

New Mexico State 4-H Parliamentary Procedure Contest Guidelines

- Each county is eligible to bring two qualified county teams.
- There is a \$15 contest fee per team.
- State 4-H Contests are open to 4-H members who meet the eligibility requirements regardless of race, color, religion, sex, age, handicap or national origin.
- County participants, will be selected in a manner in which all eligible 4-H members are given the opportunity to participate.

General Eligibility:

- A. 4-H members who are actively enrolled in the program, are eligible to compete if they have passed their 14th birthday or be 13 years old and in the 8th grade but have not passed their 18th birthday by January 1 of the current 4-H program year during which state 4-H contests are held. Please note that contests offered at the regional and national levels may have different age requirements and their age policies take precedence over New Mexico age classifications.
- B. All members of first place teams must meet all regional and national contest requirements, including age, to be eligible to participate in regional or national contests. This applies also to alternate team's participation if the first place team cannot participate.
- C. 4-H members who have participated in any college classes or college judging teams related to the same contest are not eligible to compete.

General Instructions:

- A. Participants must report to the superintendent of the contest within five minutes of their scheduled prep time, or they will be disqualified.
- B. Protests - Any protests must be made the same day of the contest. Protests must be made through the 4-H Agent or designated team coach and put in writing to the State 4-H Program Leader, listing specific violations. In reaching a decision, the State 4-H Program Leader will involve the person in charge of the contest along with the appropriate 4-H Specialist responsible for the contest area. The decision reached is final and without further appeal.

Judging:

- A. The standard placing system of judging will be used. Ribbons will be awarded through five places for teams and individuals. Score sheets will be available for county agents if desired, but will not be given publicly. If judges' scores result in a tie, the tie must be broken for the five place winners.
- B. Scoring will be done according to New Mexico 4-H Parliamentary Procedure Score Card – revised 2016.
- C. The decision of the judges will be final.
- D. Good sportsmanship should be shown throughout the state 4-H contest.
- E. No one will be allowed to assist members in the preparation or contest area. To do so will disqualify a team. Requests for assistance should be made to the contest superintendent.
- F. Cell phones, smart phones, or any other types of electronics are NOT ALLOWED in any contest area. If a phone or an electronic device is seen during a contest the contestant will be removed from the contest and disqualified. The State 4-H Office will not be responsible for cell phones, smart phones, or any other types of electronics that are lost, stolen or damaged.

Procedures:

- A. Each team will consist of five or six members: president, vice president, secretary, treasurer, reporter and recreation leader (if a 5-member team, no recreation leader position).
- B. Teams will present a meeting not to exceed 20 minutes in length. Points will be decided as listed on the score sheet beginning with the first major fraction of a minute overtime.
- C. Each team will provide its own minutes, treasurer's report and two committee reports, which will be turned in to the judges following questions.
- D. Each team will provide its own unfinished business portion of the meeting.
- E. Teams must conduct their meetings according to the items of business presented them and execute all motions and action required therein:
 1. Presented order of business in a preparation room.
 2. Have 20 minutes to discuss the orders of business with fellow teammates.
 3. Meetings will have three problems in new business and at least six different types of motions. In a 5-member team, any reference in the problem to the "recreation leader" will be assumed by different officers as determined by the team.
- F. 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. Remain seated for questions
- G. Questions will rotate among team members in the same order as listed in Procedures Part A.
- H. No one other than the participants will be allowed in the waiting and preparation rooms. No printed material, other than material approved by the superintendent, shall enter either room. A clean copy of the problem will be given to each team in the preparation room; this copy may be taken into the contest room. No printed material other than the minutes, treasurer's report (see C under procedures), and the team copy of the problem, shall enter either room.
- I. There shall be two-three judges and a timekeeper. Scoring shall be a combined total of all judges, and in case of a tie, the questions score shall break the tie.
- J. Members of teams who have completed the contest are not to talk to other teams about items of business or questions asked until the entire contest is concluded. Points may be deducted for talking.

References:

- Parliamentary Procedure in Action, Kenneth Lee Russell
- The How of Parliamentary Procedure, Kenneth Lee Russell
- Robert's Rules of Order Newly Revised, 10th Edition or 11th Edition
- Classification and Summary of Motions
- Questions & Answers for the New Mexico 4-H State Parliamentary Procedure Contest
- Parliamentary Procedure Scorecard, 300 A-5 (Revised 2016)

CLASSIFICATION AND SUMMARY OF MOTIONS

(In order of rank)

CLASSIFICATION OF MOTION	SECOND REQUIRED	DEBAT- ABLE	AMEND- ABLE	VOTE REQUIRED	CAN BE RECON- SIDERED
Privileged Motions					
Adjourn (when unqualified)	Yes	No	No	Majority	No
Orders of the Day, to Call for	No	No	No	_____ 1	No
Incidental Motions					
Point of Order	No	No	No	None	No
Appeal	Yes	Yes ²	No	Majority	Yes
Suspend Standing Rules	Yes	No	No	Two-Thirds	No
Division	No	No	No	None	No
Nominations, to Close	Yes	No	Yes ³	Two-Thirds	No
Nominations, to Reopen	Yes	No	Yes ³	Majority	Yes ⁴
Nominations, to Make	No	Yes	No	Majority	No
Parliamentary Inquiry	No	No	No	None	No
Withdraw a Motion, Leave to	No	No	No	Majority	Yes ⁴
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	Two-Thirds	Yes ⁵
Refer to Committee	Yes	Yes	Yes	Majority	Yes ⁶
Amend	Yes	Yes ⁷	Yes ⁸	Majority	Yes
Main Motion					
Main Motion	Yes	Yes	Yes	Majority	Yes
Unclassified Motions					
Take from the Table	Yes	No	No	Majority	No
Reconsider	Yes	Yes ⁹	No	Majority	No
Rescind	Yes	Yes	Yes	_____ 10	Yes ⁴

1. Two-thirds negative vote required to NOT return.
2. No if it relates to indecorum, etc.
3. Time only.
4. Only the negative vote.
5. Before affirmative vote has been taken on the pending question, or questions.
6. Before any action is taken by committee.
7. If applied to a debatable question.
8. Only first degree amendment.
9. If the motion to be reconsidered is debatable.
10. Majority when previous notice given, otherwise two-thirds.