Parliamentary Procedure: How to Guide for Chairing

1. **Roll Call** - A Roll Call happens at the beginning of every committee session. Delegations may vote one of the following ways.

a. “**Present**” (Delegations have the option to abstain from voting on resolutions)

 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)

Make it known that delegations need to be on time for roll call. I would suggest starting committee sessions 5 minutes late to make sure the majority of the

 people are there. **Let delegates know if they are late to send a note up to the chair.**

2. **Setting the Agenda**

1. Setting the Agenda will be presented as a motion from a delegation. If the motion isn’t made you can present the motion like **“The chair will look favorably upon a motion to set the agenda”**

2. Setting the Agenda will put the topics in order. Usually after you get three ways of setting the agenda, you can move to a vote.

 3. Majority vote sets the agenda, make sure to write down the order and then look for a motion to set the speaker’s list

**3. The Speaker’s List**

1. The first thing you do when setting the Speaker’s List is letting the delegates decide a speaking time. You will vote on the times set. Technically, students can set infinite times but…… for the sake of our sanity let them motion for 3 different times and vote from there.
2. When adding people to the speaker’s list, students will raise their placards to be added to the speakers list. Try and add them in the order you see them.
3. You revert back to the speaker’s list when there are **no other motions on the floor.**

**4. 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).

1. **“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).

**5. Points**

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

1. 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.”

1. Point of Personal Privilege

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

1. 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?”

**6. Caucusing**

1. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_].”

2. 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.”

**7. Resolution**

 Each delegation can sponsor or sign as many resolutions as they wish

 Sponsors are countries who agree with the content of the resolution or draft and intend to support it.

 Signatories are countries who would like to see the draft debated but do not necessarily support all the elements of the resolution.

 A signatory of a resolution does not have to vote in favor of the resolution.

 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:

* 12.5%+1 of the committee as sponsors/signatories before being presented to the Chair
* Require two speakers for and two speakers against and a majority vote before being added to the draft resolution

**Presenting a Resolution**

1. Suspension of the rules at Chair’s discretion. This means that you are able to present the resolution in whatever way seems most effective to your students.
2. All the sponsors read the resolution to the committee. If there are a lot of sponsors bring up the top 5. This is essentially your decision so whatever causes the least chaos.
3. Allow five minute for Q&A

**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**

Sounds like “Motion to close debate.” **[Conference Note: DO NOT ALLOW if the group as a whole has not come to some kind of consensus]**

- 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 and advisor cannot enter

**Voting Procedure**

1. Each resolution is voted on in the order that it was presented (Resolution 1.1, 1.2, etc.)
2. Voting on unfriendly amendments occurs before voting on the resolution as a whole
3. Each resolution is passed by a simple majority
4. May vote yes, no, yes with rights, no with rights, abstain, or pass
5. 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!
6. 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.”