

Pottawatomie/Wabaunsee County Gavel Games Guidelines

- A. This contest will consist of teams of four 4 to 5 members – representing the office of president, vice-president, secretary, and treasurer, member/alternate. They will give an oral parliamentary procedure presentation.
- B. There will be two divisions: Beginner and Experienced
 - 1. Beginner – Majority of team members are new participants of Gavel games
 - 2. Experienced – Majority of team members have participated in Gavel Games
- C. Beginner Division must complete the following Parliamentary Procedures:
 - 1. Put a motion before the house
 - 2. Lay a motion on the table
 - 3. Amend a motion
- D. Experienced Division must complete the following Parliamentary Procedures (plus 2 additional):
 - 1. Put a motion before the house
 - 2. Lay a motion on the table
 - 3. Amend a motion
 - 4. Call for a division of the house
 - 5. Take a motion from the table
 - 6. Withdraw a motion
- E. Each team will be allowed a maximum of 20 minutes to give their oral presentation.
- F. The order of business of oral presentation is as follows:
 - 1. Call to order
 - 2. Opening exercise --- ✓pledge or motto
 - 3. Roll call
 - 4. Reading of minutes
 - ✓the secretary should announce that there are no minutes due to the fact that this is a special parliamentary procedure presentation
 - 5. Communications not requiring action
 - ✓letters of appreciation, etc. one letter of communication is to be read
 - 6. Report of Officers
 - ✓The treasurer's report is the only officer's report that is to be given
 - 7. Report of standing or special committees
 - ✓Only one standing or special committee report is to be given
 - 8. Unfinished business
 - ✓Motions postponed at the last meeting and motions laid on the table at the last meeting
 - ✓The president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest
 - 9. New business as introduced
 - ✓Refer to the approved list of parliamentary procedure problems that are to be introduced as new business
 - 10. Program
 - ✓The program chairman should announce that there is no program due to the fact that this is a special parliamentary procedure presentation
 - 11. Announcements --- ✓One announcement is to be given
 - 12. Adjournment
- G. The following information sheets are the only notes that may be used during the oral presentation of this contest.
 - 1. Order of Business will be provided for clubs to use
 - 2. Approved List of Parliamentary Procedure Problems will be provided for clubs to use
 - 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

Approved list of Parliamentary Procedure Problems

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| 1. Put a motion before house | 10. Lay a motion on the table |
| 2. Amend a motion | 11. Call for a division of the house |
| 3. Take a motion from the table | 12. Withdraw a motion |
| 4. Call for a division of the question | 13. Refer a motion to a committee |
| 5. Rise to a point of order | 14. Appeal the decision of the chair |
| 6. Call for the previous question | 15. Rescind a motion |
| 7. Reconsider a motion | 16. Reconsider and have entered on the minutes |
| 8. Suspend the rules | 17. Postpone a motion indefinitely |
| 9. Object to the consideration of the question | |

General Order of Business

Many organizations have bylaws setting out a certain order of business to follow. The following order may be used when there are no such by-laws. **1. Call to Order**

The meeting is called to order by the president, who rises and says, "The meeting will please come to order."

2. Opening Exercises 3. Roll Call

4. Reading and Approval of Minutes Example – The president says, "The secretary will read the minutes of the last meeting." After the reading, the president asks, "Are there corrections to these minutes?" (Corrections are suggested without motion or vote.) "Since, there are no corrections, the minutes will stand approved as read," or "Are there any further corrections to the minutes?" . . . "If not, the minutes will stand approved as corrected."

5. Reading of Communications 6. Reports of Officers

Officers should be called upon to report in the order in which they are mentioned in the constitution, or bylaws of the organization. Examples – The president says, "We will now have the report by the treasurer." The treasurer gives the report.

7. Reports of Standing Committees 8. Reports of Special Committees 9. Unfinished Business

This is action on any business not completed at the previous meeting, such as a tabled or post-poned motion. The secretary should give the chairman a list of unfinished business, or the secretary may be called upon to state the unfinished business to the group.

10. New Business After all unfinished business is completed, the chairman asks, "Is there any new business?" Anyone having an item of business for the group presents it at this time. The chairman may know of matters to be acted upon. He should inform the group and ask for any motions they want to make.

11. Program

Some groups have the program as part of the meeting. Others adjourn the business part of the meeting and then have the program.

12. Announcements

13. Adjournment

A member can make a motion to adjourn or the chairman can ask for a motion to adjourn. This motion is not discussed, but brought to vote quickly. The meeting is not adjourned until the chairman says, "The meeting is adjourned."

Gavel Games Score Card

CLUB NAME: _____

☐ Beginner ☐ Experienced

Team Members name

Age

Office (in presentation)

President

Vice-President

Secretary

Treasurer

Member/Alternate

Oral Presentation	Excellent	Good	Needs Work	Comments
A. Overall Presentation 1. Pronunciation, Articulation & Volume 2. Attitude, Naturalness & Ease Of Presentation 3. Appearance of Members & Presentation area				
B. President's use of gavel				
C. Call to Order				
D. Reading of Minutes				
E. Communications				
F. Treasurer's Report				
G. Committee Reports				
H. Unfinished or New Business (rating determined by parliamentary procedure)				
I. Program				
J.. Announcements				

K. Adjournment				
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Final Rating: Top Blue _____ Blue _____ Red _____ White _____

Revised 3/13

Scoring For Parliamentary Procedure

Beginner Division will be required to complete first 3 procedures.

Experienced Division will be required to complete first 6 plus 2 additional procedures.

Needs Parliamentary Procedure	Excellent	Good	Work	Comments
1. Put a motion before the house				
2. Lay a motion on the table				
3. Amend a motion				
4. Call for a division of the house				
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. Reconsider & have entered on the minutes				
15. Suspend the rules				
16. Postpone a motion indefinitely				
17. Object to the consideration of the question				