

# PARLIAMENTARY PROCEDURE GUIDE SHEET



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

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## I. **Calling Roll**

When your country name is called, respond “present” or “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 SPEAKERS’ TIME AT \_\_\_ MIN/SEC**: Allows you to set the time the speaker is allowed to have the floor while discussing agenda possibilities. (D=2F, 2A; V=M).
- c. Move to **SET THE AGENDA**: During the course of the debate, delegate, after being recognized by the chair, says, “[Country] moves to set the agenda at…” and dictates their desired agenda order.
- d. 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 – Discussion of Topic**

- 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 **SET THE SPEAKERS’ TIME**: The speakers’ time set from adopting the agenda remains the same. Changing the speakers’ time can be done throughout the session (D=2F, 2A; V=M).
- c. 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 place 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:*

- **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. This requires a roll call. (D=2F, 2A; V=M).
- **RECONSIDERATION:** A motion used to go back to an adjourned topic. This motion must originate from an individual who voted for the original adjournment of debate. (D=2A; V=2/3).
- **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.)
- **APPEAL THE DECISION OF THE CHAIR:** A motion made to challenge a decision of the chair. Chair will respond accordingly, and a vote may be held. (V=M).

#### IV. Voting Procedure

A. How to move into voting procedure:

- i. Motion to **CLOSE DEBATE:** This motion ends all discussion on the topic. Once this passes, the body moves directly into voting procedure. All doors are shut and caucusing/passing of notes/talking 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:** This motion is made by a Member State, in order to have a draft resolution accepted by the body by consensus. The chair will ask if there are any dissensions. If so, the voting on the draft resolution will continue as normal. If no dissensions, the draft resolution is adopted by consensus and becomes a resolution.
- **DIVIDE THE QUESTION:** This motion calls for certain operative clauses to be voted on separately from the resolution. The delegate proposing this motion must name the clause(s) to be voted upon. Two votes

are then held. The first is procedural, on whether the division of the question should be considered. 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 separated clause(s) should be annexed or removed (V=M). If it passes, it is highlighted as an annex to the resolution; if it fails, the clause(s) are removed completely. Thus, two votes actually take place: the first is procedural, the second is substantive.

- **ROLL CALL VOTE:** If a Member State calls for a roll call vote, a roll call vote will immediately occur. Each country is called out loud. Delegates answer in favor, against, abstain, or pass. Delegates who pass must vote yes or no when the chair returns to them and may not abstain.(V=none).
- **POINT OF ORDER** and **APPEAL OF THE CHAIR** can also be used during voting procedure.
- **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 procedure. (Note: this is not a motion, but a request.)

## V. Ending the Conference (or Mock Session)

- a. Move to **ADJOURN THE MEETING:** This motion ends the conference until the next time it convenes (V=M). It is only used at the very end of the conference or mock session.

## 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 your speech, your name can be put on again.
- Resolutions are referred to as working papers until approved by the dais and given a code, when they then become draft resolutions; once a draft resolution is voted upon by the body and passes, it becomes a resolution.
- 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 one or more sponsors do not agree to the change. The amendment is submitted with different sponsors and signatories (vote is required).
- Voting options on a roll call vote are IN FAVOR, AGAINST, ABSTAIN, and PASS (can pass once, but must vote the second time around, and have to vote in favor or against). If a simple vote is taken, there is no

option to pass.



## BYU MODEL UNITED NATIONS PARLIAMENTARY PROCEDURE SHORT SHEET

Motion ([Country] moves to...)	Discussion (Pro/Con)	Vote Required	Purpose and Notes
<i>*Point of Order</i>	none	none	To point out something done wrong in procedure
<i>*Appeal of the Chair</i>	none	simple majority	Questions a decision of the Chair
<i>Suspension of the Meeting</i>	none	simple majority	To move into a caucus or a break
<i>Adjournment of the Meeting</i>	none	simple majority	Only used at the end of the conference; ends the conference
<i>Adjournment of Debate</i>	2 pro / 2 con	simple majority	Tables the topic being discussed; roll call taken
<i>Closure of Debate</i>	2 con	2/3 majority	Ends the discussion of the topic and moves immediately into voting procedure
<i>*Division of the Question</i>	<b>1st vote:</b> 2 pro / 2 con <b>2nd vote:</b> none	<b>1st vote:</b> simple majority <b>2nd vote:</b> simple majority	Used at the UN to highlight/annex a clause or clauses. Two votes taken, with the first procedural. If both votes passed, clause(s) annexed; if first passes and second fails, clause(s) removed
<i>*Roll Call Vote</i>	none	none	Immediately moves into a roll call vote (only during voting)
<i>*Adopt by Acclamation</i>	none	none	If no dissensions, automatically adopts draft resolution (only during voting)
<i>Reconsideration</i>	2 con	2/3 majority	Allows for the reconsideration of a topic previously tabled. Motion must be made by a Member State who called for Adjournment of Debate
<i>Set the Speakers' Time</i>	2 pro / 2 con	simple majority	
<i>Close the Speakers' List</i>	none	simple majority	Closes the speakers' list; can also be used to re-open the speakers' list
<i>Adoption of the Agenda</i>	none	simple majority	Proposes the agenda for discussion before the body

\*The motions highlighted with an asterisk are the only motions that can be used in voting procedure.