# UConn Travel United Nations
# Practice Conference Procedure

## Flow of Debate

<u>Opening</u>
1. Motion to open the speakers list.
2. Accept motions to change the speaking time. Recommended time: 45 seconds - 2 minutes.
3. Vote on speaking time motions. If no motions are put forth, use a default time of 1 minute.
4. Begin calling speakers to the floor.
5. Speakers may yield their time to the chair or to questions.
   a. Deduct from the remaining speaking time during time spent by the speaker answering questions. Do not deduct time while questions are being asked.
6. Close the Speakers List, and accept motions for moderated and unmoderated caucuses before speakers run out. If the speakers list is exhausted, then the committee automatically enters Voting Procedure..
7. At the end of Voting Procedure, close debate with a Motion to Adjourn.

<u>Mid-Committee</u>
- Moderated Caucuses
  - Requires an overall duration, a speaking time, and a topic of discussion.
- Unmoderated Caucuses
  - Requires an overall duration.
- Reopen the Speakers List
  - Requires a ⅔ majority.
  - May be used to exhaust Speakers List and enter Voting Procedure.
- Motion to Enter Voting Procedure
  - Requires a ⅔ majority.
  - Used to begin discussion of submitted resolutions and move towards closing committee.

<u>Taking a Break</u>
- If time for a committee session has expired, but the overall committee is not yet complete (i.e. it is not the final session), the Chair should look favorably upon a "Motion to Suspend Debate" - ⅔ majority.

<u>Resolutions</u>
- Resolution Format:

- - Title: "A Resolution to…"
    - Preamble
      - Bullet pointed clauses with the first word in the present participle - verb ending in "ing" ("Recognizing," "Considering," "Supporting," etc).
    - Operative Clauses
      - Numbered clauses with the first word in present simple tense - verb ending in "s" ("Suggests," "Promotes," "Condemns," etc).
      - May not include specific monetary values.
      - Cannot forcefully compel a nation to take an action (exception: Security Council).
    - Sponsors list
      - Delegates who helped draft the resolution.
      - If three primary sponsors are not marked to speak on behalf of the resolution, take the first three.
    - Signatories list
      - Delegates who would like to hear the resolution debated.
- Voting Procedure:
  1. Have the primary sponsors come to the front of the room and read their resolution.
  2. Allow 4 minutes for a speech in favor of the resolution from the sponsors.
     a. Remaining time may be yielded to the chair or questions.
  3. Allow 4 minutes for questions.
  4. Vote on the resolution.
     a. Abstentions are in order.
- Written resolutions should be submitted to the chair during unmoderated caucuses or discreetly during other periods.
- Pre-written resolutions are not in order. Resolutions may be outlined ahead of time.

## Closing
- Look favorably upon a Motion to Adjourn - ⅖ majority.

# Specific Guides

## Points
- Point of Personal Privilege
  - A delegate seeks resolution to a personal matter, such as having to use the restroom, having an air conditioner pointed in their face, etc.
- Point of Order
  - A delegate would like to correct a piece of parliamentary procedure incorrectly performed by the Chair.
- Point of Parliamentary Inquiry
  - A delegate has a question about Parliamentary Procedure.
- Point of Clarification/Information

- - A delegate has a non-political, factual question, such as "What is the rate of ice caps melting?" "How many endangered polar bears remain?" etc.
    - If the Chair believes another delegate can best answer this point, they may forward the question to said delegate.
  - Points posed by delegates during inappropriate times, such as during a speech, should not be entertained.

## Right of Reply
- If a delegate's personal character or nation has been grossly attacked, they may request a Right of Reply.
- A Right of Reply should be presented in the form of a short note written to the Chair. If the Chair deems the Right of Reply legitimate, they will read it to committee.

## Yields
- Limited to the Speakers List and Voting Procedure (during sponsor speeches).
- Yield to Chair
  - Absorb the rest of the time, and move on.
- Yield to Another Delegate
  - Another delegate receives the remaining speaking time.
- Yield to Questions
  - See "Questions" below.

## Questions
- Members of committee may raise their placards with questions for the Speaker. The Chair calls upon delegates and only elapses time while the speaker is answering.
- If a delegate has a follow-up question, they may "Motion for a Follow-Up." The Chair should prevent any back-and-forth dialogue.
- Inappropriate or overly aggressive questions should be ruled dilatory, and the Speaker is not required to answer.

## Voting
- Votes are primarily a simple majority.
  - Tie votes fail.
  - Exceptions may be marked ⅔ majority for important procedural matters, such as adjourning.
- All procedural votes are mandatory. Delegates must vote if an issue affects the progression of committee.
  - The only non-mandatory votes in which abstentions are in order are votes on the passage of a resolution.

## Motion Voting Order
- Vote on motions in most disruptive to least disruptive order.
  - All unmods come before mods.

- ○ Mods with smaller speaking times come before mods of the same duration with longer speaking time.
- ○ Motions to close or suspend debate are highest priority.
- ○ Motions to change the speaking time and other small matters are lowest priority.

Vocabulary
- Decorum: Order in the house - [Speaker is being interrupted by another delegate].
- Dias: The area the Chair where is sitting. Refers to the Chair and their assistant directors. - "Please pass your notes to the dias."
- Dilatory: Irrelevant - "The delegate's motion for a 5 minute moderated caucus with a 5 minute speaking time is dilatory."

Inappropriate Behavior
- If members of a committee are behaving in an inappropriate or disruptive manner, the Chair should call for decorum. If the issue persists, the Chair may individually reprimand the conduct of a delegate or call for the delegate to be removed from committee.

# Crisis Procedure

Directives
- Directives take the place of resolutions. Unlike resolutions, countries or characters that submit a directive actually follow through with the proposed actions in the document.
- The format of a directive varies with conference, but TMUN Practice Conferences will accept a bullet pointed list of actions to be taken - "Send food aid to the Balkans," "Move 300 troops to the Spartan border," etc.
- Titles are optional - "Aid for Africa," "A Declaration of War on England," etc.
- Directives should have a sponsors list.
- If a directive is signed by multiple members of committee, it becomes a joint-directive and gains more weight (i.e. the actions are more likely to be successful).

Crisis Notes
- Crisis notes are passed to the Dais by delegates and detail what actions they would privately like to take - "Hire bodyguards," "Move from Beijing to Shanghai," "Break alliance with France, and seize Paris," etc.

Press Releases
- The Dais will periodically prepare press releases to update committee on how its actions are affecting the world. This may take the form of a news article, video, speech, etc.

Other Differences

- "Backroom" refers to the group of staff members working to process all directives and crisis notes. The Backroom also typically prepares press releases.
- "Round Robins" are a popular form of moderated caucus in crisis. A "one minute speaking time Round Robin on the topic of [topic]" involves every member of committee speaking for one minute on the issue.
- Crisis committees are tend to be less than twenty people and faster pace.

# Statement on Additional Elements of Procedure

This guide purposely avoids more obscure elements of procedure for three reasons:
1. They confuse delegates and hamper the flow of debate.
2. Their implementation is highly variable depending on the hosting conference.
3. They tend not to accomplish anything that cannot be done with normal procedure.

Ignored items include but are not limited to:
- Setting the Agenda (we only have one topic per committee)
- Motion to Table the Topic (we only have one topic)
- Resolution Amendments
- Dividing the Question
- Reorder Resolutions
- Roll Call Votes
- Straw Votes
- Suspension of the Rules
- Quorum
- Motion to Introduce Resolution (we move into Voting Procedure for all resolutions rather than specifically introduce individual ones)
- Working Papers/Draft Resolutions (we move directly to resolutions)

If a chair encounters an unknown element of procedure posed by a delegate, they may rule it dilatory.

The goal of TMUN Practice Conference Procedure is to provide a simple and universal subset of Model United Nations procedure with which delegates can easily train and take the core elements to any conference. Minutiae of procedure may be studied from conference-specific documentation.

Sources:
http://www.harvardmun.org/assets/pdfs/HMUN-2016-Guide-to-Delegate-Preparation.pdf
https://www.ilmunc.com/assets/pdf/Guide%20to%20Model%20UN%20Procedures.pdf
Note: Pieces of procedure may be altered and amalgamated from these sources.