

---

# Parliamentary Procedure



**State 4-H O-Rama**

**Senior 4-H'ers**



---

## OVERVIEW

This team activity is designed to provide 4-H members with an opportunity to learn basic rules of parliamentary procedure. This statewide activity provides an outlet to demonstrate members' new abilities by testing their knowledge and practicing their skills.

This state competition consists of (1) an exam, (2) a 15-minute club business meeting, and (3) writing of meeting minutes. Three judges will score the meeting and associated minutes.

## OBJECTIVES

Problem solving, planning/organizing, decision making, team work, leadership, character, and conflict resolution are basic life skills targeted by this state competitive activity.

Winners of this competitive event may be interested in participating in a national parliamentary procedures competition through Western Roundup.

## ELIGIBILITY

- Each county is allowed 1 team consisting of 5 senior 4-H 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.
- Teams are encouraged to have alternates trained in this activity in case of illness or emergency. A team must have five members to participate in the state event. Alternates who are present during the activity but aren't needed to compete can observe but not participate in the event.
- 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.

*The University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services without regard to race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital or veteran status, genetic information, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.*

Revised 11/2020

# 1

## ACTIVITY

The five-member team shall consist of: president, vice president, secretary, treasurer, and additional team member participant. The entire team participates in the exam and 4-H Club meeting, minus alternates. The president and secretary participate in the writing of the minutes.

No one other than the participants, alternates, contest officials and team coaches will be allowed in the contest rooms. Alternates and coaches may observe their team's performance but are not to provide any assistance to teams. Extension agents who do not have a participating team may be present only with prior approval of activity coordinator.

**Recording of a team's performance is only allowed with prior approval from the activity coordinator.** 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.

The following sections describe the activity in further detail:

### **Step 1: Exam**

Each team member will take an exam composed of 25 multiple-choice questions about parliamentary procedure. Each question will be worth 1 point.

Questions will be taken from Extension Publication MP350, Simplified Handbook of Parliamentary Procedure. This handbook is available at County Extension offices or can be found online at [www.uaex.edu/publications/PDF/MP350.pdf](http://www.uaex.edu/publications/PDF/MP350.pdf).

Note: Exam scores will apply to the overall team score. There is no penalty for time to take exam, though the order of teams completing the exam will affect the order of the next round.

### **Step 2: 4-H Club Meeting**

Teams are to follow the order of the 4-H Club Meeting Agenda included in this document to conduct their **15-minute club business meeting**. This time will include the opening and closing of the meeting.

- A 2-point penalty will be assessed for each minute over the 15-minute limit. Teams will not be notified when 15-minute mark has passed.
- Points will be decided as listed on the score sheet. Teams are encouraged to study the scoresheet to understand how they are being judged.
- Each team will be provided the same set of minutes and treasurer's report to read during the meeting. The secretary should follow this format to assist in the writing of the minutes activity, which will begin immediately after the club meeting adjourns. (See 4-H Club Officer's Manual – C408).
- A gavel, table-top flags, and paper/pencils will be provided for use during this activity.

All teams will discuss the same topic and perform the same abilities that are pre-selected by the activity coordinator.

The topic for discussion will be provided by the activity coordinator upon entering the room. Each team member, except the president, will draw one ability to perform during the meeting. Members will not know what ability has been assigned to other team members.

**The four abilities will be chosen from the following list:**

- Motion to limit debate
- Motion to postpone
- Request for parliamentary inquiry
- Request to withdraw a motion
- Question of privilege
- Motion to suspend the rules
- Motion to amend
- Motion to refer to committee
- Motion to lay on the table
- Point of order

**After the announcement of the topic, teams will have 3 minutes to discuss the orders of business with fellow teammates.**

Each team member must perform the ability that he or she drew. An ability cannot be allowed to die for lack of a second. **When applicable, abilities should be performed in relation to the assigned topic and not a secondary topic.**

The president will perform all the normal duties associated with the chair. This is to ensure active discussion of all team members. A logical discussion is essential in parliamentary law. Points will be deducted for improper discussion of a motion.

The secretary is responsible for announcing the topic at the appropriate time during the contest. The topics will fall under three general areas:

1. **Community Development opportunities:** Leadership opportunities, promoting causes, community service projects, citizenship-related activities, etc. Examples: Adopt-a-Grandparent, food baskets for elderly, highway trash pickup, Red Cross CPR class, voter registration drives, etc.
2. **4-H Group Activities:** a holiday-themed party, club picnics, fair activities, etc.
3. **Educational Opportunities:** These can be 4-H related or community-based. Examples: journal workshops, tour of local bank or newspaper, leader training, etc.

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. Paper will be provided for the president and secretary. Team members will be disqualified if outside reference notes are used.

### **Step 3: Writing of the Minutes**

After adjourning the club meeting, the secretary and president will have **15 minutes** to write the minutes of the club meeting and submit them to the designated contest official. The secretary and president should follow the format of the minutes provided during the 4-H Club meeting when preparing the team's minutes.

A 2-point penalty will be assessed for each minute over the 15-minute limit. Paper will be provided for the official minutes to be documented on. The team's official minutes will be submitted to the activity coordinator for submission to the judges.

### **SCORING**

After the conclusion of the three activities, the three judges will meet in private to review the performance of each team during the 4-H Club Meeting segment and to review team minutes. Only the activity coordinator and her/his assistants are allowed in the judging room.

The activity coordinator and assistants will combine this score with scores from the exams to calculate a final team score.

#### **Teams will be scored as follows:**

<b>Individual</b>	<b>Total Points Possible</b>
Exam (up to 25 points each)	125 points
<b>Team (total for 3 judges)</b>	
Opening and closing the meeting	45 points
Parliamentary/Presidential abilities	150 points
Logical discussion	45 points
General effect	45 points
Appearance	15 points
<b>President and Secretary (total for 3 judges)</b>	
Minutes	30 points
<hr/>	
<b>Maximum Teams Points Possible</b>	<b>455 Points</b>

## AWARDS

After scoring is completed, judges will have the opportunity to provide feedback to teams on their performance during the 4-H Club Meeting segment. Following this, the activity coordinator will announce the winners or select someone to announce the winners.

Ribbons will be presented to each member of teams scoring first through fifth place. Individual trophies will be given to each member of the first-place team later in the day.

Team scores will be e-mailed to county agents in the weeks following the O'Ramas.

## REFERENCES

There are many other references available in libraries or online that address the “how” and “why” of parliamentary procedure. Specific helpful references include:

- 4-H Club Officers' Manual – C408, which can be downloaded from [www.uaex.edu/publications/PDF/C408.pdf](http://www.uaex.edu/publications/PDF/C408.pdf). See Secretary section for proper form of minutes.
- Each club should secure a copy of Roberts Rules of Order and the Simplified Handbook of Parliamentary Procedure – MP350, which can be downloaded from [www.uaex.edu/publications/pdf/MP350.pdf](http://www.uaex.edu/publications/pdf/MP350.pdf).
- A pocket guide to parliamentary procedure is available at <https://www.uaex.edu/publications/PDF/MP475.pdf>.
- Jones, O. Garfield. (1971). *Parliamentary Procedure at a Glance*. Penguin Group.
- A helpful training video recorded in 2014 by Washington County's parliamentary procedure team can be found at <https://www.youtube.com/watch?v=OXrouAZYEPU>. The video is 17:49 minutes.

## PREPARED BY

*Kristin Higgins, Program Associate. Adapted from previous versions prepared by Bobby Hall, Program Associate. Updated 11-10-2020*

*Note: Work in this area should be reported under the leadership and achievement project areas.*

# 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 "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 the Allegiance to our flag and the 4-H pledge. (All stand and face the U.S. flag)

**Members:** *"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 4-H 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:** Please 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:** We will now have the Treasurer’s Report.

**Treasurer:** (Presents the standard Treasurer’s Report provided).

**President:** Are there any questions about the Treasurer’s Report? (Pauses for any response). Hearing none, the Treasurer’s Report will be filed for audit.

**President:** Since we do not have any unfinished business, we will now proceed to new business. Is there any new business to be discussed?

**Secretary:** (Announces the topic of discussion for the team as an item of business. Repeats the statement twice.)

**Members:** (*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.”

**Members:** *Aye.*

**President:** The meeting is now adjourned.

(Adapted from “4-H Club Meeting Agenda,” Cooperative Extension Service, 4HCH4)

## ARKANSAS 4-H PARLIAMENTARY PROCEDURE SCORESHEET (CES-692)

COUNTY: \_\_\_\_\_ JUDGED BY: \_\_\_\_\_

Category	Total Value	Judge's Notes/Comments	Actual Score
<b>APPEARANCE</b> Neat, well-groomed, good posture	5		
<b>OPENING THE MEETING</b> <ul style="list-style-type: none"> <li>• Followed the Opening Ceremony (5)</li> <li>• Introduced each item of business correctly (5)</li> </ul>	10		
<b>PARLIAMENTARY ABILITIES</b> Utilized the proper procedures to introduce and the Main Motion and the four required parliamentary abilities. <ul style="list-style-type: none"> <li>• Main Motion (8)</li> <li>• Ability 1 (8)</li> <li>• Ability 2 (8)</li> <li>• Ability 3 (8)</li> <li>• Ability 4 (8)</li> <li>• Presidential ability to preside (10)</li> </ul>	50		
<b>LOGICAL DISCUSSION</b> Good ideas introduced, discussion appropriate to topic	15		
<b>GENERAL EFFECT</b> Showed confidence, poise and enthusiasm in the conducting Parliamentary abilities	15		
<b>CLOSING THE MEETING</b> Used a motion to adjourn	5		
<b>MINUTES</b>	10		
<b>TOTAL</b>	110		
<i>To be completed by facilitator</i>			
<b>*Minus penalty points for overtime, if any</b>			
<b>FINAL TOTAL SCORE (Out of 455 possible)</b>			

**Exam will be scored separately for each participant (25). Any time penalty will only be assessed once (team penalty not individual penalty). -2 points per minute over 15-minutes for meeting and minutes.**