

The Powers and Responsibilities of a Chairperson

Chairpersons are responsible for interpreting the rules and procedures in their Committee. Moreover, Chairs are used as intermediaries when it comes to communication between delegates during debate or Moderated Caucus.

Chairpersons have the following responsibilities and powers:

1. Setting debate time, speech time and number of Points of Information (also their order);
2. Extending or reducing debate time;
3. Conducting and counting votes;
4. Rejecting amendments on the grounds of redundancy or lack of substance;
5. Overrule motions at their own discretion;
6. Clarifying Points of Information;
7. Issuing warnings and dismissing delegates;
8. Managing (Junior) Administrative Staff when the Head of (Junior) Administrative Staff is absent;
9. Break any tie-votes (tie-votes are later discussed in this document).

The Powers and Responsibilities of a Delegate

Delegates represent the country they are assigned in a specific Committee while following its perspectives and policies so as to find the best solutions for the given topics.

Once Debate (either Closed or Open) or Moderated Caucus is declared in session, delegates must:

- a. Use the 3rd form, instead of using the 1st person singular pronoun (“I”), when talking about themselves **or** when addressing another delegate (e.g. “The delegate of X”);
- b. Yield the floor back to the Chairs before the debate or Moderated Caucus can continue (use the phrase: “This delegate yields the floor back to the chairs.”).

During a Committee Session, a delegate may raise the following points and motions:

A. Points:

1. The Point of Information:

- i. May be addressed to the delegate who has the floor and has finished holding their speech only if they clearly state they are open to Points of Information;
- ii. Must be a question and must directly refer to the resolution being debated;
- iii. If a delegate has asked their Point of Information and wishes to ask another, they can ask their Chairperson for a Follow-Up (can be denied or granted by the Chairperson);
- iv. Delegates need to raise their placard to ask a Point of Information;
- v. May not interrupt a Speaker;

2. The Point of Personal Privilege:

- i. Should be used only when there is a problem with audibility or comfort (i.e. the room is too hot, the delegate of X is not speaking loudly enough);
- ii. Is the only point that can interrupt a Speaker;

3. The Point of Order:

- i. Should be used if the delegate believes the Chairperson made a mistake in following the procedure;
- ii. May not interrupt a Speaker;

4. The Point of Parliamentary Inquiry:

- i. Should be used if the delegate is uncertain regarding a technical aspect concerning the rules;
- ii. May not interrupt a Speaker;

5. The Point of Personal Inquiry:

- i. Is used to ask a question that is not appropriate for any other point or motion;
- ii. May not interrupt a Speaker;

B. Motions:**1. The Motion to Verify the Quorum:**

- i. This motion is raised at the beginning of each Committee Session and passes automatically;
- ii. Chairpersons shall make a rollcall of all Member States in the Committee in order for them to state their status of attendance;
- iii. Delegates may reply only with “Present” or “Present and voting”;
Note: *If a delegate replies with “Present and voting”, they will have no right to abstain from any vote.*
- iv. If any delegates were not present during the roll call, upon their arrival they shall send a note to the Chairperson clarifying their status of presence;
- v. Upon establishing the Quorum, the Chairpersons will state the Simple Majority and Two-thirds Majority;

2. The Motion to Introduce a (Draft) Resolution:

- i. Should be proposed, after The Quorum has been verified, if there are any resolutions to be debated (cannot be used on the first day);
- ii. Must also include the topic and main submitter of the resolution being proposed to be debated;
- iii. This motion requires a second and a simple majority to pass;

Note: A resolution is called a “Draft Resolution” if it has not (yet) passed to the General Assembly.

3. The Motion to Extend Debate/Caucus Time:

- i. May be used at the end of debate/caucus time if a delegate believes there needs to be more debate on the given resolution;
- ii. Must also state the duration by which debate/caucus should be extended;
- iii. The extended time cannot exceed the initial time;
- iv. This motion requires a second and a simple majority in order to pass;

4. The Motion to Move into Moderated/Unmoderated Caucus:

- i. May be used at any point in the debate if a delegate feels that it is necessary to discuss with other delegates to write an amendment or re-organise support/opposition against the resolution;
- ii. Delegates must also state the duration of the proposed Caucus;
- iii. This motion requires a second and a simple majority;

5. The Motion to Move into Voting Procedure:

- i. May be used at any point during the debate of a resolution (as long as at least one For Speech and one Against Speech have been held) if a delegate feels that further debate will not change the outcome of the vote;
- ii. This motion requires a second and a two-thirds majority in order to pass;

6. The Motion to Split the House:

- i. Can only be used in the voting procedure;
- ii. Can be smiled upon by the Chairperson if (either 1 or 2):
 1. Votes Against + Abstentions > Votes For;
 2. Votes For + Abstentions > Votes Against;
- iii. This motion requires a two-thirds majority and a second;
- iv. This motion is voted upon;

7. The Motion to Vote by Roll Call:

- i. This motion can only be raised prior to the start of the voting procedure;
- ii. This motion can pass automatically, should the Chairs allow it;
- iii. This motion is **not** voted upon and is **not** debateable;

8. The Motion for the Suspension of the Meeting:

- i. Requests the Suspension of the Meeting for a given period of time;
- ii. Is used when it is time to go into the Lunch Break or Coffee Break;
- iii. This motion can automatically pass at the discretion of the Chairs;

9. The Motion to Adjourn the Session:

- i. May only be raised at the end of the Conference;
- ii. This motion requires a second and a simple majority;
- iii. This motion is voted upon;

Note: For all motions that require a second, the Committee will be asked for seconds and objections:

1. If there are objections, The Committee moves into voting procedure for this motion and then acts according to the votes;
2. If the motion is seconded, the Chairpersons will move into the certain procedure.

Note: Whenever a delegate wishes to introduce a motion or use a point, they must raise their placard.