

# 4-H GAVEL GAME HANDBOOK



A NEW IDEA TO  
PARLIAMENTARY PROCEDURE

Revised 12/06

# 4-H GAVEL GAMES

The 4-H Gavel Game is an activity designed to encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their 4-H Club meetings.

## General Rules

- A. This contest will consist of teams of four or five 4-H'ers: President, Vice-President, program chairman, Secretary, Treasurer and alternate that will give an oral presentation as a group and take a written test individually. Please refer to the score card for this contest to determine the scoring and point allocation system used. The fifth person must participate in the Gavel Game if his test score is to be used. The fifth person will serve as a member and can participate in making motions, seconds, voting, discussion, the 4-H Pledge, 4-H Motto and roll call. The top four test scores will make up the team.
- B. Each team will be given a maximum of 30 minutes to complete both the oral presentation and written text portions of the Gavel Game competition. This time may be adjusted for special needs youth on taking the written test. Please check with the room monitor to arrange for extra time in advance of your scheduled time to do the oral presentation. The oral presentation is to be given as explained in the flier, "Procedure To Follow When giving The Oral Presentation of the Gavel Game". Scoring of the oral presentation will be scored according to the "Gavel Game Scorecard". Each team member will take a written test worth 30 points. New test for both Junior and Senior divisions have been written. The test can be handed out for use as a study guide. However at Regional the questions may be reworded. A suitable place will be provided for the written and oral test with appropriate leader supervision. The written test will be designed appropriate for each age level.
- C. The division levels will be held as follows: Junior (7 to 12), and senior (13 and up). Each division will be judged on their parliamentary skills. If one or more 4-H'ers are in the senior division, the team must enter as a senior team.
- D. Team Member Assignments:
- Junior Team** Officer assignments will be designated by the team.
- Senior Team** Officer assignments will be designated by the team.
- E. The following information sheets are the only notes that can be used during the oral presentation of this contest.
1. Sheet entitled -- **General Order of Business For the Oral Section Parliamentary procedure Contest (A)**  
One clean copy per team member will be issued 5 minutes before the presentation. Team members may work together for the 5 minutes.
  2. Sheet entitled -- **Approved List of Parliamentary Procedure Problems For the 4-H Parliamentary Procedure Contest (B)**
  3. Secretary's letter of communication.
  4. Treasurer's written report of the club's financial state.
  5. Sheet pertaining to the standing or special committee report.
- F. If the gavel is passed from the president to another person, it can be passed for only one motion.

## **RATING OF TEAMS**

Each county may select one Junior and one Senior Team to perform at Regional 4-H Day.

The division levels will be held as follows: Junior (7-12), and senior (13 and up).

1. Team rating Junior division:  
Juniors are required to make three different main motions. Additional points will be awarded for different additional parliamentary procedures.
2. Team rating Senior division:  
Senior teams are required to make these 5 motions:
  1. Main motions
  2. Table a motion
  3. Amend a motion
  4. Take a motion from the table
  5. Division of the house

Seniors are required to do 2 additional (different numbers 6-21 form B) motions to be drawn out of a hat.

## **RECOMMENDATIONS**

1. It is recommended that each of the team members (exception of President) make at least one motion for a greater learning experience.
2. "Parliamentary Practice Problems for 4-H" (4-H 521) is a good booklet that will help your team with parliamentary skills.
3. "Parliamentary Procedure Drill"
  1. Divide into groups of 4 or 5 people (with one adult per group if possible)
  2. Have each person in the group hold a certain officer:  
President  
Vice-President  
Secretary  
Treasurer
  3. Give each group a problem such as:
    - a) You want to have a picnic next Sunday afternoon
    - b) The club should have a float at the county fair parade
    - c) Any idea or problem that they choose
  4. Let each group handle these situations like they would at a club meeting, using the correct words and procedures.  
Procedures to follow:
    - 1) Someone makes a motion
    - 2) President states the motion and asks for a second
    - 3) A second is given
    - 4) President states the motion again and asks if there is any discussion. (This may get more involved with the older youth, they may want to amend the motion in some way.)
    - 5) President restates the motion and call for the vote.
  5. Repeat this 4 times so every person in the group gets to be President.

**PROCEDURE TO FOLLOW WHEN GIVING THE ORAL PRESENTATION  
OF THE GAVEL GAME**

The order of business for the oral presentation is as follows:

1. Call to order
2. Opening exercise
  - a) pledge or motto
3. Roll Call
4. Reading of minutes, corrections if needed,  
Approval of minutes
  - a) The secretary should announce that there are no minutes due to the fact this is a special parliamentary procedure presentation.
5. Communications not requiring action--letters of appreciation, etc.
  - a) One letter of communication is to be read.
6. Report of Officers
  - a) The Treasurer's report is the only officer's report that is to be given.
7. Report of standing committee
  - a) Only one standing or special committee report is to be given.
8. Report of special committee
  - a) Only one standing or special committee report is to be given.
9. Unfinished business
  - a) Motions postponed at the last meeting and motions laid on the table at the last meeting.
  - b) the president should ask for unfinished business: however, it is recommended that all parliamentary problems be transacted during the contest.
10. New business as introduced.
  - a) Refer to the approved list of parliamentary procedure problems that are to be introduced as new business.
11. Program
  - a) The program chairman should announce that there is no program due to the fact this is a special parliamentary procedure presentation.
12. Announcements
  - a) One announcement is to be given
13. Adjournment

**APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEM**  
**FOR THE 4-H PARLIAMENTARY CONTEST**

1. Main Motion
2. Lay a motion on the table
3. Call for a division of the house
4. Amend a motion
5. Take a motion from the table
6. Withdraw a motion
7. Call for a division of the question
8. Refer a motion to a committee
9. Rise to a point of order
10. Appeal the decision of the chair
11. Call for the previous question
12. Rescind a motion
13. Reconsider a motion
14. Postpone a motion definitely
15. Suspend the rules
16. Question of privilege
17. Postpone a motion indefinitely
18. Object to the consideration of the question
19. Adjourn
20. Limit debate
21. Parliamentary inquiry

NOTE: Juniors are required to make three main motions.

Seniors are to do the first 5 plus two additional motions to be drawn from a hat (#6-21).

Any age level can demonstrate any additional parliamentary skills they so desire.

**PARLIAMENTARY PROCEDURE MADE EASY -- THIRD EDITION**  
**THREE MAJOR KEYS TO LEARNING PARLIAMENTARY PROCEDURE**

- I. The three golden rules of parliamentary procedure are:
- A. To speak before the group, rise and address the chair by saying Madam or Mister President.
  - B. State "I move....." to introduce a main motion -- one that introduces business
  - C. Learn the Cardinal Rules 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. Vote required?
  - E. Can it be reconsidered?
- III. The four group motions (parliamentary procedure problems) are classified according to their cardinal rules application.
- A. Four parliamentary procedure problems in which the five cardinal rules all apply:
1. To put a motion before the house.
  2. To amend a motion.
  3. To refer to a committee.
  4. To postpone definitely.
- B. Five parliamentary procedure problems in which the three cardinal rules: discuss, amend and reconsider don't apply.
1. To table a motion.
  2. To take from the table.
  3. To move the previous question.
  4. To suspend the rules.
  5. To adjourn.
- C. Five parliamentary procedure problems in which the five cardinal rules don't apply -- these parliamentary problems are privileges.
1. To call for a division of the house.
  2. To call for a division of the question.
  3. To rise to a point of order.
  4. To appeal the decision of the chair.
  5. To withdraw a motion.
- D. Miscellaneous Group
1. To reconsider a motion.
  2. To rescind a motion.
  3. To postpone indefinitely.
  4. To object to the consideration of the questions.
  5. To reconsider and have entered on the minutes.

## USING THE 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 should grasp the handle of the gavel firmly and rap the table or gavel block with well spaced raps.

The gavel is used:

1. To get the attention of the group -- one or several raps of the gavel are needed.
2. To call the meeting to order -- after attention of the group is obtained -- two raps of the gavel.
3. To have the group rise -- three raps of the gavel.
4. To seat the group -- one rap of the gavel.
5. To indicate the disposal of a motion, i.e. passed or lost -- one rap of the gavel.
6. To adjourn the meeting -- one rap of the gavel.

# Gavel Games Voting Definitions

## Majority, Minority, Plurality, and Tie Votes

1. For most motions a **majority vote** (one more than half) is sufficient. The rules may require special majorities for some actions: such as a majority of the membership or a majority of the quorum or 2/3 of those present and voting.
2. Unless there is a contrary requirement in the constitution or bylaws, a majority of those present and voting (assuming a quorum is present) is sufficient to pass motions. Thus 100 members could be present, yet on a particular motion only 2 might vote “yes” and 1 vote “no,” with 97 abstentions. Yet the motion would pass!
3. A **minority vote** is a vote of less than half. It is not a sufficient number to pass any motion.
4. A **plurality vote** means the most votes, but this may or may not be a majority. Thus, where several candidates are running for one office, the candidate who receives the most votes, (regardless of whether or not this is a majority) wins the election.
5. When the vote on a motion is a **tie**:
  1. The chairperson may vote to break the tie.
  2. The chairperson may decide not to vote to break the tie, which defeats motion.

## Types of Voting

1. **Unanimous consent:** A convenient and sensible method of handling procedural problems where it can be assumed there is no objection. The chairperson states: “if there is not objection...”
2. **Voice vote:** The most common method of voting. The chairperson decides passage or failure of a motion on the basis of oral voting. The chairperson states:

“All in favor of the motion, say ‘aye’: all opposed, say “no”. The ‘ayes’ have it. Motion passed.” (Any member can call for “division,” to insist on a rising vote or a hand tally.)
3. **Rising or Hand Tally:** Can be used:
  - a. When any member calls for “division.”
  - b. When an exceptional majority is required (like a 2/3 or 3/4 vote.)
4. **Ballot:** The method usually preferred for election of officers, since it insures the privacy of the voter. Voting by ballot can be used:
  - a. Whenever required by constitution or bylaws.
  - b. Whenever ordered by motion. (This motion requires only a second and majority vote to pass.)
5. **Roll call:** This method may be required by constitution or bylaws on certain issues or it may be ordered by motion. (Rules are the same as the motion to vote by ballot.) The roll call will be called by the Secretary with the membership responding Yea or Nay to a questions or vote.



# Gavel Games

## Rights of Members During the Meeting

1. All members are equal and have the same rights.
  1. To place motions before the assembly
  2. To enter into the discussion
  3. To oppose and to amend
  4. To have his/her vote count equally.
  5. To hold the floor until he/she is finished speaking. (Assuming the assembly has not limited debate.)
2. To demand a hand count if he/she doubts the chairperson's decision on a voice vote by calling "Division of the House."
3. To inquire of the chairperson the issue being voted on.
4. To call the chairperson's attention to what seems to be an error in procedure by stating "Point of Order."
5. To appeal the decision of the chairperson if the member questions the chairperson decision.
6. To call for order, if necessary. The chairperson must never permit the meeting to get out of control. If disorder occurs, a member has the right to remind the chairperson of the obligation to keep order.
7. To call for the orders of the day. If the assembly has strayed from the order on the agenda, a member can insist that the agenda be followed.

## OBLIGATIONS OF MEMBERS DURING THE MEETINGS

1. To receive recognition of the chairperson before speaking, whenever this is required by the motion. No member has the right to speak whenever the whim strikes. Since the chairperson has the obligation to maintain order, the member has the obligation to remain silent until recognized. (As been noted on the descriptions of the various motions, there are a few exceptions to this rule).
2. To speak directly to the subject being considered. No member has the right to talk about anything he/she wishes, without reference to the motion on the floor.
3. To address all remarks to the chairperson. It is very tempting to fall into the habit of speaking directly to other members or especially to members on the opposite side of the issue.
4. To refrain from using any insulting language or indecent behavior.

**2007 County Gavel Games  
Junior Parliamentary Procedure Test**

**Name**  
**Club**  
**County**  
**Score**

**Select the one best answer and put the letter in the blank provided.**

- \_\_\_\_\_ 1. To make a discussion a member needs to:
- A. Rise
  - B. Address the chair
  - C. Be recognized by the presiding officer
  - D. All of the above
- \_\_\_\_\_ 2. A motion is:
- A. An idea which some member wishes to express
  - B. A proposal that the group take action on
  - C. An order from the club leader
  - D. A part of recreation
- \_\_\_\_\_ 3. In making a motion, a member should start out saying:
- A. I make a motion that...
  - B. I move that...
  - C. I think we should...
  - D. I feel that...
- \_\_\_\_\_ 4. A Quorum is:
- A. Half of the Parents present
  - B. One over half of the members present during a business meeting.
  - C. 2/3 vote
  - D. One less then half of the members
- \_\_\_\_\_ 5. A majority vote is:
- A. Is the same as a 2/3 vote
  - B. One over half the votes cast.
  - C. Is the same as a plurality vote.
  - D. Is done by a count vote only.

- \_\_\_\_\_ 6. The report of receipts and expenses should be given by:  
A. The Secretary  
B. The Treasurer  
C. The Historian  
D. The Reporter
- \_\_\_\_\_ 7. How many amendments can be put onto a main motion?  
A. 1  
B. 4  
C. 3  
D. 2

**Place a “T” if the statement is true and “F” if the statement is false in the blank provided.**

- \_\_\_\_\_ 8. The President can vote to break a tie.
- \_\_\_\_\_ 9. A second main motion can be made when another motion is being discussed and not voted on.
- \_\_\_\_\_ 10. A division of the house is requesting a count vote on a previous close voice vote.
- \_\_\_\_\_ 11. A motion to adjourn does not require a second.
- \_\_\_\_\_ 12. A motion to close nominations requires a second and a vote.
- \_\_\_\_\_ 13. Parents at a 4-H Club meeting can make a motion.
- \_\_\_\_\_ 14. Unfinished business is business that was not completed at a previous meeting.
- \_\_\_\_\_ 15. Point of order is pointing out errors that have been made in parliamentary procedure during a meeting.
- \_\_\_\_\_ 16. The gavel is used to call the meeting to order.
- \_\_\_\_\_ 17. The Reporter is in charge of announcing the program.
- \_\_\_\_\_ 18. A main motion can be amended three times.
- \_\_\_\_\_ 19. A motion to adjourn requires a second and discussion.
- \_\_\_\_\_ 20. A main motion must have a second and the chair must ask for discussion.

**Match the correct description with the motions listed below.**

- \_\_\_\_\_ 21. A method of voting by rising.
- \_\_\_\_\_ 22. Permits action not possible under the rules.
- \_\_\_\_\_ 23. Motion that brings a main question before the group.
- \_\_\_\_\_ 24. Improves the motion by adding or striking words.
- \_\_\_\_\_ 25. A member has a request for the welfare of the club.
- \_\_\_\_\_ 26. Motion to send an item to a committee

- \_\_\_\_\_ 27. Ends the meeting.
- \_\_\_\_\_ 28. Ends all discussion
- \_\_\_\_\_ 29. To ask for a count vote on a close voice vote.
- \_\_\_\_\_ 30. To separate a motion into 2 parts.

**Motions**

- A. Refer to a committee
- B. Amend
- C. Adjourn
- D. Standing vote
- E. Main motion
- F. Suspend the rules
- G. Division of the question
- H. Call for the division of the house
- I. Call for Previous Question
- J. Question of privilege

**2007COUNTY GAVEL GAMES**  
**SENIOR PARLIAMENTARY PROCEDURE TESTS**

**Name**

**Club**

**County**

**Score**

**Multiple Choice: Place the letter of the BEST answer in the blank to the left of the answer.**

- \_\_\_\_\_ 1. Under which of the following conditions could the floor be assigned to a member even though he is not the first to arise and address the chair?
- A. The member who has not yet discussed the question with others who have discussed wishing the floor.
  - B. The member is a friend of the chair person.
  - C. The member is the oldest 4-H member
  - D. The adult leader would like to voice their opinion.
- \_\_\_\_\_ 2. Someone who has the floor may be interrupted by one making the motion to:
- A. Reconsider.
  - B. Withdraw a motion.
  - C. Take from the table.
  - D. Commit or refer.
- \_\_\_\_\_ 3. A motion to limit or extend time of debate requires:
- A. 2/3 vote.
  - B. No vote
  - C. Majority vote.
  - D. No vote and the chair decides.
- \_\_\_\_\_ 4. To “obtain the floor” a member needs to:
- A. Rise
  - B. Address the chair
  - C. Be recognize by the presiding officer.
  - D. All of the above.
- \_\_\_\_\_ 5. In making a motion, a member’s statement of the proposed action should be started with the words:
- A. I think that...
  - B. I feel that ...
  - C I move that ...
  - D. I make a motion that ...
- \_\_\_\_\_ 6. A motion to take from the table would be made in:
- A. New Business
  - B. Officer reports
  - C. Committee reports
  - D. Unfinished Business
- \_\_\_\_\_ 7. Which motion only requires a majority vote?
- A. To reconsider.
  - B. To suspend the rules.
  - C. To raise a question of privilege.
  - D. To call for previous question.

- \_\_\_\_\_ 8. A motion can be amended by all but one of these ways.
- A. Adding words.
  - B. Deleting words causing an absurd meaning.
  - C. Striking out words.
  - D. Substituting words.

- \_\_\_\_\_ 9. An example of an incidental motion is:
- A. Point of order
  - B. To take from the table
  - C. To refer to a committee
  - D. Main motion

**True or False. Place either "T" or "F" in the blank to the right of the question.**

- \_\_\_\_\_ 10. A motion to reconsider can only be made by a member of the prevailing side.
- \_\_\_\_\_ 11. A person must have a second to withdraw a motion.
- \_\_\_\_\_ 12. A main motion takes precedence over all subsidiary motions.
- \_\_\_\_\_ 13. A motion to postpone indefinitely is usually made by a person in favor of the main motion.
- \_\_\_\_\_ 14. An appeal can be made on any decision of the chair.
- \_\_\_\_\_ 15. A call for a division of the house is not out of order if the vote was by roll call or by standing vote.

**Fill in the correct response to these questions from the answers listed below.**

**Question**

- \_\_\_\_\_ 16. Amend
- \_\_\_\_\_ 17. Call for previous
- \_\_\_\_\_ 18. Lay on the table
- \_\_\_\_\_ 19. Object to consideration of a question
- \_\_\_\_\_ 20. Postpone definitely
- \_\_\_\_\_ 21. Postpone indefinitely
- \_\_\_\_\_ 22. Reconsider
- \_\_\_\_\_ 23. Rescind
- \_\_\_\_\_ 24. To suspend the rules
- \_\_\_\_\_ 25. Quorum
- \_\_\_\_\_ 26. To take from the table
- \_\_\_\_\_ 27. Majority
- \_\_\_\_\_ 28. Plurality
- \_\_\_\_\_ 29. Germane
- \_\_\_\_\_ 30. Question

**Answers**

- A. Person receiving the greatest number of votes.
- B. Permit action not possible under the rules.
- C. A sufficient number of members at a meeting to transact business.
- D. Continues the consideration of the question.
- E. The motion before the assembly.
- F. Over half of the votes cast.
- G. Prevents wasting time on unimportant business.
- H. Sets the motion aside to an assigned time.
- I. Reconsiders the question.
- J. Secures an immediate vote on the pending question.
- K. Often gives more time for informal discussion and for securing followers.
- L. Repeals action previously taken.
- M. Improves the motion.
- N. Relates to the topic being discussed.
- O. Prevents a vote on the question.

**2007 County Gavel Games  
Junior Parliamentary Procedure Test**

Name \_\_\_\_\_ Key

Club

County

Score

**Select the one best answer and put the letter in the blank provided.**

- D   1. To make a discussion a member needs to:  
A. Rise  
B. Address the chair  
C. Be recognized by the presiding officer  
D. All of the above
- B   2. A motion is:  
A. An idea which some member wishes to express  
B. A proposal that the group take action on  
C. An order from the club leader  
D. A part of recreation
- B   3. In making a motion, a member should start out saying:  
A. I make a motion that...  
B. I move that...  
C. I think we should...  
D. I feel that...
- B   4. A Quorum is:  
A. Half of the Parents present  
B. One over half of the members present during a business meeting.  
C. 2/3 vote  
D. One less then half of the members
- B   5. A majority vote is:  
A. Is the same as a 2/3 vote  
B. One over half the votes cast.  
C. Is the same as a plurality vote.  
D. Is done by a count vote only.



B   6. The report of receipts and expenses should be given by:

- A. The Secretary
- B. The Treasurer
- C. The Historian
- D. The Reporter

  D   7. How many amendments can be put onto a main motion?

- A. 1
- B. 4
- C. 3
- D. 2

**Place a “T” if the statement is true and “F” if the statement is false in the blank provided.**

  T   8. The President can vote to break a tie.

  F   9. A second main motion can be made when another motion is being discussed and not voted on.

  T   10. A division of the house is requesting a count vote on a previous close voice vote.

  F   11. A motion to adjourn does not require a second.

  T   12. A motion to close nominations requires a second and a vote.

  F   13. Parents at a 4-H Club meeting can make a motion.

  T   14. Unfinished business is business that was not completed at a previous meeting.

  T   15. Point of order is pointing out errors that have been made in parliamentary procedure during a meeting.

  T   16. The gavel is used to call the meeting to order.

  F   17. The Reporter is in charge of announcing the program.

  F   18. A main motion can be amended three times.

  F   19. A motion to adjourn requires a second and discussion.

  T   20. A main motion must have a second and the chair must ask for discussion.

**Match the correct description with the motions listed below.**

- D   21. A method of voting by rising.
- F   22. Permits action not possible under the rules.
- E   23. Motion that brings a main question before the group.
- B   24. Improves the motion by adding or striking words.
- J   25. A member has a request for the welfare of the club.
- A   26. Motion to send an item to a committee
- C   27. Ends the meeting.
- I   28. Ends all discussion
- H   29. To ask for a count vote on a close voice vote.
- G   30. To separate a motion into 2 parts.

**Motions**

- A. Refer to a committee
- B. Amend
- C. Adjourn
- D. Standing vote
- E. Main motion
- F. Suspend the rules
- G. Division of the question
- H. Call for the division of the house
- I. Call for Previous Question
- J. Question of privilege

**2007COUNTY GAVEL GAMES**  
**SENIOR PARLIAMENTARY PROCEDURE TESTS**

Name \_\_\_\_\_ **KEY**

**Club**

**County**

**Score**

Multiple Choice: Place the letter of the BEST answer in the blank to the left of the answer.

- A 1. Under which of the following conditions could the floor be assigned to a member even though he is not the first to arise and address the chair?
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  - B. The member is a friend of the chair person.
  - C. The member is the oldest 4-H member
  - D. The adult leader would like to voice their opinion.
- B 2. Someone who has the floor may be interrupted by one making the motion to:
- A. Reconsider.
  - B. Withdraw a motion.
  - C. Take from the table.
  - D. Commit or refer.
- A 3. A motion to limit or extend time of debate requires:
- A. 2/3 vote.
  - B. No vote
  - C. Majority vote.
  - D. No vote and the chair decides.
- D 4. To “obtain the floor” a member needs to:
- A. Rise
  - B. Address the chair
  - C. Be recognize by the presiding officer.
  - D. All of the above.
- C 5. In making a motion, a member’s statement of the proposed action should be started with the words:
- A. I think that...
  - B. I feel that ...
  - C I move that ...
  - D. I make a motion that ...
- D 6. A motion to take from the table would be made in:
- A. New Business
  - B. Officer reports
  - C. Committee reports
  - D. Unfinished Business
- A 7. Which motion only requires a majority vote?
- A. To reconsider.
  - B. To suspend the rules.
  - C. To raise a question of privilege.
  - D. To call for previous question.

B 8. A motion can be amended by all but one of these ways.

- A. Adding words.
- B. Deleting words causing an absurd meaning.
- C. Striking out words.
- D. Substituting words.

A 9. An example of an incidental motion is:

- A. Point of order
- B. To take from the table
- C. To refer to a committee
- D. Main motion

True or False. Place either "T" or "F" in the blank to the right of the question.

  T   10. A motion to reconsider can only be made by a member of the prevailing side.

  F   11. A person must have a second to withdraw a motion.

  F   12. A main motion takes precedence over all subsidiary motions.

  F   13. A motion to postpone indefinitely is usually made by a person in favor of the main motion.

  T   14. An appeal can be made on any decision of the chair.

  F   15. A call for a division of the house is not out of order if the vote was by roll call or by standing vote.

Fill in the correct response to these questions from the answers listed below.

  A   28. Plurality

  M   16. Amend

  N   29. Germane

  J   17. Call for previous Question

  E   30. Question

  K   18. Lay on the table

  G   19. Object to consideration of a  
question

  H   20. Postpone definitely

  O   21. Postpone indefinitely

  I   22. Reconsider

  L   23. Rescind

  B   24. To suspend the rules

  C   25. Quorum

  D   26. To take from the table

  F   27. Majority

Answers

- A. Person receiving the greatest number of votes.
- B. Permit action not possible under the rules.
- C. A sufficient number of members at a meeting to transact business.
- D. Continues the consideration of the question.
- E. The motion before the assembly.
- F. Over half of the votes cast.
- G. Prevents wasting time on unimportant business.
- H. Sets the motion aside to an assigned time.
- I. Reconsiders the question.
- J. Secures an immediate vote on the pending question.
- K. Often gives more time for informal discussion and for securing followers.
- L. Repeals action previously taken.
- M. Improves the motion.
- N. Relates to the topic being discussed.
- O. Prevents a vote on the question.

**Gavel Game Score Sheet**

Club \_\_\_\_\_

Time Limit: 30 minutes maximum for both  
the oral presentation and oral test

County \_\_\_\_\_

Please Check: \_\_\_\_\_ Junior (7-12)      \_\_\_\_\_ Senior (13 and up)      Actual time: \_\_\_\_\_

Team Members' Names	Age	Office in Presentation

<b><u>ORAL PRESENTATION</u></b>	<b><u>POINTS POSSIBLE</u></b>	<b><u>POINTS GIVEN</u></b>
A. Teams poise, voice and appearance	(50 pts)	_____
B. Presidents poise and ability to preside	(10 pts)	_____
C. Call to order	(5 pts)	_____
D. Opening Exercise (Pledge or Motto & Roll Call)	(5 pts)	_____
E. Reading of the Minutes	(5 pts)	_____
F. Communications	(5 pts)	_____
G. Treasurer's Report	(10 pts)	_____
H. Committee Reports	(5 pts)	_____
I. Unfinished or New Business	***Determined by Parliamentary Procedure	_____
J. Quality of presentation by the team	(50 pts)	_____
K. Announcements	(5 pts)	_____

<b>Total Points Given for Oral Presentation</b>		
	Points Possible	Points Given
Total Oral Presentation (A-K above)	150	
Written Test (Top 4 team members scores only)	30	
Effective use of Discussion (line 2 on page 2)	30	
Total Parliamentary Procedure (line 1 page 2)		
<b>Grand Total</b>		

Judges Initials \_\_\_\_\_

**Final Rating (circle ONE):**    Top Purple      Alt. Top Purple      Purple    Blue    Red    White

**Parliamentary Procedure Score Sheet**

§ For each different Parliamentary Procedure problem introduced correctly 15 points will be awarded.

§ Motions: 5 points will be deducted for each incorrect procedure up to a maximum of 15 points.

1: Class	2: Kind	3: Second Required	4: Debatable	5: Vote Required	6: Done Correctly	7: Needs Work	8: Suggestions
Privileged	1. Adjourn	Yes	No	Majority			
	2. Question of Privilege	No	No	No			
Incidental	3. Point of Order	No	No	None			
	4. Appeal	Yes	Yes	Majority			
	5. Suspend the Rules	Yes	No	2/3			
**	6. Division of the House	No	No	None			
	7. Parliamentary Inquiry	No	No	None			
	8. To Withdraw A Motion	No	No	Majority			
	9. Object to Consideration of question	No	No	2/3			
	10. Divide the Question	Yes	No	Majority			
Subsidiary **	11. Lay on the Table	Yes	No	Majority			
	12. Previous Question	Yes	No	2/3			
	13. Postpone Definitely	Yes	Yes	Majority			
	14. Limit Debate	Yes	No	2/3			
	15. Refer to Committee	Yes	Yes	Majority			
**	16. Amend	Yes	Yes	Majority			
	17. Postpone Indefinitely	Yes	Yes	Majority			
Main **	18. Main Motion	Yes	Yes	Majority			
	* Main # 1	Yes	Yes	Majority			
	* Main # 2	Yes	Yes	Majority			
	* Main # 3	Yes	Yes	Majority			
Other **	19. Take from the Table	Yes	No	Majority			
	20. Reconsider	Yes	Yes	Majority			
	21. Rescind	Yes	Yes	2/3			

Total \_\_\_\_\_ @ 15 \_\_\_\_\_ @ -5

1. Total Parliamentary Procedure (column 6 minus column 7) \_\_\_\_\_

2. Effective use of discussion (30 pts. possible) \_\_\_\_\_

Transfer above totals to Gavel Games Score Card

\* Three main motions must be done by Junior Division

\*\* A required motion for the Senior Division plus two motions to be drawn from hat.