

PARLIAMENTARY PROCEDURE GUIDE SHEET

KEY: D–discussion; V–vote; F–for; M–majority; A–against

I. Calling Roll

When country name is called, respond “Present and voting.” If you are late or forget to acknowledge your presence, forward a note to the chair to be counted as present or present and voting.

II. Adopting the Agenda (requires a simple majority vote)

- a. Move to **OPEN THE SPEAKERS’ LIST**: Chair will select countries and create a formal speaking order. Delegates then discuss agenda possibilities.
- b. Move to **SET THE AGENDA**: During the course of the debate, delegate, after being recognized by the chair, says, “I move to set the agenda at...” and dictates the desired agenda order. (V=M).
- c. At the discretion of the chair, a vote will be taken on the ordering of the agenda. Before this happens, the chair can choose to entertain speeches or caucuses on the subject of ordering the agenda.

III. Post-Agenda Adoption

- a. Move to **OPEN THE SPEAKERS’ LIST**: The speakers’ list mentioned above is erased and a new one is started. Debate will now center on first selected agenda topic (V=M).
- b. Move to **SUSPEND THE MEETING FOR THE PURPOSE OF A ____ MIN CAUCUS***: Caucus time can be used to lobby for ideas, form coalitions, and write resolutions. Most of the real work takes during caucus time. *Can also be used to break for meals (D=none; V=M)

Other motions and requests that can be made throughout the session:

- **CHANGE THE SPEAKERS’ TIME**: The speakers’ time is set by the Dais. Changing the speakers’ time can be done throughout the session (D=2F, 2A; V=M).
- **POINT OF ORDER**: Can interrupt any part of the meeting–used only when improper procedure has been used. **Points of information to not exist!** Questions to the chair must be sent by note.
- **ADJOURN DEBATE**: A motion that tables the topic without further

discussion or substantive vote (D=2F, 2A; V=M).

- **RECONSIDER A TOPIC/RESOLUTION/PROPOSAL:** A motion used to go back to a suspended topic. Also, during voting procedure, reconsideration of a failed resolution is granted. This motion must originate on the winning side and have a good explanation (D=2A; V=2/3).
- **APPEAL THE DECISION OF THE CHAIR:** A motion made to challenge a decision of the chair. Delegate has time to speak in front of the body. Chair will respond accordingly (V=M).
- **RIGHT OF REPLY:** Special request when a country's integrity has been slandered—not for remarks made about a delegate. To obtain permission, a note should be sent to the chair. *Note: This is not a motion, but a request.*

IV. Voting Procedure

A. How to move into voting procedure:

- i. Motion to **CLOSE DEBATE:** This motion ends all discussion. Once this pass, the body moves directly into voting procedures. All doors are shut and caucusing/passing of notes is not allowed. Violation of rules results in expulsion from committee room (D=2A; V=2/3).
- ii. Expiration of speakers' list: First, the motion to **CLOSE THE SPEAKERS' LIST** must pass (V=M). No more names can then be added. When the last speaker is finished, the body automatically enters into voting procedure.

B. During voting procedure:

- **ADOPT BY ACCLAMATION:** The chair will ask if there are any motions. If a motion is made, voting on the draft resolution proceeds as usual. If no motions are made, the draft resolution is adopted by consensus and becomes a resolution.
- **DIVISION OF THE PROPOSAL:** This motion calls for certain operative clauses to be voted on separately from the resolution. The delegate proposing this motion must name the clause to be questioned. The chair calls speakers (2F, 2A). The body then votes whether the clause should be divided (V=M). If this passes, then the body votes whether this clause should be included in the final resolution (V=M). Thus, 2 votes actually take place: the first is procedural, the second is substantive.

- **ROLL CALL VOTE:** Each country is called out loud. Delegate answers yes, no, or abstain. Roll call vote is granted at the discretion of the chair (V=none).
- **RIGHT TO EXPLAIN VOTE:** Delegate can explain vote on a specific resolution—used to clarify a vote against normal policy. Requests must be submitted in writing to the chair prior to voting procedures.
- **POINT OF ORDER and APPEAL OF THE CHAIR:** May also be used during voting procedure.

V. Ending the Conference

- a. **ADJOURN THE MEETING:** After voting has taken place on all resolutions, this motion ends the conference until the next time it convenes (V=M).

VI. Things to Remember

- All motions begin with “[Country] moves to...”
- A point of order is the only time you may raise your placard during a speech.
- Everyone must vote on procedural matters (no abstentions allowed).
- Your country can only appear on the speakers’ list once at a time. After speech, name can be put on again.
- Resolutions are referred to as *Working Papers* until approved by the dais and given a code, then the working paper becomes *Draft Resolution*. Once the draft resolution is read, voted upon, and passe, it becomes a *Resolution* followed by a code given by the dais.
- **Friendly Amendments** are when all sponsors agree to the change (no vote is required; the amendment is automatically incorporated into the document)
- **Unfriendly Amendments** are when the sponsors do not agree to the change. The amendment is submitted with different sponsors and signatories (vote is required)
- Voting options are **YES, NO, ABSTAIN, and PASS** (can pass once, but must vote the second time around, and must vote in favor or against). If a simple vote is taken, there is no option to pass.