

PARLIAMENTARY PROCEDURE

- A. Two Novice 6-member team and two Junior 6-member team from each county.
- B. Each team must consist of six members:
- | | |
|----------------|---|
| President | Treasurer |
| Vice President | Reporter |
| Secretary | Recreational Leader, or any other officer |
- C. Each team will present a meeting, not to exceed 20 minutes in length. The meeting must be conducted according to the items of business presented and the team will execute all motions and actions required therein. There will be six (6) copies of the problem in the contest room.
- D. Teams will go to a preparation room where they will be given their order of business and have 20 minutes to prepare for their contest. There will be six (6) copies of the problem in the preparation room.
- Novice and Junior teams may make notes on their copies of the problem and take them with them to the contest room
- E. The meeting should follow this order:
1. Call to order
 2. Opening ceremonies
 3. Roll call
 4. Reading of previous minutes
 5. Correspondence
 6. Treasurer's report
 7. Committee reports
 8. Unfinished business
 9. New business
 10. Announcements
 11. Adjournment
 12. Questions from Judges
- F. Upon completion of the contest meeting, each member will be asked two questions about parliamentary procedure and receive 0 to 15 points for each answer. Questions will come from “Questions and Answers for the New Mexico State Parliamentary Procedure Contest, revised for SE 4-H District”
- G. No parents, leaders, agents or coaches will be allowed in the preparation room. Upon completion of the contest, members are not to talk to other teams competing in this contest.
- H. If a county has two teams in the same age group they will follow each other into the contest.
- I. Southeast District 4-H Parliamentary Procedure Score Card will be used.
- J. Refer to The How To In Parliamentary Procedure by Kenneth Lee Russell. The Interstate Printers and Publishers, Inc. Danville, Illinois, 61832
- K. Due to the length of this contest, two sets of judges will be used if there are more than 3 teams in each age group. One for the Novice teams and one for the Junior teams. The contests will be run simultaneously. Will need one holding room and monitor. Will need two contest rooms and facilitators.
- L. Judges will break ties and Judges decision will be final.

**SE DISTRICT
PARLIAMENTARY PROCEDURE SCORE CARD**

SCORE

COMMENTS

1. Appearance of Group (10 pts.)			
Neat appearance	10		
2. Opening Ceremony (50 pts.)			
Opening Ceremony (Pledges)	20		
Roll Call	10		
Clearness and Expression	20		
3. Order of Business (160 pts.)			
Minutes of Previous Meeting	20		
Treasurers Report	20		
Committee Report	20		
Unfinished Business	100		
4. New Business (400 pts.)			
Problem #1 (Info & Understanding)	100		
Problem #2 (Info & Understanding)	100		
Problem #3 (Info & Understanding)	100		
Dispatch and Effectiveness	100		
5. Questions (180 pts.)			
President			
Question #1	15		
Question #2	15		
Vice President			
Question #1	15		
Question #2	15		
Secretary			
Question #1	15		
Question #2	15		
Treasurer			
Question #1	15		
Question #2	15		
Reporter			
Question #1	15		
Question #2	15		
Recreation Leader (other officer)			
Question #1	15		
Question #2	15		
TOTAL	800		

***Minus penalty points for overtime, if any**

FINAL TOTAL

***20 points will be deducted for every minute over 20 minutes.**