



October 15 - 16, 2021

PARLIAMENTARY PROCEDURE

Union & Peace XIII



Parliamentary Procedure

Table of Contents

General Rules.....	1
Points.....	3
Motions.....	5
Yielding.....	9
Debating.....	10
Resolution Writing.....	13
Session Outlines.....	16



Parliamentary Procedure

General Rules

The General Rules for Union & Peace XIII have been developed to ensure a safe and collaborative environment.

- All delegates must have their video activated at all time.
- All delegates must have their microphone muted unless they're called on by the Chair or during an Unmoderated Debate.
- If delegates wish to speak, they shall raise their placard in front of the camera and wait to be called on by the Chair.
- The official language of the conference is English, speaking in another language during sessions will result in a warning (committees in Spanish are excluded).
- Sharing the link for the Zoom meetings with individuals external from the event is strictly forbidden.
- Delegates must follow the Dress Code.



Parliamentary Procedure

If delegates violate a General Rule, it will result in a warning given by the Chair. If a delegate receives three warnings, they will have to be removed from the session. Each warning a delegate receives, will result in points being deducted from the delegate's performance. It is at the Chair's discretion to respond to any violation to what they see fit.



Parliamentary Procedure

Points

- **Point of Order:** A Point of Order is made when the delegate believes the Chair or another delegate has made a mistake.
- **Point of Personal Privilege:** A Point of Personal Privilege is made when the delegate has a personal request.
- **Point of Parliamentary Inquiry:** A Point of Parliamentary Inquiry is made when the delegate has a question regarding the Parliamentary Procedure or the session.
- **Point of Inquiry:** A Point of Inquiry is made when the delegate has a question for the Chair unrelated to the Parliamentary Procedure or personal matters.



Parliamentary Procedure

- **Point of Information:** A Point of Information is made in order to ask a question to the speaker who has the floor during the Speaker's List. This point is only in order during the Speaker's List.
- **Follow-up:** A Follow-up is in order after a Point of Information during the Speaker's List. The purpose of a Follow-up is to ask an additional and consecutive question to the speaker.

Parliamentary Procedure

Motions

All motions have to be made after the Chair indicates that the floor is open. Once approved by the Chair, another delegate must second the motion. This is followed by a vote in the committee and only passes with a majority of votes.

- **Motion to open the session:** A motion to open the session is used to initiate the session. The motion must be made at the beginning of every session after Roll Call.
- **Motion to close the session:** A motion to close the session is used to end the session. It must be made when the Chair indicates that it is in order to do so.



Parliamentary Procedure

- **Motion to open the Speaker's List:** This motion is used to open the Speaker's List. When a delegate wishes to open the Speaker's List, they must state the time, number of questions (Points of Information) and Follow-ups per speaker. The delegate who makes the motion will be the first delegate to have the floor during the Speaker's List.
- **Motion to continue with the Speaker's List:** This motion is used after the Speaker's List has been open when the delegate wishes to continue with the Speaker's List. The delegate who makes the motion will be the first speaker to have the floor.

Parliamentary Procedure

- **Motion to open an Extraordinary Session of Questions:** This motion is in order during the Speaker's List and when the committee presents Working Paper(s) and Draft Resolution(s). In the Speaker's List, an Extraordinary Session of Questions is in order when the pre-established number of questions have already been used. When presenting Working Paper(s) and Draft Resolution(s), a delegate must make this motion to ask unlimited questions to the sponsors who have the floor.
- **Motion to open a Moderated Debate:** This motion is used when the delegate wishes to open a Moderated Debate. When stating the motion, the delegate must also state the time of the debate. The delegate who makes the motion will be the first one to have the floor during the Moderated Debate.
- **Motion to open an Unmoderated Debate:** This motion is used when the delegate wishes to open an Unmoderated Debate. When stating the motion, the delegate must also state the time of the debate.



Parliamentary Procedure

- **Motion to extend the Moderated or Unmoderated Debate:** A motion to extend the Moderated or Unmoderated Debate is made when the delegate wishes to lengthen the debate. When stating the motion, the delegate must also state the time of the extension.
- **Motion to proceed to a Roll Call Vote:** This motion is used for the committee to vote for Draft Resolution(s) and when passing Resolution Paper(s).
- **Motion to vote for sponsors:** A motion to vote for sponsors is used for the committee to vote for the sponsors of the Draft Resolution(s). Note that there are five sponsors per Draft Resolution.



Yielding

A yield is a way to handle remaining speaking time during the Speaker's List.

- **Yield the time to the Chair:** If a delegate yields their time to the Chair, the Chair will proceed to open the floor.
- **Yield the time to Questions:** If a delegate yields their time to questions, other delegates will have the opportunity to make Points of Information to the speaker who has the floor for the remaining time. These Points of Information are separate from the pre-established number of points and Follow-ups.

Parliamentary Procedure

Debating

- **Moderated Debate:** A Moderated Debate is moderated by the Chair. After a delegate makes a motion to open a Moderated Debate for an established amount of time, another delegate must second the motion in order to proceed with voting. Once the motion is passed, the delegate who made the motion will be the first delegate to have the floor. The delegate who seconded the motion will have the floor after the first delegate has spoken. After the first two delegates have spoken, it is at the Chair's discretion to choose who has the floor. In order to participate, delegates must raise their placards and be called upon by the Chair, as there is only one speaker at a time.
- **Unmoderated Debate:** An Unmoderated Debate is not moderated by the Chair. A delegate must make a motion to open an Unmoderated Debate for a certain time period, and another delegate must second the motion to proceed with voting. Once the motion is passed, the established time is used to form blocks, find sponsors and signatories, and to write Working Papers.



Parliamentary Procedure

- **Speaker's List:** In order to open the Speaker's List, a delegate must make a motion to open it with an established time along with a number of questions and Follow-ups. Afterward, another delegate must second the motion to proceed with voting. Once the motion is passed, delegates who wish to be added to the Speaker's List must raise their placard. During the Speaker's List, delegates will deliver a speech for the pre-established period of time. If the delegate finishes delivering the speech sooner than the established time, the delegate must yield their time. Other delegates will be able to ask questions to the delegate that has the floor using the pre-established amount of questions and Follow-ups and an Extraordinary Session of Questions. Note that the Speaker's List never closes.

Parliamentary Procedure

- **Opening Statement:** Opening Statements are brief introductions delivered by each delegate at the beginning of the first session. The Opening Statements must consist of information relevant to the delegations' position regarding the presented topic. The purpose of the Opening Statements is to allow for the rest of the committee to understand each other's perspectives.

Opening Statements last 1 minute and 30 seconds each, and the participation of every delegate is obligatory. It is not needed for a delegate to make a motion to proceed with Opening Statements. In the first session, delegates must present their Opening Statements after their delegation's name is called during the Roll Call. No questions will be made to the speaking delegate during their designated time. The Chair will indicate when the delegate has the floor.



Resolution Writing

Types of Resolutions:

- **Working Paper:** A Working Paper is developed during Unmoderated Debates. It consists of different solutions regarding the presented topic. In order for a Working Paper to qualify as a possible Draft Resolution, it must contain at least $\frac{1}{3}$ of the committee's delegates as signatories, five sponsors, and must follow the Working Paper guidelines. It is considered a Working Paper unless it is elected by the committee as the Draft Resolution.
- **Draft Resolution:** A Draft Resolution is the Working Paper that was elected by the committee through a Roll Call Vote. There is only one Draft Resolution.
- **Resolution Paper:** The Main Organs are responsible for passing Draft Resolutions that each committee presents. Once a Draft Resolution is passed, it becomes a Resolution Paper.

Roles within the Resolution Writing:

- **Signatories:** Signatories are delegations who sign the Working Paper(s). If a signatory signs a Working Paper, it means that the signatory agrees with its content. Delegates can only be a signatory of one Working Paper.
- **Sponsors:** Sponsors are five delegations who are also signatories of the Working Paper. Sponsors are elected by the signatories of the same Working Paper. They are responsible for presenting the Working Paper to their committee. If the Working Paper is elected as the Draft Resolution, sponsors are also responsible for presenting it to the committee's assigned Main Organ committee.

Parliamentary Procedure

Voting:

The voting process to elect a Draft Resolution and Resolution Paper is through a Roll Call Vote. The voting process will be held by the Chair. The Chair will call upon each member of the committee, and the delegate must state if it's either in favor or against the presented Working Paper or Draft Resolution. In Roll Call Votes, there are no abstentions. In order for a Working Paper or Draft Resolution to pass, it must have a majority vote of at least $\frac{2}{3}$ of the committee.



Parliamentary Procedure

Session Outlines

Session 1:

The main objective of this session is to introduce each delegation's perspective and solutions regarding the topic. During this session, delegates will present their Opening Statement when their delegation's name is called during Roll Call. 1 minute and 30 seconds will be given to each delegate for the Opening Statement.

Session 2:

During the following session, delegates will continue with the speaker's list. As soon as the Speaker's List ends, a Moderated Debate will be opened for the time left.

Session 3:

The main objective of the 3rd session is to start developing a Working Paper. Delegates will continue debating in a Moderated Debate and proceed with an Unmoderated Debate to start writing the Working Paper.



Parliamentary Procedure

Session 4:

Delegates will start the session with a short Moderated Debate (about 5 minutes) and then continue with the Unmoderated Debate or proceed directly to the Unmoderated Debate. Delegates will continue writing the Working Paper.

Session 5:

The session will start with a short Moderated Debate. Delegates can either extend the Moderated Debate or proceed with an Unmoderated Debate. During the Unmoderated Debate, delegates are expected to finish their Working Papers. The sponsors of each paper will present the Working Paper(s) to the committee to elect a Draft Resolution. Then, the said sponsors will present the Draft Resolution to their assigned main organ. (If the Draft Resolution does not pass, the sponsors will return to improve the paper). The assigned main organ will be responsible for passing the Draft Resolution.

