



Club Meeting LEAD Contest Rules

Purpose

To introduce 4-H members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills.

Students will be able to:

- Demonstrate correct use of 4-H opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as a team member.
- Demonstrate critical thinking and teamwork for effective decision making.

Eligibility

1. This LEAD Contest is open to students who are members in good standing of a registered 4-H club in Ghana.
2. Each club may enter one Club Meeting team at the first level of local competition (Circuit or District, whichever comes first).
3. Props or equipment are not to be used in this LEAD Contest.
4. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation.
5. All participants are required to wear their official school uniform when delivering their speech.

Levels of Competition

1. All circuit, district, and regional LEAD Contests shall be conducted alike and conform with the national Club Meeting rules.
2. Winners are eligible to participate only in the next succeeding district, regional, and national LEAD Contests.
3. Each club is allowed one team to attend the Circuit level of competition if it is held. The first and second place participant at the Circuit Club Meeting LEAD Contest will advance to the District competition. If there is no Circuit competition held, each club is allowed one team to attend the District competition.
4. The first and second place teams at the District Club Meeting LEAD Contest will advance to the regional Club Meeting finals.
5. The first and second place teams at the regional Club Meeting LEAD Contest will advance to the national Club Meeting finals.

General Contest Rules

1. Club Meeting, a team event, recognizes clubs that develop a working knowledge of parliamentary law and the ability to conduct a 4-H business meeting. Participants must present a demonstration meeting using provided planning materials, and prepare minutes of the meeting.
2. At the designated time, participants will report to the planning room where they will be given one copy of each of the following: an example agenda, minutes from a previous meeting, treasurer's report, and a topic of new business. Possible topics of new business include, but are not limited to, the following: plans to increase club membership, fundraising ideas for local club, public relations or promotional projects, community service projects, and participation in 4-H programs such as LEAD contests, etc., Gender Empowerment Dialogues, and community development ideas.
3. Participants will have 15 minutes to prepare for the meeting. (Planning may only happen during this 15 minutes.)



4. Participants will move to a demonstration room to present. The demonstrated meeting may be up to 18 minutes in length (rap of gavel for 4-H Opening Ceremonies to final gavel rap of 4-H Closing Ceremonies). A five-minute and a one-minute warning will be given. Participants will be stopped at 18 minutes.
5. Following adjournment of the meeting, the secretary will turn in the secretary's record.
6. Evaluators will have up to 10 minutes to provide feedback, discuss, complete the rubric and write comments for participants.
7. The Club Meeting team will consist of six members including a president who will serve as the chair, a vice president, a secretary, a treasurer, organizer, and student advisor.
8. A table and six chairs, as well as the planning packet consisting of agenda, secretary's record/minutes, blank secretary's record, treasurer's report, a topic of new business, and a gavel will be provided.
9. Participants must bring blank paper, and pencils for taking notes.
10. The team enters the demonstration room and is seated. Tables and chairs may be moved for planning as a team, but must be returned to their original positions for the demonstration.
11. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and that pertain to information received during planning time. Acceptable notes include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed. All planning materials and notes will be collected at the end of the event.



Demonstrated Meeting

The demonstrated meeting may be up to 20 minutes in length and is presented to evaluators. The demonstrated meeting should show the participants' knowledge of parliamentary law and their ability to perform designated skills and should follow the agenda given during the preparation time.

Proper Use of Parliamentary Law	Use of proper parliamentary law
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.
Coverage of Agenda	Address all agenda items properly. Items on agenda should include call to order, recite the 4-H pledge, 4-H opening ceremonies, minutes of previous meeting, treasurer's report, committee report(s), unfinished business, new business, 4-H Closing ceremonies, and adjournment.
Demonstration of 4-H Ceremonies	As shown in the agenda, members should properly memorize, demonstrate, and present the 4-H opening and closing ceremonies with accuracy and pride.
Main Motion	Demonstrate each ability correctly, in a proper sequence, and at an appropriate time during the meeting. Note: To receive credit for demonstrating each ability correctly, amendments may apply to one or more motions.
Amendment	
Point of order or Parliamentary Inquiry	
Division of the Assembly	
Previous Question	
Request for Information	
Postpone to a Certain Time	
Lay on the Table	
Question of Privilege or Recess	
Demonstration time and Quality	Conduct an overall high quality demonstration which last an appropriate amount of time required for ceremonies, content, debate, and involvement.
Clarity of Expression and Voice	State ideas and comments completely, use appropriate grammar, pronunciation, pitch, tempo, and volume. Discussion should flow naturally from one item on the agenda to the next.
Poise	Team conducts itself in appropriate, professional, and poised manner.
Impartiality of Presiding Officer	Presiding officer uses entire team and their ideas.
Team Participation	Active participation by all members during opening and closing ceremonies and discussion.
Debate Includes 4-H Topics	Conduct meeting with accurate use of 4-H purposes, mission and facts throughout the debate.

Secretary's Record.

Secretary's record of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record, upon completion, will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will not be evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.



Secretary's Minutes

MINUTES OF THE MEETING

The meeting of the _____ 4-H Club was called to order
by _____ the President.

The meeting was held at _____ on _____ at _____ o'clock, year 20__

Number of members present _____, There were _____ boys and _____ girls.

The minutes were read and approved. YES _____ NO _____

The Treasurers Report was read and approved. YES _____ NO _____

Leaders present were _____

Others attending enrolled were _____

New members enrolled were _____

Total attendance (members, leader, and others) was _____

Business (committee reports old and new business plans made, etc.)

Programme: (talks, demonstrations, etc. given and by whom

Recreation: (activity) _____

The next meeting of the club will be held at _____ on _____ at _____ o'clock.

Club Secretary.



Sample Treasurers Report

4-H Club Treasurer Report

Club Name: _____

Time Period: _____

Opening Cash Balance \$ _____ (a)

Sources of Revenue or Income:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____ (b)

Less Expenses:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____ (c)

Funds remaining at end of reporting period: (a+b-c) \$ _____

Submitted, _____

Club Treasurer



4-H Ghana Club Meeting Scoring Rubric

82 points

CLUB NAME _____

DATE _____

CONTEST SITE _____

DEMONSTRATED MEETING					Score
Proper Use of Parliamentary Law 0–10 points	0 Team did not demonstrate any Parliamentary Law according to the guidelines for parliamentary errors sheet.	1,2,3,4,5 Team lacked basic understanding of parliamentary law according to the guidelines for parliamentary errors sheet.	6,7,8,9 Team incorrectly carried out parliamentary procedures according to the guidelines for parliamentary errors sheet.	10 Team carried out all procedures correctly with no parliamentary errors.	
Proper Recognition of Chair and All Members 0–3 points	0 Members were never recognized by chair before speaking	1 Proper recognition of the chair and members were met some of the time	2 Proper recognition of the chair and members were met most of the time	3 Chair and members were recognized properly at all times	
Coverage of Agenda 0–3 points	0 Team did not follow agenda	1 Team did not address all agenda items	2 Team addressed all agenda items, but some were not done properly	3 Team addressed all agenda items properly	
Main Motion 0–3 points	0 Team did not demonstrate a main motion	1 Team incorrectly attempted a main motion	2 Team stated a main motion without properly carrying it out	3 Team correctly demonstrated a main motion	
Amendment 0–3 points	0 Team did not demonstrate an amendment	1 Team did not complete an amendment	2 Team completed the amendment, but did so incorrectly	3 Team correctly amended an amendment	
Point of Order or Parliamentary Inquiry 0–3 points	0 Team did not demonstrate a point of order or parliamentary inquiry	1 Team did not complete point of order or parliamentary inquiry	2 Team completed point of order or parliamentary inquiry, but did so incorrectly	3 Team correctly demonstrated a point of order or parliamentary inquiry	
Division of the Assembly or Division of the Question 0–3 points	0 Team did not demonstrate division of the assembly or division of the question	1 Team did not complete division of the assembly or division of the question	2 Team completed division of the assembly or division of the question, but did so incorrectly	3 Team correctly demonstrated division of the assembly or division of the question	
Previous Question 0–3 points	0 Team did not demonstrate previous question	1 Team did not complete previous question	2 Team completed previous question, but did so incorrectly	3 Team correctly demonstrated previous question	
Point of Information 0–3 points	0 Team did not demonstrate point of information	1 Team did not complete point of information	2 Team completed point of information, but did so incorrectly	3 Team correctly demonstrated point of information	
Postpone to a Certain Time 0–3 points	0 Team did not demonstrate postpone to a certain time	1 Team did not complete postpone to a certain time	2 Team completed postpone to a certain time, but did so incorrectly	3 Team correctly demonstrated postpone to a certain time	
Postpone Indefinitely 0-3 points	0	1 Team did not complete Postpone Indefinitely	2	3	



	Team did not demonstrate Postpone Indefinitely		Team completed Postpone Indefinitely, but did so incorrectly	Team correctly demonstrated Postpone Indefinitely	
Refer to a Committee 0-3 points	0 Team did not demonstrate refer to a committee	1 Team did not complete refer to a committee	2 Team completed refer to a committee, but did so incorrectly	3 Team correctly demonstrated refer to committee	
Lay on the Table 0-3 points	0 Team did not demonstrate lay on the table	1 Team did not complete lay on the table	2 Team completed lay on the table, but did so incorrectly	3 Team correctly demonstrated lay on the table	
Question of Privilege or Recess 0-3 points	0 Team did not demonstrate question of privilege or recess	1 Team did not complete question of privilege or recess	2 Team completed question of privilege or recess, but did so incompletely	3 Team correctly demonstrated question of privilege or recess	
Demonstration Time 0-3 points	0-1 10 minutes or less	2 10 – 15 minutes	3 15 – 18 minutes		
Quality of Demonstration Discussion 0-15 points	0-1-2-3-4-5 Limited quality discussion and involvement of members	6-7-8-9-10 Quality of discussion and appropriate member involvement	11-12-13-14-15 Quality of discussion, diversity of viewpoints and appropriate involvement		
Clarity of Expression and Voice 0-3 points	0 Speech unclear, weak voice projection, incorrect pronunciation, poor grammar	1 Few team members use clear speech or voice projection, or pronunciation or proper grammar	2 Most team members use clear speech or voice projection, or pronunciation or proper grammar	3 Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar	
Poise 0-3 points	0 Expressionless, no hand gestures, sways, no eye contact	1 Few team members use appropriate expression or hand gestures or posture or eye contact	2 Most team members use appropriate expression or hand gestures or posture or eye contact	3 Good expression, appropriate hand gestures, good posture, good eye contact	
Impartiality of Presiding Officer 0-3 points	0 Did not call on all members, states own opinion	1 The presiding officer rarely calls on all members and/or rules fairly on motions	2 The presiding officer usually calls on all members and/or rules fairly on motions	3 The presiding officer always calls on all members and/or rules fairly on motions	
Team Participation 0-3 points	0 Clearly there is no team participation	1 The meeting participation relies primarily on one or two members	2 Most team members are actively involved in the meeting	3 All team members were actively involved in carrying out the meeting	
Debate includes 4-H Purposes 0-1 point	0 Team did not include 4-H Purposes, Missions or facts		1 Team used 4-H Purposes, Missions or facts in debate		
SECRETARY'S RECORD					
0-2 points	0 Most information is missing and agenda items were not recorded	1 Unorganized and some agenda items not recorded	2 Organized and contain all required agenda items		

EVALUATOR'S COMMENTS and SIGNATURE:

Points
TOTAL
(82 points possible)



Opening and Closing Ceremonies

Opening the Meeting: *(When the time arrives for the opening of the meeting, the president, rises, raps the gavel once for members to be seated, then twice to call the meeting to order. The officers rise as called upon by the vice president, and remain standing until seated by the president.)*

President: The meeting room will come to order. We are now holding a meeting of the _____ 4-H Club. Mr./Mdm. Vice President, are all officers at their stations?

Vice President: *(Rising and facing the president)* I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Mdm. President.

(Calling the roll of officers) The Organizer.

Organizer: Stationed by the Palm Broom.

Vice President: Why by the Palm Broom?

Organizer: The Palm Broom is a symbol of unity. As individual pieces of palm frond are brought together to form a useful tool, so I strive to unify the members of this club by organizing and maintaining the meeting room, as well as informing all members of current announcements.

Vice President: The Treasurer.

Treasurer: Stationed by the Golden Cocoa Pod

Vice President: Your duties there?

Treasurer: The Golden Cocoa Pod is a symbol that combines two historic products of our nation's economy. Through proper financial administration, gold and cocoa have allowed significant progress in Ghana. I am dedicated to the success of this club through honest monitoring of accounts and encouragement of resourcefulness amongst our members.

Vice President: The Secretary.

Secretary: Stationed by the Maize Harvest.

Vice President: Your duties there?

Secretary: As maize farmers keep record of their harvest and save good seed for the next season's crop, so I maintain an accurate record of meeting minutes, membership attendance, and the club's program of activities.

Vice President: The Club Advisor.

Advisor: Here by the Walking Stick.

Vice President: Why stationed by the Walking Stick?

Advisor: The Walking Stick is a traditional symbol of knowledge and wisdom. Being older than the rest of you, I am asked to guide and support you from time to time, just as the Walking Stick supports the wise. I am dedicated to the success of 4-H members, as I firmly believe that investing



in agriculture and empowering youth will bring a bright future for our club, our community, our country, and our world.

Mr./Mdm. Vice President, why do you keep a Cutlass and Hoe at your station?

Vice President: The Cutlass and Hoe are required to properly maintain a farm. Without hard-working hands, neither knowledge nor wisdom can accomplish much. Just as these tools support the success of a farmer, so I work to assist the president in leading our organization. I preside over meetings in the absence of our president, who's place is beneath the Flag of Ghana.

Advisor: Mr./Mdm. President, why are you so stationed?

President: The Flag embodies national pride for Mother Ghana, so I am proud to serve as a local representative of the 4-H, an organization that spans the nation. I am committed to serving my club and encouraging my brothers and sisters to become leaders. We, the 4-H will uphold the honour of our nation by seeking to develop as active citizens with life skills and honest character. We are the future of Ghana.

(Faces the Vice President) Mr./Mdm. Vice President, thank you for calling the role of officers and assuring that they are at their stations.

(All take seats at tap of gavel)

President: The secretary will call the roll of members.

Secretary: There are _____ Members and _____ guests present, Mr./Mdm. President.

(The secretary should take roll call or complete the attendance roster prior to opening ceremonies in the way that he/she sees best fit.)

President: Thank you. 4-H What is our motto?

(All members stand at 3 taps of the gavel.)

All members in unison: Learn, Earn, and Go Green.

President: 4-H, join me in reciting our pledge.

All members in unison: I promise to work towards becoming a youth with a clear Head, an open Heart, clever Hands, and good Health, so help me God. *(All are seated at 1 tap of the gavel)*

President: May we fulfill our motto and pledge, I now declare this meeting of the _____ 4-H Club open for the transaction of business or attention to any matters which may properly be presented.

(Proceed with the regular order of business)

- Minutes of previous meeting by secretary.
- Treasurers report.
- Reports of committees.
- Unfinished or Old Business.
- New Business.

Closing the Meeting: *(When the business at hand has been disposed of or an appointed time for closing has arrived, the procedure is as indicated below.)*

President: Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?

Secretary: *(Rises, Replies and is seated.)* I have none, Mr./Mdm. President.

President: Does any member know of any new or unfinished business which should properly come before this meeting? *(If no answer, proceed as follows)*

We are about to adjourn this meeting of the _____ 4-H club. As we move forward, may we strive to positively represent the 4-H by dedicating our Heads to clearer thinking, our Heart to greater loyalty, our Hands to larger service, and our Health to better living. Fellow members and guests, please join me in reciting our national pledge.

All in unison: I promise on my honour to be faithful and loyal to Ghana my motherland. I pledge myself to the service of Ghana, with all my strength and with all my heart. I promise to hold in high esteem our heritage won for us through the blood of toil of our fathers; and I pledge myself in all things to uphold and defend the good name of Ghana, so help me God.

President: I now declare this meeting adjourned. *(Taps gavel once to adjourn.)*

Room Layout

