

## Gavel Games Score Sheet

Club Name \_\_\_\_\_ Extension Unit \_\_\_\_\_

**Event Time Limit:** 30 minutes maximum for the presentation; includes 5 minute planning time.

**Actual event time:** \_\_\_\_\_

**Division (circle one):**                      Junior    Senior

**Office in Presentation**

Role	Team Members' Names	4-H Age
President		
Vice-President		
Secretary		
Treasurer		
Member (optional)		

**Presentation Areas**

**Total Points Possible**

**Total Points Awarded**

Presentation Score

**500**

Parliamentary Procedure Score

**300/600**

**Total of all performance areas.**

**800/1100**

Penalty: \_\_\_ Exceeds time (30-second grace period) = reduction by one ribbon

Penalty: \_\_\_ Fail to use subject drawn in performance = reduction by one ribbon

Circle ONE    Top Purple    Alternate Top Purple    Purple    Blue    Red    White

**Reason for Ranking:** (Use back of sheet for additional comments.)

Judge's initials: \_\_\_\_\_

Presentation Performance Areas	Possible Points	Actual Points	Comments
<p><b>President</b></p> <ul style="list-style-type: none"> <li>• Call to order and opening exercise done correctly.</li> <li>• Conducted the business meeting according to parliamentary procedure and in a considerate and fair manner.</li> <li>• Used the gavel appropriately.</li> <li>• Made sure that the discussion stays on the topic.</li> <li>• Encouraged everyone to participate in the meeting. Didn't let anyone dominate the discussion.</li> <li>• Demonstrated leadership-stage presence, poise, self-confidence, politeness and authority.</li> <li>• Used preferred words for transitions between procedures.</li> </ul>	100		

<p><b><u>Vice President</u></b></p> <ul style="list-style-type: none"> <li>▪ Assumed the duties of President, if President passed the gavel.</li> <li>▪ Made the statement about the program during the performance.</li> <li>▪ Read the committee report (if no member performs).</li> </ul> <p><b><u>Treasurer</u></b></p> <ul style="list-style-type: none"> <li>▪ Read a treasurer's report during the presentation using the correct format.</li> </ul> <p><b><u>Secretary</u></b></p> <ul style="list-style-type: none"> <li>• Roll call and quorum statement done correctly.</li> <li>• Read the minutes correctly.</li> <li>• Read the correspondence during the presentation.</li> <li>▪ Assisted the president during the meeting by writing the motions as stated and restating the motion if necessary.</li> </ul> <p><b><u>Member (if present)</u></b></p> <ul style="list-style-type: none"> <li>• Read the required committee report during the presentation.</li> <li>▪ Announcement made.</li> </ul>	100		
<b><u>Discussion Performance</u></b>	<b>200</b>		
<p><b><u>Good Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Stayed on the topic.</li> <li>• Had creative and complex discussions of the motions and parliamentary procedures applied to the motions.</li> <li>• Listened to what was said.</li> <li>• Asked appropriate questions for clarification.</li> </ul> <p><b><u>Speaking and Presentation Skills</u></b></p> <ul style="list-style-type: none"> <li>• Spoke so they could be heard loudly and clearly.</li> <li>• Looked confident and interested.</li> </ul>			
<b><u>Overall Team Performance</u></b>	<b>100</b>		
<p><b><u>Followed the Agenda Correctly</u></b></p> <ul style="list-style-type: none"> <li>• Participated in motto or pledge.</li> <li>• Responded to roll call.</li> </ul> <p><b><u>Learned the Parliamentary Procedures and Performed Them Correctly.</u></b></p> <p><b><u>Subjects of Motions</u></b></p> <ul style="list-style-type: none"> <li>• Business transactions made sense and were interesting.</li> <li>• Performed meeting subjects as drawn.</li> </ul> <p><b><u>Overall Look of Team</u></b></p> <ul style="list-style-type: none"> <li>• Appearance of team was neat, well groomed.</li> <li>• Had fun performing the presentation.</li> </ul> <p>Worked together as a team.</p>			

Presentation	Points Possible	Actual Points
Officers/Member:	200	
Discussion:	200	
Overall Team Performance:	100	
Total Oral Presentation Score:	500	

Club Name: \_\_\_\_\_ Extension Unit: \_\_\_\_\_

## Gavel Games Parliamentary Procedure Score Sheet

Up to 300 points will be awarded for the first ten procedures performed for juniors. Up to 600 points will be awarded for the first twenty procedures performed by seniors.

1: Class	2: Type	3: Second Required	4: Debatable	5: Vote Required	6: Done Correctly 30 pt./ea.	7: Needs Work 20 pt./ea.	8. Attempted 10 pt./ea.	9: Suggestions
<b>Privileged</b>	1. Adjourn	Yes	No	Majority				
	2. Point Of Privilege	No	No	No				
<b>Subsidiary</b>	3. Lay On The Table	Yes	No	Majority				
	4. Previous Question	Yes	No	2/3				
	5. Limit-Extend Debate	Yes	No	2/3				
	6. Postpone To A Definite Time	Yes	Yes	Majority				
	7. Refer To A Committee	Yes	Yes	Majority				
	8. Amendment To The Main Motion	Yes	Yes	Majority				
	9. Postpone Indefinitely	Yes	Yes	Majority				
<b>Incidental</b>	10. Point Of Order	No	No	None				
	11. Appeal To The Chairperson	Yes	Yes	Majority				
	12. Parliamentary Inquiry	No	No	None				
	13. Point of Information	No	No	None				
	14. Division Of Assembly	No	No	None				
	15. Division Of Question	Yes	No	Majority				
	16. Request To Withdraw A Motion	No	No	Majority				
	17. Suspension Of Rules	Yes	No	2/3				
	18. Object To Consideration Of Question	No	No	2/3				
	19. Rescind (Repeal) A Motion	Yes	Yes	2/3				
	20. Take A Motion From The Table	Yes	No	Majority				
	21. Reconsider A Motion	Yes	Yes	Majority				
<b>Main Motion</b>	22. Main Motion	Yes	Yes	Majority				
<b>Total Procedures by Column</b> (count the <b>FIRST</b> ten for Juniors, <b>FIRST</b> twenty for Seniors)								<b>Total Points</b>
<b>Points per Motion</b>					30 pts.	20 pts.	10 pts.	
<b>Total Points (no. motions multiplied by points per motion)</b>								
<b>Total Parliamentary Procedure Points (300 or 600 possible)</b>								