

## 4-H Day Regulations

Register for the event that you feel fits your presentation the best. A club may have more than 1 ensemble, skit, etc. as long as different members are in it.

**Age Divisions: Junior: ages 7-9, Intermediate: ages 10-13, and Senior: ages 14 -18**

### Public Presentations

#### **Cloverbuds: Sharing-Non-Competitive**

- A. Cloverbuds: 5-6 year olds
- B. Time: 1 to 2 minutes, topic of your choice

#### **Project Talks: Junior**

- A. 4-H members: 7-9 year olds; Time: 4-5 minutes
- B. Visuals encouraged but not required, no electronic presentation.
- C. Topic must be on a 4-H project or aspect of project of which the member is currently enrolled.
- D. Questions are not asked.

#### **Public Speaking: Intermediate & Senior**

- A. 4-H members: 10-18 year olds; Time: Intermediate – 6-8 minutes, Senior – 8-10 minutes
- B. Visuals & notecards may be used, no electronic presentation.
- C. Topic is unlimited.
- D. Outline required for judge (Judge will deduct one ribbon if outline is not available).

#### **Demonstrations & Illustrated Talks**

- A. 4-H members: 7-18 year olds; Time: Junior – 3-5 mins, Intermediate – 5-7 mins, Senior – 6-8 mins
- B. A **demonstration** is defined as a “show-how” process involving doing or making something while giving an explanation. The demonstrator uses actual items, supplies, equipment, people, or animals while going through a process. There should usually be a finished product to show. No electronic presentations.
- C. An **illustrated talk** is defined as a “tell-how” process where the presenter uses visuals such as posters, charts, models, graphs, etc. to aid in emphasizing a point or to add interest while telling how to do something. Visuals **are** required in the “telling how.” No electronic presentations.
- D. Either individual or team presentations.
- E. All necessary equipment provided by 4-Her
- F. Topic must be related to 4-H project currently enrolled.
- G. Questions will be asked.
- H. Summary is required
- I. The endorsement of brand names is discouraged

#### **Multi-Media Presentations: All Ages**

- A. Time: 8 minute maximum
- B. Electronic presentations are designed for youth who choose to speak with the use of a powerpoint or other computer generated program.
- C. Participants are responsible for their own electronic equipment or ensuring presentation is compatible with projector and laptop provided.
- D. Either individual or team presentations.

### Dance

#### **All Types of Dance**

- A. 4-H members: 7-18 year olds; Time: 5 minute maximum
- B. Examples may include, but not limited to: tap, ballet, jazz, country, square, swing, break/street, acrobatic etc. (Acrobatic means a dance that includes **a couple** of acrobatic moves, but **not** a gymnastic routine)

### Music

#### **Vocal Group**

- A. Time: 10 minute maximum
- B. Two selections required.
- C. Original copy of selections with measures numbered required for judge.
- D. Singing may or may not have accompaniment. Director and accompanist need not be 4-Hers.
- E. Selections should be memorized or one ribbon rating will be deducted.

### **Vocal Solo**

- A. 4-H members: 7-18 year olds; Time: 5 minute maximum
- B. Participant will sing one selection.
- C. 4-Her is judged on vocal presentation.
- D. Before performing, original copy of selection will be given to judge with measures numbered.
- E. Accompanist need not be a 4-Her.
- F. Selection should be memorized or one ribbon rating will be deducted.

### **Instrumental Group**

- A. Time: 10 minute maximum
- B. Two selections required, memorization optional.
- C. Before performing, original copy of selection will be given to judge with measures numbered.
- D. Director and accompanist need not be 4-Hers

### **Instrumental Solo**

- A. 4-H members: 7-18 year olds
- B. Time: 5 minute maximum
- C. Participant will play a composed solo number.
- D. Before performing, original copy of selection will be given to judge with measures numbered.
- E. Accompanist need not be a 4-Her.
- F. Selection must be memorized or one ribbon rating will be deducted.

### **Drama**

#### **Skits**

- A. 4-H members: 7-18 year olds
- B. Any size of group may participate
- C. Time: 15 minute maximum
- D. Outline or script should be provided to the judge

#### **Readings - Poetry or Prose Interpretation (This is when a piece is read.)**

- A. 4-H members: 7-18 year olds
- B. Time: Junior – 5 minute max, Intermediate – 6 minute max, Senior – 7 minute max
- C. Dramatic or interpretive, humorous, or other type of reading.
- D. Individual presentation.
- E. 4-Hers are expected to have an attention getting introduction that includes title and author. The intro also sets the scene for the reading.
- F. A book or folder must be used as a prop.

#### **Solo Acting - This is a memorized & interpretive reading.**

- A. 4-H members: 7-18 year olds
- B. Time: Junior – 3-5 minutes, Intermediate – 5-7 minutes, Senior – 6-8 minutes
- C. The material is generally something that was published as a script, but can be done from a story. The pieces may be single or multiple characters (one person does all the parts).
- D. Individual presentation.
- E. 4-Hers may move around and may even use a chair as a prop.
- F. 4-Hers are expected to have an attention getting introduction that includes title and author. The intro also sets the scene for the presentation.

#### **Other Talent**

- A. 4-H members: 7-18 year olds
- B. Time: 5 minute maximum
- C. Individual or group.
- D. Miscellaneous grouping: gymnastics, novelty, stunts, pantomime, puppets, marionettes, ventriloquist acts, etc.

### **Parliamentary Procedure**

**Gavel Games - Beginner & Experienced, see attached guidelines**

## 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

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

## 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 by-laws 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				

Final Rating: Top Blue \_\_\_\_\_ Blue \_\_\_\_\_ Red \_\_\_\_\_ White \_\_\_\_\_

## 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				