



# Leaders 4 Life Contest Rules & Guidelines



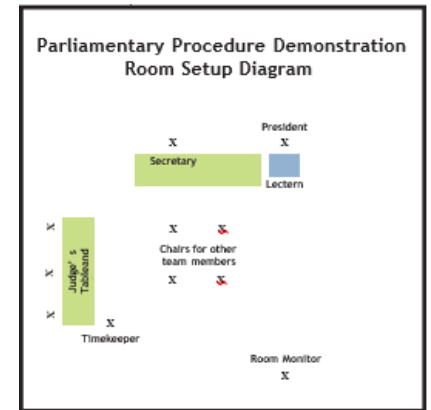
## Overview

The Leaders 4 Life Contest is a competition to challenge county teams in their leadership skills, knowledge of parliamentary procedure, and overall meeting skills. County 4-H councils, 4-H Club officers, or leadership project clubs will be trained by Extension agents and/or adult advisors or leadership project leaders on a variety of leadership topics and in-depth parliamentary procedure throughout the year. A district contest will be held, and the top 3 senior teams from each district will advance to the state contest at Texas 4-H Roundup.

To prepare for the contest and ensure a smooth event, the contest coordinators will need to gather the materials and equipment below. This contest involves two components: a Parliamentary Procedure Demonstration and a Question-and-Answer Session. The coordinator needs to establish a schedule and keep the event running smoothly. Some districts may have more teams than others, so you may have to adapt the schedule, facilities, and other logistics to accommodate the increased number of teams.

## Equipment and Setup

- Packet for each team, containing
  - Skeleton agenda (one per team member)
  - Three parliamentary procedure problems (one per team member)
- Gavel
- Lectern (speaker stand)
- American flag (tabletop)
- Texas flag (tabletop)
- 4-H flag (tabletop)
- Score sheets
- List of questions for the judges (Specifically for the question-and-answer session)
- Pencils
- Stopwatch
- Timekeeper's Form



Below is an outline of the recommendations for facilities.

1. Large room for orientation and holding, with chairs arranged classroom style
  - Lectern (speaker stand)
  - Microphone if needed
2. Small room for planning room
  - table
  - 7 chairs
3. One or two small rooms for Parliamentary Procedure Demonstrations. This will depend on the number of presentations being held at the same time. See "Parliamentary Procedure Demonstration Room Setup Diagram" for room-arrangement.
  - Table with one chair for secretary
  - Lectern (podium), freestanding or tabletop, where president will stand to moderate meeting
  - Four chairs for remainder of team members
  - Table with three chairs for judges
  - One chair for timekeeper
  - One or two extra chairs for contest official Room Monitor(s)
4. Small room for Tabulation
  - Tables
  - Chairs

## Contest Structure

### *Parliamentary Procedure Demonstration*

- Each team will consist of four to six members: president, vice president, secretary, treasurer (at a minimum). Up to two additional team members can be in any position—such as reporter or recreation leader—or just act as members of the club. Officer positions are determined by the team in advance.
- Teams will present a simulated 4-H meeting, not to exceed 20 minutes long. For every minute over the 20-minute limit, five points will be deducted from the average score. That is, meetings over 20 minutes will get a five-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. This will be taken care of in tabulation. The timekeeper will keep track of the length of presentation on the Timekeeper Form.
- Contest will utilize 2-3 judges. Judges will evaluate teams, then collaborate and rank team on one score sheet per team.
- Teams will be given a list of three problems, which they must incorporate into their demonstration. A skeleton agenda will also be provided.
- The problems may incorporate any of these motions:

Main Motion	Rise to a Point of Order
Lay on Table	Appeal to Decision of Chair
Amendment	Previous Question
Division of Assembly	Rescind a Motion
Take from the Table	Reconsider a Motion
Withdraw a Motion	Postpone a Motion Definitely
Division of a Question	Postpone a Motion Indefinitely
Refer Motion to a Committee	Object to Consideration of the Question

- Each team will provide its own minutes, treasurer's report, letter of communication, and committee report. Prepared scripts are not allowed.
- Before the demonstration, teams will have 15 minutes to discuss the order of business and problems of new business with fellow teammates in the planning room before their demonstration. No coaches, parents, agents, or other 4-H members not a part of the team will be allowed in the planning room.
- Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps.
- The gavel is used to:
  - Call the meeting to order—two taps
  - Tell members to be seated—one tap
  - Ask all members to rise—three taps
  - Maintain order—several taps
  - Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert's Rules of Order)
  - Adjourn or recess the meeting—one tap (if desired)

### *Question and Answer*

- The Question and Answer part of the Parliamentary Procedure Demonstration will consist of 12 questions (worth up to 5 points each) for each team. These questions will be rotated through the team members in this order: President/Vice President/Secretary/Treasurer/Member 1, etc. When all team members have been asked the first question, the rotation will start over until all 12 questions have been asked.

- Questions will be created using **these specific resources**:
  - Dunbar’s Parliamentary Procedure Glossary (Brochure)
  - Dunbar’s Guide for Making Motions (Brochure)
  - Dunbar’s Meeting Procedure Guide (Brochure)
- These resources can be purchased at <https://www.dunbarparlipro.com>

## Age Divisions

The Leaders 4 Life Skill-A-Thon will include three age divisions:

- Juniors—Grades 3, 4, and 5
- Intermediates—Grades 6, 7, and 8
- Seniors—Grades 9, 10, 11, and 12

If a county does not have enough junior 4-H members to create a full team, juniors may move up to compete on an intermediate team. Intermediates may not move up to the senior age division or down to the junior age division. Seniors may not move down to a lower age division. Some districts may choose to merge their junior and intermediate age youth divisions into a single division. Refer to respective district guidelines for their contest structure; District Contest structure is up to each respective district.

## Contest Eligibility

- Team members must come from the same county and be enrolled in 4-H in the county they represent.
- The top three teams from each district in the senior age division advance to the state contest at Texas 4-H Roundup. The first-place team at the state contest is eligible to represent Texas at the National 4-H Parliamentary Procedure Contest held in Denver, Colorado, at the Western National 4-H Roundup. This contest is held in January of the following year.
- See the current Texas 4-H Roundup Guide for the latest rules regarding participation in a National 4-H competitive event.

## Possible Modification for Junior / Intermediate Teams

- Districts may choose to alter the contest for junior/intermediate age youth.
- These changes might include fewer potential motions, fewer problems, etc.
- **Refer to specific district guidelines for respective contest structure.**

## Contest/Program Resources

The following resource sites can be utilized in the Leaders 4 Life Contest/Program:

- <https://texas4-h.tamu.edu/projects/leadership/>
- <https://dunbarparlipro.com>
- <https://robertsrules.com>

## Sample Skeleton Agenda

- I. Call to Order
  
- II. Opening Exercise: Pledges—American Flag, Texas Flag, 4-H Motto and Pledge
  
- III. Roll Call
  
- IV. Reading and Approval of Minutes
  
- V. Reports of Officers, Boards, and Standing Committees
  
- VI. Reports of Special Committees
  
- VII. Unfinished Business
  
- VIII. New Business
  
- IX. Program
  
- X. Announcements
  
- XI. Adjourn

## Sample Minutes

The regular meeting of the \_\_\_\_\_ County 4-H Council was held on May 10, 2010, at the \_\_\_ County Extension Office Meeting Room. The meeting was called to order at 7:00 p.m. by President \_\_\_\_\_. The secretary was present.

Roll call was conducted by Secretary \_\_\_\_\_, and 12 of 15 members were present. Secretary \_\_\_\_\_ read the minutes from the previous meeting, and they were approved. Communication received was shared with the membership.

Treasurer \_\_\_\_\_ reported receipts of \$1,000 and disbursements of \$500, with a balance of \$5,110 in the 4-H Council account as of May 8, 2010. The report was placed on file.

\_\_\_\_\_, chairman of the Community Service Committee, reported that the committee met on May 4 and identified three service projects for this summer for the 4-H Council to vote on. Those projects were Habitat for Humanity Lunch Sponsor, Food Bank Food Drive, and Pack the Bus School Supply Drive. The membership selected by majority vote the Pack the Bus School Supply Drive.

\_\_\_\_\_ moved that "the 4-H Council make a donation of \$100 to the Turner family, who lost their home in a fire." The motion was adopted after debate.

\_\_\_\_\_ moved that "the 4-H Council collect clothing, blankets, sheets, and towels to donate to the Turner family and turn them in to a task force by June 1, 2010." The motion was adopted after debate. The president appointed a task force of Jane Morgan, Jose Rocha, and Lee Hartman to coordinate the collection of items.

Mr. Mike Smith, founder of the Fitness Factory, presented a program on the youth fitness programs available at the Fitness Factory.

President \_\_\_\_\_ provided the following announcement: Remember to drop off any collected items to be donated to the Turner family by June 1, 2010.

The meeting adjourned at 8:30 p.m.

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Signature, Secretary

## Sample Treasurer's Report

\_\_\_\_\_ 4-H Council Treasurer's Report  
May 10, 2010

Balance on Hand, April 8, 2010 \$ 4,610.00

Receipts:

• April 10, 2010—Candy Sales	\$ 200.00
• April 17, 2010—Candy Sales	\$ 500.00
• April 23, 2010—Candy Sales	<u>\$ 300.00</u>
<b>Total Receipts</b>	<b>\$ 1,000.00</b>

Account Balance \$ 5,610.00

Disbursements:

• April 13, 2010— Leadership Lab Registration Reimbursement (\$100 per delegate)	\$ 300.00
• April 18, 2010—Set of 4-H flags/ banners for new club	\$ 150.00
• April 25, 2010—Supplies for Community Service Committee for flyers/signs	<u>\$ 50.00</u>
<b>Total Disbursements</b>	<b>\$ 500.00</b>

Balance on Hand, May 8, 2010 \$ 5,110.00

\_\_\_\_\_  
Signature, Treasurer

## Sample Committee Report

\_\_\_\_\_ County 4-H Council  
Community Service  
Committee Report May 10,  
2010

The Community Service Committee submits the following report on suggestions for a summer community service project:

The committee members conducted a needs assessment in the community to see what other organizations were doing for community service this summer and how 4-H could be involved in the projects. Members brought information to the committee meeting on April 15, 2010, and compiled a list of seven potential projects. The committee discussed the service projects and narrowed down the list to three to present to the membership.

The committee would like to present the following three community service projects to the 4-H Council and asks that a vote be taken to determine which project will be conducted: Habitat for Humanity Lunch Sponsor, Food Bank Food Drive, and Pack the Bus School Supply Drive.

Following the vote, the committee will work with the chosen service project to prepare fliers and other details to begin the service project.

Signature \_\_\_\_\_



## Sample Letter of Communication

March 25, 2010

Dear \_\_\_\_\_ County 4-H Council members,

On behalf of the Relay For Life Planning Committee, I want to express my thanks to your group for participating in the 2010 Relay For Life! Your team raised the most money this year, with your donations totaling \$2,500. The 4-H program is always so generous. Your team is a motivated group, and they did a great job of fundraising.

In addition to entering a team, we also appreciate that the County 4-H Council provided water and snacks for the teams during the Relay For Life event. We could not have done it without this thoughtful and necessary gift!

It is young people like you who give this world HOPE for the future! We are so proud to have young people of your caliber in our community. We look forward to working with you again next year!

Thanks again!

Mrs. Lela Waters

Relay For Life Chairman, \_\_\_\_\_ County

## Sample Parliamentary Procedure Problems

### Problem 1

- A motion is made to donate \$100 to Amber Rogers to help pay for her registration to National 4-H Congress, to be paid to Amber by June 10, 2010.
- The motion is amended to strike out \$100 and insert \$250.
- The amendment is lost.
- The original main motion is adopted.

### Problem 2

- The treasurer moves to set up a money market savings account with \$2,000.00 from the operating account.
- The motion is referred to the Finance Committee to review the budget and make a recommendation at the next regular meeting.

### Problem 3

- A motion is made to use \$50 from the operating account to purchase a giftbasket from Bloomer's Florist for the County Extension Office.
- A member calls for a division of the assembly.
- The motion passes.

## Sample Question/Answers

1. Once a main motion is made, what must be done before debate begins?

*A main motion must be seconded by another member and stated by the chair.*

2. Who must sign the minutes once they are approved?

*The President must sign the minutes when they are approved.*

3. When is a motion “rejected” or “lost?”

*When an assembly decides not to do what a motion proposes (a motion does not receive the appropriate number of votes for it to pass)*

4. What would a member wish to do if they move the Previous Question?

*They are wanting to close debate and vote on the motion at hand.*

5. Name 3 ways to take a vote during a small assembly or meeting.

*Rising, Ballot, Roll Call, General Consent, Show of hands, and by mail*

6. Name 2 ways that a main motion may be amended.

*Inserting or add words, striking out words, striking out and inserting words, substituting a new motion.*

7. What is the term for this definition: The formal parliamentary name given to any form of discussion on the merits of a motion.

*Debate*

8. If you were the chairman and a member was giving debate on a motion and made an amendment to the motion, how would you handle this procedure?

*Chairman asks for a second to the amendment and processes the amendment*

9. If there are 25 members present in a meeting, what is the number of votes that must be cast for a motion to pass with majority?

*13 of 25 votes*

10. What is a motion to reconsider?

*A motion to ask for a new vote on a motion. Allows membership to bring back a motion that was voted on hastily or when a situation has changed. Motion to reconsider can only be made during the meeting when the original motion was made.*

11. What are three regular methods that voting may be conducted?

*Voice Vote, Show of Hands, Rising/Standing*


12. What does it mean to Abstain?

*To refrain from voting*

The following is the Senior Score Sheet that will be utilized. Refer to specific district guidelines for possible variations for Junior / Intermediate age divisions.

### SENIOR - Leaders 4 Life Contest Example Score Sheet

Note: Numerical Scoring is a “tool” to assist the judges in placing, but final ranking will be confirmed by the team of judges.

Team #		County Name:	
Texas 4-H Leaders 4 Life - Score Sheet	Comments	Possible Score	Judge Score
Effective & Overall Coverage of Agenda		35	
Proper Use of Parliamentary Law		25	
Poise/Professionalism/Voice		15	
Team Participation		15	
<b>Problem 1</b>			
Accuracy/Function		25	
Logic/Effectiveness		25	
<b>Problem 2</b>			
Accuracy/Function		25	
Logic/Effectiveness		25	
<b>Problem 3</b>			
Accuracy/Function		25	
Logic/Effectiveness		25	
Questions (5 points each): Q1 ___ Q2 ___ Q3 ___ Q4 ___ Q5 ___ Q6 ___ Q7 ___ Q8 ___ Q9 ___ Q10 ___ Q11 ___ Q12 ___		60	
		<b>300</b>	
		<b>Potential Score</b>	<b>Score</b>
Additional Comments:			
Demonstration Time:			

