

Junior / Intermediate / Senior  
**Score Card for  
Parliamentary Procedure Contest**

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Name of 4-H Club : \_\_\_\_\_

**Ribbon** \_\_\_\_\_

**Division** \_\_\_\_\_

Names of Team Members

Officer Assignment

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**Parliamentary Procedure Team Ratings**

**Senior Division:**

Seniors may use an outline, but no scripts and are required to do the following:

1. Put a motion before the house
2. Amend a motion
3. Lay a motion on the table
4. Call for a division of the house
5. Rise to a point of order
6. Take a motion from the table
7. Amend an amendment
8. Withdraw a motion
9. Refer a motion to a committee
10. Plus three more problems of the team's choice

**Intermediate Division:**

Intermediates may use an outline, but no scripts and are required to do the following:

1. Put a motion before the house
2. Amend a motion
3. Lay a motion on the table
4. Call for a division of the house
5. Rise to a point of order
6. Take a motion from the table

**Junior Division:**

Additional motions may be made, but are not necessary. Juniors are required to do the following:

1. Put two motions before the house
2. Amend a motion

Total Points Earned \_\_\_\_\_

Judge's Signature \_\_\_\_\_

**Points Earned**

**Oral Presentation Scoring System**

\_\_\_\_\_ (25)  
\_\_\_\_\_ (25)  
\_\_\_\_\_ (10)  
\_\_\_\_\_ (10)

**A. Overall presentation**

- a. Pronunciation, articulation & volume
- b. Attitude, naturalness, ease of presentation
- c. Appearance of members and presentation area
- d. JUNIORS ONLY - Extra points for not using a script

\_\_\_\_\_ (10)

**B. President's use of the gavel**

\_\_\_\_\_ (5)

**C. Call to order**

\_\_\_\_\_ (5)

**D. Opening exercise**

- a. Pledge or motto and roll call
- b. Reading of minutes

\_\_\_\_\_ (5)

**F. Handling of communications not requiring action**

- a. Maximum of one letter

\_\_\_\_\_ (10)

**G. Treasurer's report**

- a. Balance from previous meeting, any receipts since last meeting, any expenditures and/or bills paid since last meeting, present balance, unpaid bills (approval of bills under new business)

\_\_\_\_\_ (5)

**H. Standing or Special Committee report**

- a. Maximum of one report

\_\_\_\_\_ (TBD)

**I. Unfinished or New Business**

- a. For each different parliamentary procedure problem introduced correctly 15 points will be awarded.
- b. In the handling of each different parliamentary procedure problem, 5 points will be deducted for each incorrect procedure up to a maximum of 15 points.
- c. No points will be earned or lost if a parliamentary procedure problem is introduced in the incorrect manner.

\_\_\_\_\_ (10 points each)

- 1. Put a motion before the house; limit of 3 motions

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (15)

- 2. Amend a motion

\_\_\_\_\_ (10)

- 3. Lay a motion on the table

\_\_\_\_\_ (10)

- 4. Call for a division of the house

- \_\_\_\_\_ (10) 5. Rise to a point of order
- \_\_\_\_\_ (15) 6. Take a motion from the table
- \_\_\_\_\_ (15) 7. Amend an amendment
- \_\_\_\_\_ (15) 8. Withdraw a motion
- \_\_\_\_\_ (15) 9. Refer a motion to a committee
- \_\_\_\_\_ (15) 10. Call for a division of the question
- \_\_\_\_\_ (10) 11. Move the previous question
- \_\_\_\_\_ (20) 12. Reconsider a motion
- \_\_\_\_\_ (20) 13. Rescind a motion
- \_\_\_\_\_ (20) 14. Appeal the decision of the chair
- \_\_\_\_\_ (20) 15. Postpone a motion definitely
- \_\_\_\_\_ (20) 16. Postpone a motion indefinitely
- \_\_\_\_\_ (20) 17. Reconsider and have entered on the minutes
- \_\_\_\_\_ (20) 18. Object to the consideration of a question
- \_\_\_\_\_ (5) **J. Announcements**  
a. A maximum of one announcement
- \_\_\_\_\_ (5) **K. Adjournment**