

WAMUNC XVII- Rules of Procedure

Parliamentary Procedure:

Parliamentary procedure is one of the most difficult parts of Model UN to master, hence this handy cheat sheet below. Do not worry if this makes little sense at the beginning. It takes experience to learn the flow of parliamentary procedure.

The chair approves or dismisses all points or motions. The chair has ultimate control over the committee. He or she calls on speakers, determines the speed and content of committee.

While most committees should follow the parliamentary procedure below, there is often variation outside of general assembly committees. That variation is determined by the chair.

| Point or Motion | Purpose | Speakers For/Against | Require to Pass | Interrupt Speaker | Special Notes |
|----------------------------------|--------------------------------------------------------------------------------------------|----------------------|--------------------|-------------------|---------------------------------------------------------|
| Appeal to the Chair's Decision | A delegate feels the chair has erred in his discretion | None | 2/3 | No | Submitted in writing. Refrain from using this. |
| Right of Reply | A delegate feels he or she has been personally attacked. Allow 30 seconds to defend/refute | None | Chair's discretion | No | Submitted in writing. This is not for attacks on policy |
| Motion to set the agenda | Establishes the order in which topics will be addressed | 2 for 2 against | Simple Majority | No | |
| Motion to set the speaker's time | Sets the amount of time a delegate may speak in formal debate | None | Simple | No | |
| Motion to Open Speaker's List | Opens the speakers list so that formal debate may begin | None | Simple | No | |
| Motion to Close Speakers List | Closes the list so no delegation may be added | None | Simple | No | |
| Motion for unmoderated caucus | Delegates move into an unmoderated caucus | None | Simple | No | |
| Motion for moderated caucus | Delegates move into a moderated caucus | None | Simple | No | Must specify purpose, duration, and speaker time |
| Point of Personal Privilege | Expresses personal discomfort | None | Chair's discretion | Yes | Uses: Bathroom, room temperature, inability to hear |

WAMUNC XVII- Rules of Procedure

| | | | | | |
|-------------------------------------------------------|---------------------------------------------------------------------|------------------|--------------------|-----|----------------------------------------------------------------------------------------|
| Point of Order | When the delegate feels the chair has made an error in procedure | None | Chair's discretion | Yes | |
| Point of Inquiry | Made by a delegate to ask the chair a question about proceedings | None | Chair's discretion | No | e.x. "What time would you like resolutions handed to the dias?" |
| Point of Information | Made by a delegate to ask the speaking delegate a question | None | Chair's discretion | No | |
| Motion to Divide the Question | Made by a delegate to vote on components of a resolution separately | 2 for, 2 against | 2/3 | No | |
| Motion to close debate and move into voting procedure | Ends debate on the topic and results in voting on resolutions | 2 for, 2 against | 2/3 | No | Will end all communication, cannot speak or pass notes |
| Motion to adjourn debate | Means the committee moves to debate on the next topic | 2 for 2 against | 2/3 | No | Sometimes irreversible |
| Motion to adjourn the meeting | Means that the committee is dismissed for a certain duration | None | Simple | No | Used before lunch and at the end of the day if debate will pick up tomorrow |
| Motion to introduce a draft resolution | Allows a draft resolution to be distributed to the committee | None | Chair's discretion | No | Sponsors read resolution aloud |
| Motion for an authors panel | Allows sponsors to entertain questions on the draft resolution | None | Simple | No | Must state duration, sometimes combined with the introduction of the draft resolutions |

A "point" or "motion" is the official term for any procedural action taken in committee. All actions must be preceded by a point or motion, and some, as noted above, require affirmation by the committee by vote in addition to the chair. Motions move debate forward from the speaker's list to caucuses to introducing resolutions and voting; any change in debate structure. Points are used to clarify procedure, ask a question, or correct parliamentary procedure.

Yields

A Member who has been granted the right to speak on a substantive issue may yield any remaining time in one of the following manners:

1. To the Chair
2. To Questions
3. To another Member-state
4. To Comments

The Member to whom time is yielded may not yield his time during that speech. Speakers may not yield during moderated caucus or during procedural debate.

Outline of the Order of Committee:

This is the typical flow of committee. Actual structure will vary based on the nature of the committee.

I. Roll Call

When a delegate's country name is called the delegate may respond "present" or "present and voting." If the delegate responds "present and voting" then he or she is required to vote and may not abstain during voting procedure.

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

A. *Motion to Open the Speakers' List*: This Speakers' List is the Primary Speaker's list. The Chair will verbally select countries and create a formal speaking order. If a delegate is not selected, he should send a note to the chair that he would like to be put on the speakers list. Delegates then discuss agenda possibilities.

B. *Motion to Set the Speakers' Time at ___ min/sec*: This allows delegates to set the time the speaker is allowed to have the floor while discussing agenda possibilities.

C. *Motion to Set the Agenda*: While discussing agenda possibilities a delegate may move to set the agenda by being recognized by the chair, and stating, "Country X moves to set the agenda at..." and dictates their desired agenda order. Motions to set different topic orders will be accepted at this time. The committee will vote on preferred topic order.

III. Post-Agenda Adoption

A. Open a speakers' list on the topic.

B. *Motion for a moderated caucus with a ___ sec/min speakers time for the purpose of _____*: Moderated caucus allows a more informal level of debate at critical points in

the discussion. If this motion passes, the Chair will depart from the speakers' list and call on delegates at his discretion.

C. *Motion for an unmoderated caucus for _____ min:* Unmoderated caucus allows for delegates to informally discuss topics, work on working papers, and build coalitions. There are no speakers and all rules are suspended. The time limit is subject to the approval of the Chair.

D. Submitting and Presenting Working Papers

Upon being finished, working papers should be submitted to the dias. They may then be presented via a motion. Along with presenting of working papers, there is often an author's panel, or question and answer period.

At the chairs discretion, working papers may need to be merged in order to meet a maximum draft resolution count. Delegates may have to merge and resubmit papers.

Once all papers have been submitted and presented, the committee will move into voting procedure.

IV. Voting Procedure

A. How to move into voting procedure:

1. *Motion to Close Debate:* This requires 2 speakers against and a 2/3-majority vote. Once this passes, the body moves directly into voting procedures. All doors are shut, no one may enter or exit the room, and passing of notes is not allowed. Violation of rules results in expulsion from the committee room.

2. Expiration of speakers' list: First, *the motion to Close the Speakers' List* must pass (simple majority vote). No more names can then be added. When the last speaker is finished, the body automatically enters into voting procedure.

B. During voting procedure:

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 to be questioned. The chair calls speakers, 2 for and 2 against. The body then votes whether the clause should be divided, which requires a two-thirds vote. If this passes, then the body votes whether this clause should be included in the final resolution, which requires a simple majority. Thus, 2 votes actually take place: the first is procedural, the second is substantive.

Roll Call Vote

WAMUNC XVII- Rules of Procedure

Each country is called out loud. Each member may reply “yes”, “no”, or “abstain”. A roll call vote is granted at the discretion of the chair.

Yes/No with Rights vote

Delegates can explain a vote on a specific resolution when voting during roll call. It is used to clarify a vote against normal country policy. Requests must be submitted in writing to the chair prior to voting and will be granted at the discretion of the chair.

Order of Precedence:

1. Amendments
2. Division of the question
3. Resolution as a whole.

C. Conduct During Voting Procedure

Once debate has been closed and voting procedures have begun no delegates shall continue to caucus in any form. The only interruption to voting shall be for a point of order concerning the actual voting procedures. No person shall enter or exit the committee room until voting procedures have come to a close.

V. Closing Debate

At the end of passing a resolution, either the committee moves on to the next topic, or if time is expired, the committee will close debate.

Other Important Policies:

Language

English will be the working language of all WAMUNC committees.

Attire

All delegates will be expected to wear Western professional business attire during committee sessions. We ask that all delegates remain appropriate in their dress, including skirts and dresses of appropriate length. Chairs and conference staff will ask delegates who are inappropriately dressed to change.

Conduct

Delegates are expected to maintain decorum during WAMUNC committee sessions. This includes respecting staff decisions at all times, being recognized before addressing the

WAMUNC XVII- Rules of Procedure

committee, standing when addressing the committee, and refraining from the use of undiplomatic language. The Chair will warn delegates if their conduct does not conform to these guidelines. If misconduct continues after this warning, the Chair may take action and notify faculty.

Technology

All electronic devices are strictly prohibited during committee sessions per WAMUNC policy. Typed resolutions will not be considered by the chair, except in international bodies committees.

For only international bodies committees (DISEC, SOCHUM, SPECPOL, and Legal), we permit laptops to type draft resolutions. However, please note that laptops may only be used OUTSIDE of the committee room for typing. Should you choose to type a resolution, remember to bring your own USB drive as Internet access is not permitted nor will it be given. If there is a misuse of technology during committee, the chair has the right to ban its use.

