

StuyMunc Parliamentary Procedure Guide

**from Naimun XLVII Website*

1. Roll Call

May vote:

- a. "Present"
- b. "Present and voting" (By voting "present and voting," a delegation may not abstain in any subsequent votes but can only vote yes or no. It is not suggested to vote "present and voting.")

Be on time for roll call, which is taken at the start of EACH committee session. If you're late, send a note to the dais to let them know of your presence, since it affects voting calculations.

2. Setting the Agenda

Opening the Speaker's List

Requires a motion and a majority vote

SAY: "Motion to open the Speaker's List for the purpose of setting the agenda."

A primary Speaker's List may be opened at the Chair's discretion

Setting the Speaking Time

Speaker's List time runs from one to two minutes

Chair says: "Motion to set the speaking time at 90 seconds."

Requires two speakers for and two against with a 30-second speaking time

Requires a simple majority to pass

The Speaker's List

Once the Speaker's List is open, debate to set the agenda begins

Ex. **SPEAKER'S LIST**

Jordan, Afghanistan, China, Honduras, Kenya, Germany, Argentina, Romania, United States

The Speaker's List is a perpetuating document – send a note to the Dais to be added!

Setting the Topic

Motion to set the agenda

SAY: "Motion to set the agenda to Topic One, Maritime Piracy in the Straits of Malacca"

Requires one speaker for and one against

Simple majority to pass

If the motion fails, Topic Two will be discussed first

3. Yields

A yield is a way to handle remaining speaking time (Ex. the speaking time is one minute, but the delegate only speaks for thirty seconds). Yields can only be made when delegates are called from the Speaker's List, and must be specified before a delegate begins speaking. If the delegate fails to specify a yield, the yield is defaulted to the Chair (See A).

A. "I yield my time to the Chair."

Remaining time is unused

B. "I yield my time to questions."

Chair will call on a delegate to ask the speaker a question.

Speaker can only respond for the amount of time unused.

No back-and-forth dialogue between delegates!

C. "I yield my time to [insert country's name here]."

If a delegate (Oman) yields the remainder of their time to another country (Yemen), that country **must accept the yield**.

The country yielded to (Yemen) cannot make another yield (NO DOUBLE YIELDS).

4. Points

Points give delegates a voice about administrative matters not related to the substance of the committee.

Point Of Order

Tool to point out a discrepancy in parliamentary procedure or another delegate's actions
Ex. "Point of Order? The delegate is discussing resolution 3, but only 1 and 2 have been presented."

May interrupt a speaker

Point of Personal Privilege

Ex. "Point of Personal Privilege? Can the Dais please speak up? We can't hear the Chair in the back."

May *not* interrupt a speaker

Point of Parliamentary Inquiry

Tool to ask the Dais to clarify a motion made, a vote up for consideration, or any other step of parliamentary procedure

Ex. "Point of Parliamentary Inquiry? Are we voting on Resolution 1.2 or 1.4?"

May *not* interrupt a speaker

5. Caucusing

Moderated Caucus

The moderated caucus allows countries that are low on the Speaker's List to have the opportunity to speak by temporarily suspending the Speaker's List and allowing the chair to call on countries at their discretion. The delegate who proposed the caucus should specify the topic of discussion, specify the duration (not to exceed 20 minutes), and speaking time per delegate. To signal your desire to speak, simply raise your placard. Delegates should remain in their seats during a moderated caucus and maintain decorum, as during formal debate.

SAY: "Motion for a **ten-minute moderated caucus** with **30-second speaking times** [for the purpose of discussing _____]."

Unmoderated Caucus

A motion for an unmoderated caucus, which requires a majority to pass, allows the suspension of the rules and of formal debate. Delegates may leave their seats and discuss topics freely. The delegate making the motion must specify a total time for the proposed caucus, not to exceed 20 minutes. The Chair reserves the right to rule such a motion out of order. This is an ideal time to draft resolutions and develop relationships with fellow countries.

SAY: "Motion for a ten-minute unmoderated caucus."

6. Resolutions

Resolutions

- Each delegation can sponsor or sign as many resolutions as they wish
 - o **Sponsors** are countries who agree with the content of the resolution or draft and intend to support it.
 - o **Signatories** are countries who would like to see the draft debated but do not necessarily support all the elements of the resolution.
 - o A signatory of a resolution does not have to vote in favor of the resolution.
- Require 20%+1 of the committee to sign on to a resolution either as a **sponsor** or as a **signatory**.
- Each resolution requires at least 2 sponsors.
- Both resolutions and amendments alike require a simple majority to pass.

Amendments

Friendly amendments:

- Approved by all sponsors of the resolution
- Automatically added without a vote as soon as they are submitted to the Dais

Unfriendly amendments:

- Require two speakers for and two speakers against and a majority vote before being added to the draft resolution

Presenting a Resolution

- Suspension of the rules at Chair's discretion
- All the sponsors read the resolution to the committee
- Five minute Q&A
 - o Non-substantive questions are used to question and correct grammar, spelling, punctuation, or to clarify (without changing) any part of a draft resolution.
 - o Substantive questions wish to question the meaning and intentions of the draft resolution.

7. Voting

Straw Poll

- A non-binding poll vote on a draft resolution or resolution, that allows delegates to get a feel for the popularity of an issue.

Moving into Voting Procedure

SAY: "Motion to close debate."

- Requires two speakers for and two against and **2/3 in favor** to pass
- Once the body has voted affirmatively to close debate, the committee immediately moves into voting procedure
- **No one may enter or leave the room!**

Voting Procedure

- Each resolution is voted on in the order that it was presented (Resolution 1.1, 1.2, etc.)
- Voting on unfriendly amendments occurs before voting on the resolution as a whole
- Each resolution is passed by a simple majority
- May vote **yes, no, yes with rights, no with rights, abstain, or pass**
 - o Voting with rights means that a delegation is voting contrary to its expected vote based on its declared foreign policy. Delegations voting with rights may give a speech at the conclusion of voting giving their reasoning for such a vote. It is *not suggested* that you vote with rights; rather, vote according to policy!
 - o If a delegation passes, it will be called on again when all other countries have voted.

Motions Specific to Voting

"Motion for a roll call vote."

"Motion to reorder the resolutions."

"Motion to divide the question."

Common Points and Motions

Point/Motion	Description	Debatable	Interrupt Speaker	Decision	Requires Second
Point of Order	Points out misuse of procedure	No	Yes	Chair	No
Point of Personal Privilege	Points out matters of personal comfort	No	Yes	Chair	No
Point of Inquiry	Question to Chair	No	No	Chair	No
Motion to Open Debate	Opens Committee	No	No	Simple Majority	Yes

Point/Motion	Description	Debatable	Interrupt Speaker	Decision	Requires Second
Motion to Set Agenda	Determines order of topics	2 For, 2 Against	No	Simple Majority	Yes
Motion to Adjourn	Ends Conference	No	No	Simple Majority	Yes
Motion to Suspend	Ends Committee Session	No	No	Simple Majority	Yes
Motion to enter unmoderated caucus	Enter unmoderated caucus of specified time	No	No	Simple Majority	Yes
Motion to enter moderated caucus	Enter moderated caucus of specified time with specified speaking time	No	No	Simple Majority	Yes
Motion to Divide the Question	During voting procedure, divides resolution into separate items to vote on	2 For, 2 Against	No	Simple Majority	Yes
Motion for a Roll Call Vote	During voting procedure, requires chair to take roll call vote	No	No	Only Requires Second	Yes
Motion to Introduce an Unfriendly Amendment	Introduces unfriendly amendment to resolution	No	No	Simple Majority	Yes
Motion to Introduce a Working Paper	Introduces Working Paper	No	No	Simple Majority	Yes