

DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

Contestant Information

Date: Thursday, November 16, 2023
1:00 pm Orientation and Contest Begins
Once entries are received, the counties involved will determine the final logistics, date, and time.

Location: Microsoft Teams

Teams will meet at their county office to participate in the contest. Judges and counties will sign into TEAMS and will use a webcam to conduct the contest via distance.

Entry Fee: \$12 per 4-H member

Deadline: All entries will be completed on 4-H Online at <https://texas.4honline.com>.

Check with your County Extension Agent for county entry deadlines.
<http://counties.agrilife.org/>

Late Entries: Late entries will be permitted with an additional:

- \$20 late fee per 4-H member up to 60 hours after the regular contest deadline (Monday at noon).
- \$50 late fee per 4-H member after 60 hours and up to the time of check-in on-site at an event

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DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

General Rules

OVERVIEW

The Leaders 4 Life Skillathon contest focuses on leadership and parliamentary procedure. Local 4-H clubs are encouraged to begin the process by creating a leadership project group or developing their officers into a team to learn basic leadership skills, parliamentary procedure, service learning, and the importance of promoting 4-H to recruit new members. Counties may also use their County 4-H Council members to create a team.

GENERAL RULES & GUIDELINES

1. **Membership.** Participants must be 4-H members currently enrolled in a Texas 4-H & Youth Development county program and actively participating in a leadership project.
2. **Age Divisions.** Age divisions are determined by a participant's grade as of August 31, 2023 as follows:

Division	Grades	
Junior/Intermediate	3*, 4, 5, 6, 7, or 8	<i>*Must be at least 8 years old</i>
Senior	9, 10, 11, or 12*	<i>*Must not be older than 18 years old</i>

There will be two age divisions: Junior/Intermediate and Senior.

3. **Advancement to State Contest.** Three (3) Seniors team will advance to the state contest at Texas 4-H Roundup. Only Senior teams are eligible for advancement to Texas 4-H Roundup.
4. **Entries per County and Members per Team.** There is no limit to the number of teams a county may enter. Each team will consist of four (4) to six (6) members in the same age division.
5. **Contest Resources.** There are numerous resources for this contest. The Texas 4-H website has a Leaders 4 Life page with additional materials at the following link:
<https://texas4-h.tamu.edu/projects/leadership/>

The website has teaching materials for agents/volunteers, as well as study materials for 4-H members. Most of the study materials are available for download for free on the L4L website, but there are at additional materials that are not available online, as listed below.

There is a complimentary copy at each County Extension Office of the following resources:

- Dunbar's Parliamentary Procedure Made Easy*
- Dunbar's Meeting Procedure Guide*
- Dunbar's Guide For Making Motions*
- Dunbar's Parliamentary Procedure Glossary*

Additional copies may be purchased by the 4-H member and/or county at the following website:
<http://parlipro.northwest.net/>

The 4-H members and/or county should have at least one resource:

- Robert's Rules of Order*

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Contest Procedures

CONTEST COMPONENTS

There are two (2) components to the Leaders 4 Life Skillathon Contest for all age divisions. The contest components are Parliamentary Procedure Demonstration and Question & Answer Session.

PARLIAMENTARY PROCEDURE DEMONSTRATION PROCEDURE

- Each team will consist of four (4) to six (6) members, including at a minimum the president, vice president, secretary, and treasurer. Up to two additional team members can be in any position—such as reporter or recreation leader—or just as members of the club. Officer positions are determined by the team in advance.
- The teams will present a simulated 4-H meeting no longer than the specified time for their age division. Five points will be deducted from the average score for every minute over the time limit. That is, if a senior age division meeting goes over 20 minutes, the team will receive a 5-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. The deductions will be handled in tabulation. The timekeeper will keep track of the length of presentations and provide the information for tabulation.

Age Division	Parliamentary Procedure Demonstration Time Limit
Senior	20 minutes
Junior/Intermediate	15 minutes

- Two examples of problems are provided to help teams prepare.
- The teams will be given problems to incorporate into the demonstration (see samples included in this letter). A skeleton agenda will also be provided at the event. The teams must demonstrate all actions on the score sheet.

Age Division	Number of Problems to Incorporate into Demonstration	Required Motions to Incorporate into Demonstration	The Problems May Incorporate Any of These Motions:
Senior	3 problems	Required motions are no longer a standard part of the presentation. Teams will still have to correctly perform/implement the appropriate motions called for in the 3 problems.	Main Motion Lay on Table Amendment Division of Assembly Take from the Table Withdraw a Motion Division of a Question Refer Motion to a Committee Rise to a Point of Order Appeal to Decision of Chair Previous Question Rescind a Motion Reconsider a Motion Postpone a Motion Definitely Postpone a Motion Indefinitely Object to Consideration of the Question
Junior/ Intermediate	1 problem	Main motion Amend a motion	Division of the assembly Lay on the table Take from the table Withdraw a motion

- Each team must provide its own minutes, treasurer’s report, letter of communication, and committee report. Prepared scripts are not allowed. Contest officials will check these materials before the team enters the planning room and collect them at the end of its presentation.
- Before the demonstration, each team will have 15 minutes to discuss the order of business and the problems of new business with fellow teammates in the planning room. No coaches, parents, agents, or other 4-H members not part of the team will be allowed in the planning room. Contestants may make notes on their agendas during the planning time.
- 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)
- The maximum number of points for this section of the contest is 240 points.

QUESTION & ANSWER SESSION ON PARLIAMENTARY PROCEDURE CONTEST PROCEDURE

- Each Intermediate and Senior team will be asked twelve (12) questions.
- 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.
- Each contestant must begin response within 10 seconds and complete the answer within 1 minute.
- Each question is worth up to 5 points, for a maximum score of 60 points for this section.

Age Division	Questions Will Be Based on the Following Resources:
Senior	<i>Robert's Rules of Order</i> <i>Dunbar's Parliamentary Procedure Made Easy (blue workbook)</i> <i>Dunbar's Meeting Procedure Guide (blue)</i> <i>Dunbar's Guide for Making Motions (yellow)</i> <i>Dunbar's Parliamentary Procedure Glossary (green)</i>
Junior/ Intermediate	<i>Dunbar's Meeting Procedure Guide (blue)</i> <i>Dunbar's Guide for Making Motions (yellow)</i> <i>Dunbar's Parliamentary Procedure Glossary (green)</i>

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Senior Practice Problem #1

Unfinished Business

1. Take a motion from the table from the last business meeting.

New Business

Problem I

1. During this problem, accuracy of a vote is determined.
2. A member disagrees with a decision of the President.
3. The amended motion that the council secretary create and maintain a Facebook Page passes.

Problem II

1. During this problem, a member points out a parliamentary mistake.
2. The council decides to host a dance following the County 4-H Banquet.
3. An amendment is offered.
4. The motion and its amendment are laid on the table.

Problem III

1. The council decides to provide blankets to the nursing home residents for a community service project.
2. A division of the question is moved.
3. The motion to plant a tree is referred to a special committee.

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Senior Practice Problem #2

Unfinished Business

New Business

Problem I

1. A member moves to send 2 delegates to the District 8 Leadership Lab.
2. The expense amount to cover is debated.
3. A second rank amendment is passed.
4. The motion to send 2 delegates to the District 8 Leadership Lab with expenses covered up to \$100 is tabled.

Problem II

1. During this problem a member calls for accuracy of a vote.
2. A motion is presented to host a donkey basketball game and all proceeds will go to the local food pantry.
3. The motion is passed.

Problem III

1. The motion tabled in problem 1 is taken from the table.
2. The motion passes.
3. A member moves to buy the County Extension Agents a gift card to be presented at the County 4-H Banquet.
4. The motion is withdrawn.

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Agenda

This is the agenda that will be used during the contest.

I. Call to Order

II. Opening Exercise: Pledges—American Flag, Texas Flag, 4-H Motto & 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