of 13 or under.
  - 3. Any team that has at least one member whose 4-H age is 14 years or older will be considered a senior team.
  - 4. Awards will be given in both the junior and senior divisions.
- B. Entries not officially entered by the entry deadline will not be permitted to participate for any reason in the contest.
- C. No individual who has participated in a National Parliamentary Procedure Contest is eligible to participate in the El Paso County Parliamentary Procedure Contest.
- D. The winner of the county contest will be the official team to represent El Paso County at State and/or National 4-H Parliamentary Procedure Contests.
  - 1. Only senior 4-H members may participate in the State and National 4-H Parliamentary Procedure Contests.
  - 2. If the winning team is composed of junior members or members who are unable to participate in the State and/or National contests then the team can add additional members at their discretion up to the maximum six members allowed on State and National Parliamentary Procedure Teams.

#### II. Contest Procedures

- A. Each team will consist of five members: president, vice president, secretary, treasurer, committee chair. Officer positions are determined by the team in advance, not drawn for on the day of the contest.
- B. Each team member will take a 20 question written test. The cumulative total score of all five member's tests (100 points) will represent 25% of the total team score.
- C. Teams will present a model meeting a minimum of 10 minutes but not to exceed 15 minutes in length. Points will be decided as listed on the score sheet. For every minute or partial minute under the 10 minute minimum or over the 15 minute limit, 10 points will be deducted.

- D. Each team will be provided sample minutes that the secretary must read and that the team must handle according to proper parliamentary procedure.
  - 1. Maximum of 10 points will be awarded
  - 2. Areas evaluated will be proper introduction of report, proper handling of report by president, proper disposition of the report, and articulation.
  
- E. Each team will be provided a sample treasurer's report that the treasurer must read and that the team must handle according to proper parliamentary procedure.
  - 1. Maximum of 10 points will be awarded
  - 2. Areas evaluated will be proper introduction of report, proper handling of report by president, proper disposition of the report, and articulation.
  
- F. Each team will be provided two sample committee reports that the Vice President and Committee Chair must read and that the team must handle according to proper parliamentary procedure.
  - 1. Maximum of 10 points each will be awarded
  - 2. Areas evaluated will be proper introduction of report, proper handling of report by president, proper disposition of the report, and articulation.
  
- G. Each team member except the president will be provided a card that will have one piece of unfinished business, one piece of new business, one motion to handle a report and two secondary motions. Secondary motions and motions to handle reports will come from the approved list of motions.
  - 1. Maximum of 5 points each will be awarded for proper handling of each unfinished and new business items.
  - 2. Maximum of 10 points each will be awarded for proper handling of each secondary motion.
  - 3. Areas evaluated will be proper introduction of motions, proper handling of motion by president, proper handling of the motion by the assembly, proper disposition of the motion, and articulation.
  
- H. Team members will have ten minutes to review their assigned motions and reports before the contest begins. No conferring between team members will be permitted.
  
- I. Teams must conduct their meetings according to the items of business presented them and execute all motions and action required therein. Execution of the meeting will earn teams a maximum of 200 points and represent 50% of the team score.
  
- J. The meeting will follow this prescribed order:
  - 1. Call to order
  - 2. Reading of minutes and proper handling.
  - 3. Reading of treasurer's report and proper handling.
  - 4. Reading and handling of two standing or special committee reports.

5. Unfinished business
  6. New business
  7. Adjournment
  8. Remain seated for questions
- K. Use of the Gavel will be evaluated and scored as part of the meeting execution score (maximum 5 points). The gavel is the symbol of authority. It is used by the president to keep the meeting running smoothly and orderly. To use the gavel properly, the presiding officer should stand squarely and firmly on both feet. The president should grasp the handle of the gavel firmly and rap table or gavel block authoritatively with well-spaced raps. The gavel is used to:
1. Call the meeting to order – two tap
  2. Maintain order – several taps
  3. Adjourn the meeting – one tap
  4. Signify that motions have either passed or failed – one tap
  5. Assembly be seated – one tap
  6. Assembly stand – three taps
- L. Quality of debate will be evaluated and scored as part of the meeting execution score (maximum 25 points).
1. Each debate will be evaluated for proper introduction, proper handling, articulation, quality, and relevance.
  2. One point will be award for each debate that meets all criteria, ½ point will be awarded for each debate that meets most of the criteria, and zero points will be awarded for debate that does not meet at least half of the criteria.
- M. Each team member will be asked two oral questions. Questions will rotate among team members in the same order as listed in Procedures Part A. Answers to questions will be evaluated and scored as either correct or incorrect. At the judges discretion they may award partial credit ( 5 points) for a question that is answered substantially but not completely correct. Each question will be worth 10 points for a total of 100 points. Oral questions will represent 25% of the total team score.
- N. No printed material is permitted in the contest area. Blank paper for taking notes is permitted.
- O. There shall be two judges and a timekeeper. Scoring shall be a combined total of the judges. In the event of a tie, the first tie breaker will be the team cumulative score on oral questions. The second tie breaker will be the cumulative team score on the written test.
- P. Members of teams who have completed the contest are not to talk to other teams about items of business or questions asked until the entire contest is concluded. Points may be deducted for talking.

### III. APPROVED LIST OF MOTIONS FOR CONTEST:

1. Lay a motion on the table

2. Amend a motion
3. Call of a division of the house
4. Take a motion from the table
5. Withdraw a motion
6. Call for a division of the question
7. Refer a motion to a committee
8. Rise to a point of order
9. Appeal the decision of the chair
10. Call for the previous question
11. Rescind a motion
12. Reconsider a motion
13. Postpone a motion definitely
14. Postpone a motion indefinitely
15. Object to the consideration of the question
16. Take a Recess
17. Approve Minutes
18. Refer to Auditing Committee
19. Accept Report
20. Ratify Report
21. Amend Amendment
22. Raise a Question of Privilege
23. Suspend the Rules
24. Request for Information
25. Parliamentary Inquiry

#### IV. References

- A. Parliamentary Procedure in Action, Kenneth Lee Russell
- B. Parliamentary Procedure for 4-H Clubs
- C. The How of Parliamentary Procedure, Kenneth Lee Russell
- D. Robert's Rules of Order Newly Revised, 10th Edition, October 2000
- E. How to Conduct a Meeting, VT 194 (Agricultural Information Film Library)
- F. [www.robertsrules.com](http://www.robertsrules.com)
- G. [www.parliamentarian.org](http://www.parliamentarian.org)
- H. [www.parliamentaryprocedure.org](http://www.parliamentaryprocedure.org)

# SCORE SHEET

## EL PASO COUNTY PARLIAMENTARY PROCEDURE CONTEST

DATE: \_\_\_\_\_

JUDGE: \_\_\_\_\_

NAME OF TEAM: \_\_\_\_\_

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

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**I. WRITTEN TEST**

- A. Test 1..... (20 pts.)\_\_\_\_\_
- B. Test 2..... (20 pts.)\_\_\_\_\_
- C. Test 3..... (20 pts.)\_\_\_\_\_
- D. Test 4..... (20 pts.)\_\_\_\_\_
- E. Test 5..... (20 pts.)\_\_\_\_\_

**Sub-Total Written Test (Possible 100 pts.):** \_\_\_\_\_

**II. MEETING DEMONSTRATION**

- A. President's Use of Gavel..... (5 pts.)\_\_\_\_\_
- B. Call to Order..... (5 pts.)\_\_\_\_\_
- C. Minutes..... (10 pts.)\_\_\_\_\_
- D. Treasurer's Report..... (10 pts.)\_\_\_\_\_
- E. Committee Reports 1..... (10 pts.)\_\_\_\_\_
- F. Committee Reports 2..... (10 pts.)\_\_\_\_\_
- G. Unfinished Business 1..... (5 pts.)\_\_\_\_\_
- H. Unfinished Business 2..... (5 pts.)\_\_\_\_\_
- I. Unfinished Business 3..... (5 pts.)\_\_\_\_\_
- J. Unfinished Business 4..... (5 pts.)\_\_\_\_\_
- K. New Business 1..... (5 pts.)\_\_\_\_\_

- L. New Business 2..... (5 pts.)\_\_\_\_\_
- M. New Business 3..... (5 pts.)\_\_\_\_\_
- N. New Business 4..... (5 pts.)\_\_\_\_\_
- O. Secondary Motion 1..... (10 pts.)\_\_\_\_\_
- P. Secondary Motion 2..... (10 pts.)\_\_\_\_\_
- Q. Secondary Motion 3..... (10 pts.)\_\_\_\_\_
- R. Secondary Motion 4..... (10 pts.)\_\_\_\_\_
- S. Secondary Motion 5..... (10 pts.)\_\_\_\_\_
- T. Secondary Motion 6..... (10 pts.)\_\_\_\_\_
- U. Secondary Motion 7..... (10 pts.)\_\_\_\_\_
- V. Secondary Motion 8..... (10 pts.)\_\_\_\_\_
- X. Adjournment..... (5 pts.)\_\_\_\_\_
- Y. Debate..... (25 pts.)\_\_\_\_\_

**Sub-Total Meeting Demonstration (Possible 200 pts.): \_\_\_\_\_**

**III. WRITTEN TEST**

- A. Question 1 (President)..... (10 pts.)\_\_\_\_\_
- B. Question 1 (Vice President)..... (10 pts.)\_\_\_\_\_
- C. Question 1 (Secretary)..... (10 pts.)\_\_\_\_\_
- D. Question 1 (Treasurer)..... (10 pts.)\_\_\_\_\_
- E. Question 1 (Committee Chair)..... (10 pts.)\_\_\_\_\_
- F. Question 2 (President)..... (10 pts.)\_\_\_\_\_
- G. Question 2 (Vice President)..... (10 pts.)\_\_\_\_\_
- H. Question 2 (Secretary)..... (10 pts.)\_\_\_\_\_
- I. Question 2 (Treasurer)..... (10 pts.)\_\_\_\_\_
- J. Question 2 (Committee Chair)..... (10 pts.)\_\_\_\_\_

**Sub-Total Oral Questions (Possible 100 pts.): \_\_\_\_\_**

Time: \_\_\_\_\_

**Time Penalties: \_\_\_\_\_**

**Grand Total (Possible 400 pts): \_\_\_\_\_**

**Team Placing: \_\_\_\_\_**