

PARLIAMENTARY PROCEDURE

I. Eligibility

- A. Read general rules.
- B. Any 4-H member who meets the general eligibility rules can participate.
- C. Two six-member teams per county.

II. Procedures

- A. Each team will consist of six members: president, vice president, secretary, treasurer, reporter and recreation leader.
- B. Teams will present a meeting not to exceed 20 minutes in length. Points will be decided as listed on the score sheet beginning with the first major fraction of a minute overtime.
- C. Each team will provide its own minutes and treasurer's report.
- D. Teams must conduct their meetings according to the items of business presented them and execute all motions and action required therein:
 - 1. Presented order of business in a preparation room.
 - 2. Have 20 minutes to discuss the orders of business with fellow teammates.
 - 3. Meetings will have three problems in new business and at least six different types of motions.
- E. The meeting should follow this order:
 - 1. Call to order
 - 2. Opening ceremonies
 - 3. Roll call
 - 4. Reading of previous minutes
 - 5. Correspondence
 - 6. Treasurer's report
 - 7. Committee reports
 - 8. Unfinished business

9. New business
 10. Announcements
 11. Adjournment
 12. Remain seated for questions
- F. Questions will rotate among team members in the same order as listed in Procedures Part A.
- G. No one other than the participants will be allowed in the waiting and preparation rooms. No printed material, other than material approved by the superintendent, shall enter either room. A clean copy of the problem will be given to each team in the preparation room; this copy may be taken into the contest room. No printed material other than the minutes, treasurer's report (see II-C), and the team copy of the problem, shall enter either room.
- H. There shall be two judges and a timekeeper. Scoring shall be a combined total of both judges, and in case of a tie, the questions score shall break the tie.
- I. 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. References

- A. *Parliamentary Procedure in Action*, Kenneth Lee Russell
- B. *The How of Parliamentary Procedure*, Kenneth Lee Russell
- C. *Robert's Rules of Order Newly Revised*, 10th Edition, October 2000
- D. *The Meeting Will Come to Order*, 100 L-5
- E. Parliamentary Procedure Scorecard, 300 A-5
- F. *How to Conduct a Meeting*, VT 194 (Agricultural Information Film Library)

IV. Awards

First through fifth place ribbons will be awarded to team members and a county plaque will go to the winner of the contest. Medals will go to the six members of the first place team.

April 2005