



PARLIAMENTARY PROCEDURE

MOTIONS

- **MOTION TO OPEN THE SPEAKERS LIST**
 - Used when one wants to open a new speaker's list at the beginning of a topic of discussion
- **MOTION TO SET THE AGENDA**
 - Used to determine the order of topics which will be discussed throughout the conference
- **MOTION FOR A MODERATED CAUCUS**
 - Used when one wants to propose a moderated caucus, a form of caucusing where delegates raise one's placard in order to speak
- **MOTION FOR AN UNMODERATED CAUCUS**
 - Used when one wants to propose an unmoderated caucus, a form of caucusing where delegates are free to roam around and speak freely

- **MOTION FOR A RIGHT OF REPLY**
 - If a delegate makes a personal attack on another delegate, then the offended is allowed to reply to the delegate.
- **MOTION TO INTRODUCE WORKING PAPER/RESOLUTION**
 - Used when a delegate wants to introduce (meaning read it to the committee and make it an official document) a working paper/ resolution/amendment.
- **MOTION TO TABLE THE TOPIC**
 - Used if a delegate wishes to immediately end debate on a topic and move to the next item on the agenda
- **MOTION TO CLOSE THE SPEAKERS LIST**
 - Closing the speakers list means that no more countries will be added to the speakers list
- **MOTION TO CLOSE DEBATE AND MOVE INTO VOTING PROCEDURE**
 - Used if a delegate wants to end debate on a topic and move into voting procedure
- **MOTION FOR A ROLL CALL VOTE**
 - Once the delegations who voted yes/no with rights shares their stance, delegates who voted abstain may decide to change their vote one way or another
- **MOTION TO DIVIDE THE QUESTION**
 - Used if a delegate wishes to divide out a portion (certain clauses) of a resolution
- **MOTION TO RECESS**
 - Used to suspend debate at the end of each committee session
- **MOTION TO ADJOURN**
 - Used to end the last committee session, ending the conference

POINTS

- **POINT OF PARLIAMENTARY INQUIRY**

- This point is used when a delegate is unsure of or wants a clarification of a rule or committee procedure; it can also be used if a delegate has a non-substantive question

- **POINT OF PERSONAL PRIVILEGE**

- This point is used when a delegate's ability to participate in committee is impaired.

- **POINT OF CLARIFICATION**

- This point is used when a delegate wants to clarify a non-substantive point

- **POINT OF INFORMATION**

- This is used when a delegate has a substantive question for a speaker during formal debate.

- **POINT OF ORDER**

- A delegate can raise a point of order when there is a violation of the rules of procedure. The chair will decide whether there is a violation immediately, and if there is, then the violation is corrected or stopped.

YIELDS AND COMMENTS

- **YIELD TO THE CHAIR**

- After the completion of a speakers list speech, a delegate may yield to the chair. This means that the chair will absorb the time remaining in the speech

- **YIELD TO QUESTIONS**

- After the completion of a speakers list speech, a delegate may yield to questions. This means that with the remaining time, the chair will call upon other delegates to ask the delegate giving the speech questions that must pertain to the speech that was just given.

- **YIELD TO ANOTHER DELEGATE**

- After the completion of a speakers list speech, a delegate may yield to another delegate. This means that with the time remaining in the speech, another delegate will be able to elaborate on the ideas that the first delegate presented

- **YIELD TO COMMENTS**

- After the completion of a speakers list speech, a delegate may yield to comments. This means that 2 thirty-second speeches can be made by any delegate