Pottawatomie/Wabaunsee County Gavel Games Guidelines

A. This contest will consist of teams of four to five 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. 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 and have entered on the minutes
15. Suspend the rules
16. Postpone a motion indefinitely
17. 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 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: ________________________________

Team Members Name: Age

Office (In presentation)
President
Vice-President
Secretary
Treasurer
Member/Alternate

<table>
<thead>
<tr>
<th>Oral Presentation</th>
<th>Excellent</th>
<th>Good</th>
<th>Needs Work</th>
<th>Comments</th>
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<tbody>
<tr>
<td>A. Overall Presentation</td>
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<td>1. Pronunciation, Articulation &amp; Volume</td>
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<td>2. Attitude, Naturalness &amp; Ease of Presentation</td>
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<td>3. Appearance of Members &amp; Presentation Area</td>
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<td>B. President’s use of gavel</td>
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<td>E. Communications</td>
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<td>F. Treasurer’s Report</td>
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<td>G. Committee Reports</td>
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<td>H. Unfinished or New Business (rating determined by parliamentary procedure)</td>
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<td>I. Program</td>
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Final Rating: _____ Top Blue       _____Blue       _____Red       _____White

Revised 3/14
**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.

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