

4-H Gavel Games Handbook

A Fun Way to Practice and Learn Parliamentary Procedures



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Gavel Games

Objectives

- ✓ 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

Presentation Type	Number of Presenters	Visual Aids	Time	Note Cards	Regional Selection
Gavel Games for ages 7-9	4-5	No	5 minutes planning, 25 minutes for presentation, test is untimed	Notes can be made on agendas	Up to 1, must receive Top Purple/Top Blue
Gavel Games for ages 10-13	4-5	No	5 minutes planning, 25 minutes for presentation, test is untimed	Notes can be made on agendas	Up to 1, must receive Top Purple/Top Blue
Gavel Games for ages 14-18	4-5	No	5 minutes planning, 25 minutes for presentation, test is untimed	Notes can be made on agendas	Up to 1, must receive Top Purple/Top Blue

Equipment Provided:

- A suitable place for the written test with supervision by an adult room monitor
- Copies of the written tests
- Pencils
- A table, chairs, flags, and a gavel for the mock meeting
- Drawing topics for new business
- Clean copies of the Gavel Games Agenda and the Gavel Games List of Parliamentary Procedures

Participants Need to Bring:

- Participants must bring any committee reports, a treasurer's report, and correspondence needed for their mock meeting.
- Participants may not bring in previously completed agendas or lists of parliamentary procedures.
- Accommodations:
- Readers for the written test and other accommodations may be requested two week before the event. Contact your Extension Office to make a request.

Rules:

1. Teams will have four or five participants who assume the following roles:
 - a. President, Vice-President (program chairman), Secretary, Treasurer
 - b. If there is a fifth participant, that person will serve as a club member.
2. The age of the oldest member determines the age group of competition.
3. Topics, visuals, language, and attire should be family-friendly and not violate the Kansas 4-H Code of Conduct. All participants will be judged on their presentations.
4. The presentation time should be balanced among participants as much as possible.
5. Each participant will take a written test and the total of the top four test scores will count toward the final score.
 - a. Test will be age appropriate
6. Test Bank questions are located starting on page 8, below are the following age group break down number of questions.
 - a. Juniors: 5 multiple choice, 5 True and False, 5 matching questions – (30 points total each question is worth 2 points)
 - b. Intermediate: 7 multiple choice, 13 true and false, 10 matching – (total of 30 questions worth 30 points)
 - c. Seniors: 9 multiple choice, 6 true and false, 15 matching-- (total of 30 questions worth 30 points)
7. The general outline of the presentation should follow the Gavel Games Agenda, which can be found in the page 6.
8. The presentation will be scored according to the Gavel Games Score Sheet, which can be found in the Regional Club Day Guide
9. The only items that can be used during the oral presentation are previously listed as equipment provided by the team and/or event monitors.
10. The team has five minutes before the 25-minute presentation time to share information on how to do motions and annotate agenda and parliamentary procedure sheets with helpful notes. Each member of the team will be expected to participate during all parts of the presentation.
11. Teams will draw for a topic and base their presentations and motions around that topic.
 - a. Just before each team begins their planning time at the beginning of their presentation, one team member should draw three topics.
 - b. The team is allowed to consider all three of the topics during their planning time.
 - c. Prior to beginning their presentation, the team should return the topics to the judge(s), indicating which topic they have selected for their presentation.
 - d. The unused topics are returned to the pool for other teams to draw from. The selected topic is not returned to the drawing pool.
 - e. There must be at least two more topics in the pool than the total number of teams participating to allow the final team to have a selection. If possible, try to have four more topics in the pool to assure the final team has equal opportunities to draw from a variety of topics.
12. Junior teams will be scored for only their first ten parliamentary procedures. Intermediate teams will be scored for the first fifteen procedures. Senior teams will be scored for the first twenty procedures.

Gavel Games Coaching Hints

1. Gather your four or five team members and schedule five or six practice times.
2. Review all four officer books and *The Meeting Will Come to Order*. Also review any other materials necessary to be confident you are ready to lead your team. A list of resources is available on page 21.
3. At the first meeting, have the youth determine a name for their team.
4. Also, at the first meeting, pass out copies of *The Meeting Will Come to Order* and the officer books for their respective offices.
5. Notes on coaching the President.
 - a. The President remains standing throughout the business portion of the meeting.
 - b. Be aware that the president has a very difficult job guiding the meeting transitions in a smooth and easy manner. Be sure the president gets lots of practice in voicing the meeting transitions and transitions between motions and parliamentary procedures.
 - c. The president will be judged on the correct use of the gavel. Refer to *So You Are the President of Your Club* for specific rules on using the gavel.
6. All members need to review the rules for the proper use of the gavel so they can respond appropriately when the president uses the gavel.
7. Give the youth a problem to practice with such as:
 - a. You want to have a picnic next Sunday afternoon.
 - b. The club should have a float at the county fair parade.
8. The team discusses the idea and applies the appropriate parliamentary procedures to the idea. The more they play with the procedures, the more confident they become when they use them. This Gavel Games Handbook is a great resource as questions arise.
9. Review the process of making a motion:
 - a. One person stands, is recognized by the president, and makes a motion about an idea for the club.
 - b. The President restates the motion and asks for a second.
 - c. Another person stands, is recognized by the president, and seconds the motion.
 - d. The president states the motion again and asks if there is any discussion.
 - e. During discussion, all of the subsidiary motions are performed.
 - f. The president restates the motion and calls for the vote.
 - g. The president tells the members how to vote such as rubbing their nose, raising their hands, etc.
10. It is fun to think up a list of twenty or thirty different ways for a vote to be performed during an early practice session. This gives the president a wide variety of fun voting methods and makes the presentation more interesting to watch and perform.
11. Remind the gavel games group that all members of the group are judged on the balance of participation in the performance. The goal is for everyone in the group to learn as much as they can about parliamentary procedures so they will perform correctly as a group.

Effective Discussion for 4-H Meetings

Effective discussion is an important part of all 4-H meetings. Effective discussion encourages creativity and assures that potential problems are brought to light before a motion is passed and a course of action determined. Effective discussion gives all members a chance to voice their thoughts in a neutral and encouraging environment. But effective discussion doesn't just happen - it has to be planned, encouraged, and nurtured.

The President has a primary role in promoting effective discussion. Key elements are:

1. Remaining neutral.
 - a. While leading the meeting, the President, the President should not show his or her own preferences. Showing preferences discourages all members from voicing their honest thoughts and opinions.
 - b. Neither should the President allow any one set of opinions to dominate the discussion. Shyer members will not speak up unless they feel they are in a safe environment and it is the President's job to make sure that environment exists.
 - c. Reasonable disagreements are part of discussion and are often a sign of a healthy club meeting. The President's job is to make sure the disagreements are handled using the tools provided by parliamentary procedure without showing favoritism to one side or another.
2. Making sure all members are heard.
 - a. All members have a right to be heard. It is the President's job to encourage this.
 - b. In addition to providing the neutral environment so that all members feel safe, the President often must go beyond that. The President must make sure that no one member or side controls the discussion and make efforts to see that all-members have a chance to speak.
 - c. When members are speaking, the President should control the meeting so that everyone can be heard. Don't allow other members to talk among themselves or speak when they have not been recognized by the chair.
 - d. On the other hand, the President must be polite to everyone. Control the members who are most eager to speak with tact and consideration. They should be applauded for their enthusiasm. If a President is harsh or impolite to any member, it will have a chilling effect on all members.
3. Control distractions.
 - a. Encourage latecomers to enter the meeting room quietly and be seated without allowing them to cause unnecessary interruptions.
 - b. Make the meeting environment as usable as possible. There should be enough space, an appropriate temperature, and sound control.
 - c. Make sure only the member recognized by the chair is speaking.

Members also have a role in promoting effective discussion. Key elements are:

1. Voice your opinion.
 - a. It is your duty as a club member to be involved in the decision-making process and to contribute your ideas and questions.
2. Wait to be recognized by the chair.
3. Don't interrupt the chair or other members.
4. Respect the opinions of others.
5. Disagreement is okay; being inconsiderate isn't.
6. Make everyone feel safe.
7. Encourage everyone to speak, even if they might not agree with your position.

Areas Being Judged in A Gavel Games Presentation

1. How well the group worked together.
2. How creative and complex were the discussions and parliamentary procedures applied to the motions.
3. How well the team followed the agenda.
4. How accurately the parliamentary procedures were performed.
5. How well the President used the gavel and presided over the presentation.
6. How much fun the group had doing the presentation.

Gavel Games Agenda: The Order of Business to Follow for the Presentation

1. Call to order
2. Opening exercise: pledge or motto
3. Roll Call
4. Reading of minutes
 - a. *Since this is a Gavel Games competition meeting, 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. *For the purposes of the Gavel Games competition, one letter of communication is to be read.*
6. Report of Officer
 - a. *For the purposes of the Gavel Games competition, the Treasurer's report is the only officer's report that is to be given.*
7. Report of standing committee or special committee
 - a. *For the purposes of the Gavel Games competition, only one standing or special committee report is to be given.*
8. Unfinished business
 - a. *For the purposes of the Gavel Games competition, the president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.*
9. New business
 - a. *For the purposes of the Gavel Games competition, refer to the approved list of parliamentary procedure problems that are to be introduced as new business.*
 - b. *Note the limitations that apply to the number of motions allowed for Juniors and Intermediates and that apply to which motions receive points for Seniors.*
10. Program
 - a. *For the purposes of the Gavel Games competition, the Vice President (program chair) should announce that there is no program due to the fact this is a special parliamentary procedure presentation.*
11. Announcements
 - a. *For the purposes of the Gavel Games competition, one announcement is to be given. If you have a fifth team member, that member may give the announcement. If not, any of the officers may make the announcement.*
12. Adjournment

List of Parliamentary Procedures Approved for the Presentation

Privileged Motions

1. Adjourn
2. Point of privilege

Subsidiary Motions

3. Lay on the table
4. Previous question (close debate)
5. Limit-extend debate
6. Postpone to a definite time
7. Refer to a committee
8. Amendment to the main motion
9. Postpone indefinitely

Incidental Motions

10. Point of order
11. Appeal to the chairperson
12. Parliamentary inquiry
13. Point of information
14. Division of assembly
15. Division of question
16. Request to withdraw a motion
17. Suspension of rules
18. Object to consideration of the question

Renewal Motions

19. Rescind (repeal) a motion
20. Take a motion from the table
21. Reconsider a motion

22. Main Motions

Test Question Bank

These questions can be used for practice. Tests will be composed of 5 multiple choice, 5 true/false, and 5 matching questions for Jrs, 7 multiple choice, 13 true/false, and 10 matching questions for Int, and 9 multiple choice, 6 true/false, and 15 matching questions for Srs. Questions may be chosen randomly from this list for the test, and new questions may be written.

Multiple Choice Questions:

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

A motion is:

- E. An idea which some member wishes to express
- F. A proposal that the group take action on
- G. An order from the club leader
- H. A part of recreation

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...

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 than half of the members

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.

The report of receipts and expenses should be given by:

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

How many amendments can be put onto a main motion?

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

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.

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 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.

To "obtain the floor" a member needs to:

- A. Rise
- B. Address the chair
- C. Be recognized by the presiding officer.
- D. All of the above.

A motion to take from the table would be made in:

- A. New Business
- B. Officer reports
- C. Committee reports
- D. Unfinished Business

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.

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.

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/False Questions:

Place a "T" if the statement is true and "F" if the statement is false in the blank provided.

- ____ The President can vote to break a tie.
- ____ A second main motion can be made when another motion is being discussed and not voted on.
- ____ A division of the house is requesting a count vote on a previous close voice vote.
- ____ A motion to adjourn does not require a second.
- ____ A motion to close nominations requires a second and a vote.
- ____ Parents at a 4-H Club meeting can make a motion.
- ____ Unfinished business is business that was not completed at a previous meeting.
- ____ Point of order is pointing out errors made in parliamentary procedure during a meeting.
- ____ The gavel is used to call the meeting to order.
- ____ The Reporter is in charge of announcing the program.
- ____ A main motion can be amended three times.
- ____ A motion to adjourn requires a second and discussion.
- ____ A main motion must have a second and the chair must ask for discussion.
- ____ A motion to reconsider can only be made by a member of the prevailing side.
- ____ A person must have a second to withdraw a motion.
- ____ A main motion takes precedence over all subsidiary motions.
- ____ A motion to postpone indefinitely is usually made by a person in favor of the main motion.
- ____ An appeal can be made on any decision of the chair.
- ____ A call for a division of the house is not out of order if the vote was by roll call or by standing vote.

Matching Questions:

- ____ A method of voting by rising.
- ____ Permits action not possible under the rules.
- ____ Motion that brings a main question before the group.
- ____ Improves the motion by adding or striking words.
- ____ A member has a request for the welfare of the club.
- ____ Motion to send an item to a committee
- ____ Ends the meeting.
- ____ Ends all discussion
- ____ To ask for a count vote on a close voice vote.
- ____ To separate a motion into 2 parts.
- ____ Amend
- ____ Call for Previous Question
- ____ Lay on the table
- ____ Object to consideration of a question
- ____ Postpone definitely
- ____ Postpone indefinitely
- ____ Reconsider
- ____ Rescind
- ____ To suspend the rules
- ____ Quorum
- ____ To take from the table
- ____ Majority
- ____ Plurality

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_____ Question

- 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
- K. Person receiving the greatest number of votes.
- L. Permit action not possible under the rules.
- M. A sufficient number of members at a meeting to transact business.
- N. Continues the consideration of the question,
- O. The motion before the assembly.
- P. Over half of the votes cast.
- Q. Prevents wasting time on unimportant business.
- R. Sets the motion aside to an assigned time.
- S. Reconsiders the question.
- T. Secures an immediate vote on the pending question.
- U. Often gives more time for informal discussion and for securing followers.
- V. Repeals action previously taken.
- W. Improves the motion.
- X. Relates to the topic being discussed.
- Y. Prevents a vote on the question.

Practice Question Answer Key

Multiple Choice Questions:

To make a discussion a member needs to:

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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.

To "obtain the floor" a member needs to:

- A. Rise
- B. Address the chair
- C. Be recognized by the presiding officer.
- D. All of the above.

A motion to take from the table would be made in:

- A. New Business
- B. Officer reports
- C. Committee reports
- D. Unfinished Business

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.

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

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- B Deleting words causing an absurd meaning.
- C Striking out words.
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- A Point of order
- B To take from the table
- C To refer to a committee
- D Main motion

True/False Questions:

Place a "T" if the statement is true and "F" if the statement is false in the blank provided.

☐T__ The President can vote to break a tie.

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

☐T__ A division of the house is requesting a count vote on a previous close voice vote.

☐F__ A motion to adjourn does not require a second.

☐T__ A motion to close nominations requires a second and a vote.

☐F__ Parents at a 4-H Club meeting can make a motion.

☐T__ Unfinished business is business that was not completed at a previous meeting.

☐T__ Point of order is pointing out errors made in parliamentary procedure during a meeting.

☐T__ The gavel is used to call the meeting to order.

☐F__ The Reporter is in charge of announcing the program.

☐F__ A main motion can be amended three times.

☐F__ A motion to adjourn requires a second and discussion.

☐T__ A main motion must have a second and the chair must ask for discussion.

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

☐F__ A person must have a second to withdraw a motion.

☐F__ A main motion takes precedence over all subsidiary motions.

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

☐T__ An appeal can be made on any decision of the chair.

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

Matching Questions:

- ___D___ A method of voting by rising.
- ___F___ Permits action not possible under the rules.
- ___E___ Motion that brings a main question before the group.
- ___B___ Improves the motion by adding or striking words.
- ___J___ A member has a request for the welfare of the club.
- ___A___ Motion to send an item to a committee
- ___C___ Ends the meeting.
- ___I___ Ends all discussion
- ___H___ To ask for a count vote on a close voice vote.
- ___G___ To separate a motion into 2 parts.
- ___W___ Amend
- ___T___ Call for Previous Question
- ___U___ Lay on the table
- ___Q___ Object to consideration of a question
- ___R___ Postpone definitely
- ___Y___ Postpone indefinitely
- ___S___ Reconsider
- ___V___ Rescind
- ___L___ To suspend the rules
- ___M___ Quorum
- ___N___ To take from the table
- ___P___ Majority
- ___K___ Plurality

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☐ O Question

- 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
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- V. Repeals action previously taken.
- W. Improves the motion.
- X. Relates to the topic being discussed.
- Y. Prevents a vote on the question.

Sample Subjects for Draws

Event organizers should come up with a fresh list for each competition using these patterns and making substitutions. This will prevent teams from being able to develop a script in advance as each draw for each competition will be unique.

Each team will draw three possible subjects, select one, and return two. The two returned will be added back to the pool for possible selection by another team. The subject selected will not be returned to the pool so that judges see that subject presented only once among the teams being judged.

Note to event organizers: Have a total number of subjects in the drawing pool that is equal to the number of teams competing plus five. This will assure that the final team has at least six slips to draw from. The drawing pools for each age category (Junior, Intermediate, Seniors) should be separate.

Junior Sample 1: Discuss a club trip to the zoo during New Business.

- Possible substitutions: to Rock Springs, to a farm, to a local business

Junior Sample 2: Discuss a community service project to help a local nursing home during New Business.

- Possible substitutions: to help a school, to help a park, to help a needy family

Intermediate Sample 1: Discuss plans for group entries for 4-H Day during New Business:

- Possible substitutions. a club project tour, a club exchange with another club

Intermediate Sample 2: Discuss plans for a community service project involving fundraising for a local charity during New Business.

- Possible substitutions: doing maintenance, doing clean up, volunteering as a buddy

Senior Sample 1: Discuss plans for a community service project for the Christmas Bureau that also involves the club doing a fundraiser to pay for the project.

- Possible substitutions: County 4-H Council, scholarships for camp; State 4-H Foundation, contacting Foundation members

Senior Sample 2: Discuss at least three options for using junior leaders to arrange for programs at club meetings involving community service.

- Possible substitutions: present programs, judging teams; meet with community leaders, 4-H promotion; plan a club banner for the fair, all club members

References

For Team Members

So You Are the President of Your Club. Pub Number: 4H471: Apr 2022

https://bookstore.ksre.ksu.edu/item/so-you-are-president-of-your-club_4H471

So You Are the Vice-President of Your Club. Number: 4H472: Apr 2022

https://bookstore.ksre.ksu.edu/item/so-you-are-vice-president-of-your-club_4H472

4-H Secretary's Record Book. Pub Number: 4H928: June 2005

https://bookstore.ksre.ksu.edu/item/4-h-secretarys-record-book_4H928

4-H Treasurer's Record Book. Pub Number: 4H474: Jul 2024

https://bookstore.ksre.ksu.edu/item/4-h-treasurers-record-book_4H474

(The) Meeting Will Come to Order: Simplified Guidelines for Parliamentary Procedure.

Pub Number: 4H440 Apr 2022

https://bookstore.ksre.ksu.edu/item/meeting-will-come-to-order-simplified-guidelines-for-parliamentary-procedure_4H440

Additional Resources for Coaches

Guide to Parliamentary Practice for Your Club. Pub Number: 4H521: Jul 2022

https://bookstore.ksre.ksu.edu/item/guide-to-practicing-parliamentary-procedure_4H521

Other Sources of Parliamentary Procedures

Roberts Rules of Order Online. <http://www.rulesonline.com/>

The book Robert's Rules of Order or the official Robert's Rules of Order website:

<https://robertsrules.com/>

Handy chart. Robert's Rules of Order - Summary Version: <https://robertsrules.org/>

Parliamentary Law at a Glance. E.C. Utter, The Reilly & Lee Company, Chicago