
Guidelines for 4-H Day

Event: Gavel Games

Objective(s):

- Objectives for the 4-H Gavel Games event are for 4-Hers to learn the life skills of:
 - Conducting an effective business meeting.
 - Using an agenda to organize a meeting.
 - Reporting accurate committee and officer information.
 - Discussing issues in a meaningful manner.
 - Implementing proper parliamentary procedure to reach equitable group decisions.
 - Working as a team.
- These skills encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their club meetings, which in turn strengthens the club and serves as a model for other members.

Time Limit:

- The time limit for the oral presentation is 30 minutes including planning time. A maximum of 5 minutes of the presentation time may be used for team members to plan their presentation.
- Judge will deduct one ribbon placing if time is exceeded; 30-second grace period.
- The written test portion of the competition is untimed and is scheduled 30 minutes prior to the scheduled start of the oral presentation. Readers or other accommodations should be provided for participants who have special needs related to taking the written test.
- The judge will serve as the time keeper.

Equipment and/or Facilities Provided by Event Monitors:

- A suitable place will be provided for the written test and be supervised by an adult room monitor.
- Copies of the written tests. Should not be identical to the practice tests.
- Pencils will be provided for the test.
- For the oral presentation, a table, chairs, flags, and a gavel will be provided. Each team member will be provided a pencil and a copy of the Gavel Games Agenda and the Gavel Games List of Parliamentary Procedures.
- Subjects for the drawings.
- Clean copies of the agenda and Gavel Games list of procedures.

Equipment Provided by Participants:

- Participants must bring any committee reports, officer reports, or correspondence needed for their oral presentation.
- Participants may not bring in previously completed agendas or lists of parliamentary procedures.

Partial Guidelines:

- Teams will have four or five participants. Participants will assume the following roles
 - President
 - Vice-President (program chairman)
 - Secretary
 - Treasurer
 - If there is a fifth participant, that person will serve as a club member.
- There will be the following divisions:
 - Junior: ages 7-9
 - Intermediate: ages 10-13
 - Senior: ages 14-18
- The age of the oldest member determines the age division of competition.
- Each participant will take a written test and total of the top four test scores will count toward the final score.
- Performers should recognize this is a family event and choose costumes, themes, and performances that show respect for both the performers and the audience.**

Resources:

Complete guidelines, tests, and resources may be found in **The 4-H Gavel Games Handbook**.

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Gavel Games Score Sheet

County (circle one):

LN

MI

Club(s) _____

Event Time Limit: 30 minutes maximum for the presentation, includes 5 minute planning time.

Actual event time: _____

Division (circle one): Junior Intermediate Senior

Office in Presentation

Role	Team Members' Names	4-H Age
President		
Vice-President		
Secretary		
Treasurer		
Member (optional)		

Presentation Areas	Total Points Possible	Total Points Awarded
Written Test (Scores of Top Four Test Takers)	120	
Presentation Score	500	
Parliamentary Procedure Score	300/450/600	
Total of all performance areas.	920/1070/1220	

Penalty: ___ Exceeds time (30-second grace period) = reduction by one ribbon

Penalty: ___ Fail to use subject drawn in performance = reduction by one ribbon

Circle ONE Top Purple* Alternate Top Purple* Purple Blue Red White

*Top Purple and Alternate Top Purple are only used at County or District 4-H Day.

Reason for Ranking: (Use back of sheet for additional comments.)

Judge's initials: _____

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Club(s):

Presentation Performance Areas	Possible Points	Actual Points	Comments
<p><u>President</u></p> <ul style="list-style-type: none"> • Call to order and opening exercise done correctly. • Conducted the business meeting according to parliamentary procedure and in a considerate and fair manner. • Used the gavel appropriately. • Made sure that the discussion stays on the topic. • Encouraged everyone to participate in the meeting. Didn't let anyone dominate the discussion. • Demonstrated leadership-stage presence, poise, self-confidence, politeness and authority. • Used preferred words for transitions between procedures. 	100		
<p><u>Vice President</u></p> <ul style="list-style-type: none"> ▪ Assumed the duties of President, if President passed the gavel. ▪ Made the statement about the program during the performance. ▪ Read the committee report (if no member performs). <p><u>Treasurer</u></p> <ul style="list-style-type: none"> ▪ Read a treasurer's report during the presentation using the correct format. <p><u>Secretary</u></p> <ul style="list-style-type: none"> • Roll call and quorum statement done correctly. • Read the minutes correctly. • Read the correspondence during the presentation. ▪ Assisted the president during the meeting by writing the motions as stated and restating the motion if necessary. <p><u>Member (if present)</u></p> <ul style="list-style-type: none"> • Read the required committee report during the presentation. ▪ Announcement made. 	100		

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Club(s):

<u>Discussion Performance</u>	200		
Good Discussion <ul style="list-style-type: none"> • Stayed on the topic. • Had creative and complex discussions of the motions and parliamentary procedures applied to the motions. • Listened to what was said. • Asked appropriate questions for clarification. Speaking and Presentation Skills <ul style="list-style-type: none"> • Spoke so they could be heard loudly and clearly. • Looked confident and interested. 			
<u>Overall Team Performance</u>	100		
Followed the Agenda Correctly <ul style="list-style-type: none"> • Participated in motto or pledge. • Responded to roll call. Learned the Parliamentary Procedures and Performed Them Correctly. Subjects of Motions <ul style="list-style-type: none"> • Business transactions made sense and were interesting. • Performed meeting subjects as drawn. Overall Look of Team <ul style="list-style-type: none"> • Appearance of team was neat, well groomed. • Had fun performing the presentation. ▪ Worked together as a team. 			

Presentation	Points Possible	Actual Points
Officers/Member:	200	
Discussion:	200	
Overall Team Performance:	100	
Total Oral Presentation Score:	500	

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Club(s):

Gavel Games Parliamentary Procedure Score Sheet

Up to 300 points will be awarded for the first ten procedures performed for juniors. Up to 450 points will be awarded for the first fifteen procedures performed for intermediates. Up to 600 points will be awarded for the first twenty procedures performed by seniors.

1: Class	2: Type	3: Second Required	4: Debatable	5: Vote Required	6: Done Correctly 30 pt./ea.	7: Needs Work 20 pt./ea.	8. Attempted 10 pt./ea.	9: Suggestions
Privileged	1.Adjourn	Yes	No	Majority				
	2.Point Of Privilege	No	No	No				
Subsidiary	3. Lay On The Table	Yes	No	Majority				
	4. Previous Question	Yes	No	2/3				
	5. Limit-Extend Debate	Yes	No	2/3				
	6. Postpone To A Definite Time	Yes	Yes	Majority				
	7. Refer To A Committee	Yes	Yes	Majority				
Incidental	8. Amendment To The Main Motion	Yes	Yes	Majority				
	9. Postpone Indefinitely	Yes	Yes	Majority				
	10. Point Of Order	No	No	None				
	11. Appeal To The Chairperson	Yes	Yes	Majority				
	12. Parliamentary Inquiry	No	No	None				
	13. Point of Information	No	No	None				
	14. Division Of Assembly	No	No	None				
	15. Division Of Question	Yes	No	Majority				
	16. Request To Withdraw A Motion	No	No	Majority				
	17. Suspension Of Rules	Yes	No	2/3				
Main Motion	18. Object To Consideration Of Question	No	No	2/3				
	19. Rescind (Repeal) A Motion	Yes	Yes	2/3				
	20. Take A Motion From The Table	Yes	No	Majority				
	21. Reconsider A Motion	Yes	Yes	Majority				
	22. Main Motion	Yes	Yes	Majority				
Total Procedures by Column								Total Points
Points per Motion					30 pts.	20 pts.	10 pts.	
Total Points (no. motions multiplied by points per motion)								
Total Parliamentary Procedure Points (300, 450, or 600 possible)								