

Gavel Games

Objectives

- ✓ Conducting an effective business meeting.
- ✓ Using an agenda to organize a meeting.
- ✓ Reporting accurate committee and officer information.
- ✓ Discussing issues in a meaningful manner.
- ✓ Implementing proper parliamentary procedure to reach equitable group decisions.
- ✓ Working as a team.
- ✓ These skills encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their club meetings, which in turn strengthens the club and serves as a model for other members

| Presentation Type | Number of Presenters | Visual Aids | Time | Note Cards | Regional Selection |
|-----------------------------------|----------------------|-------------|--|------------------------------|---|
| Gavel Games for ages 7-9 | 4-5 | No | 5 minutes planning, 25 minutes for presentation, test is untimed | Notes can be made on agendas | Up to 1, must receive Top Purple/Top Blue |
| Gavel Games for ages 10-13 | 4-5 | No | 5 minutes planning, 25 minutes for presentation, test is untimed | Notes can be made on agendas | Up to 1, must receive Top Purple/Top Blue |
| Gavel Games for ages 14-18 | 4-5 | No | 5 minutes planning, 25 minutes for presentation, test is untimed | Notes can be made on agendas | Up to 1, must receive Top Purple/Top Blue |

Equipment Provided:

- A suitable place for the written test with supervision by an adult room monitor
- Copies of the written tests
- Pencils
- A table, chairs, flags, and a gavel for the mock meeting
- Drawing topics for new business
- Clean copies of the Gavel Games Agenda and the Gavel Games List of Parliamentary Procedures

Participants Need to Bring:

- Participants must bring any committee reports, a treasurer's report, and correspondence needed for their mock meeting.
- Participants may not bring in previously completed agendas or lists of parliamentary procedures.
- Accommodations:
- Readers for the written test and other accommodations may be requested two week before the event. Contact your Extension Office to make a request.

Rules:

1. Teams will have four or five participants who assume the following roles:
 - a. President, Vice-President (program chairman), Secretary, Treasurer
 - b. If there is a fifth participant, that person will serve as a club member.
2. The age of the oldest member determines the age group of competition.
3. Topics, visuals, language, and attire should be family-friendly and not violate the Kansas 4-H Code of Conduct. All participants will be judged on their presentations.
4. The presentation time should be balanced among participants as much as possible.
5. Each participant will take a written test and the total of the top four test scores will count toward the final score.
 - a. Test will be age appropriate
6. Test Bank questions are located starting on page 8, below are the following age group break down number of questions.
 - a. Juniors: 5 multiple choice, 5 True and False, 5 matching questions – (30 points total each question is worth 2 points)
 - b. Intermediate: 7 multiple choice, 13 true and false, 10 matching – (total of 30 questions worth 30 points)
 - c. Seniors: 9 multiple choice, 6 true and false, 15 matching-- (total of 30 questions worth 30 points)
7. The general outline of the presentation should follow the Gavel Games Agenda, which can be found in the page 6.
8. The presentation will be scored according to the Gavel Games Score Sheet, which can be found in the Regional Club Day Guide
9. The only items that can be used during the oral presentation are previously listed as equipment provided by the team and/or event monitors.
10. The team has five minutes before the 25-minute presentation time to share information on how to do motions and annotate agenda and parliamentary procedure sheets with helpful notes. Each member of the team will be expected to participate during all parts of the presentation.
11. Teams will draw for a topic and base their presentations and motions around that topic.
 - a. Just before each team begins their planning time at the beginning of their presentation, one team member should draw three topics.
 - b. The team is allowed to consider all three of the topics during their planning time.
 - c. Prior to beginning their presentation, the team should return the topics to the judge(s), indicating which topic they have selected for their presentation.
 - d. The unused topics are returned to the pool for other teams to draw from. The selected topic is not returned to the drawing pool.
 - e. There must be at least two more topics in the pool than the total number of teams participating to allow the final team to have a selection. If possible, try to have four more topics in the pool to ensure the final team has equal opportunities to draw from a variety of topics.
12. Junior teams will be scored for only their first ten parliamentary procedures. Intermediate teams will be scored for the first fifteen procedures. Senior teams will be scored for the first twenty procedures.

More information can be found in the Gavel Games Handbook- Ask your local Extension Agent