

PARLIAMENTARY PROCEDURE



Basic Guidelines

- Remember that, during session, it is not permitted to eat, use electronic devices out of an unmoderated debate, nor direct communication between delegates.
- If a delegate wishes to ask permission to go to the restroom or any other discomfort, it is preferable that they request it in a piece of paper to send to the chair.
- Every motion must be made by a delegate, seconded by another, and must go through a majority of in favor, voting to pass.
- The delegate's conduct must be at all times diplomatic, since this is a serious model.
- Every committee is expected to follow this parliamentary procedure, and submit their position papers into the *HOMEPAGE*, by January, 28th at 11:59 pm. Except for Crisis, and ICJ.

First Session:

- Welcoming
- Roll Call
- Motion to open the session

Delegates will be seated regarding on their group

- Introductory session

explaining the protocol and simulate a debate for a better comprehension of the concepts

- Delegates will receive the information in their regarding groups
- Chair will present the case to all delegates

There will be a speaker's list motion with a timing of 25 minutes destined for delegates to discuss their positions on the case

- Speaker's list motion 1:30 speaking time per delegate

2 members of each group will give their testimony and their position

In every testimony presentation delegates will be allowed to make 2 points of information and 2 extraordinary sessions of questions of 2 questions and 1 follow up

Second Session:

- Roll Call
- Motion to open the session
- Moderated Debate

to discuss within delegations in a moderated debate points and information on the committee

- Unmoderated Debate

Delegates will once again group with their own teams and discuss the information and search for either a comeback or in case of investigators a possible suspect

- Speaker's list

2 different Delegates from the ones in the beginning will present their comeback statement and in the case of investigators delegates will present their possible suspect

In every testimony presentation delegates will be allowed to make 2 points of information and 2 extraordinary sessions of questions of 2 questions and 1 follow up

Motion to adjourn the session



Third Session:

- Roll Call
- Motion to open the session
- Unmoderated Debate

To gather all information possible delegates will once again gather with their teams and discuss which conclusion they could be leading to

- Speaker's List

delegates will present their comeback statement

and in the case of investigators delegates will present their possible suspect, this must be argued.

- Moderated Debate

After all testimonies have been presented delegates will have to discuss the information

- Motion to adjourn the session

Fourth Session:

- Roll Call
- Motion to open the session
- Delegates will be given a person who will present their testimonies
- Unmoderated debate

Each team will prepare the person who will present their testimony

- Speaker's list

each testimony must be presented (unlimited time per exhibition)

Delegates will be allowed to make 2 points of information and 2 extraordinary session of questions per person

- Motion to adjourn the session

Fifth Session:

- Roll Call
- Motion to open the session
- Moderated Debate

Discuss between delegates the possible guilty

- Unmoderated Debate

To discuss and start writing the concluding statement with all proof regarding it.

- Motion to adjourn the session



Sixth Session:

- Roll Call
- Motion to open the session
- Unmoderated Debate (30-40 min)

Finish writing the concluding statement

- Motion on Voting Sponsors (2-3 sponsors)
- Speaker's list

In order to present the concluding statement

Each group must present their concluding statement

Delegates will be allowed to make 2 points of information and 2 extraordinary session of questions

- Motion to adjourn the session

Seventh Session:

- Roll Call
- Motion to open the session
- Continue the concluding statement speaker's list if it was adjourned
- Moderated debate to discuss on the concluding statements
- The chairs will present the actual culprit and the final concluding statement

Based on this, chairs will decide which group found the culprit

- Motion to close the session



General Information on

Points and Motions

YIELD TIME.

→ A delegate who has been chosen to speak about the topic can yield their time in one of the following manners:

◆ To the chair:

- The delegate must announce their decision to the chair at the end of their speech.

◆ To questions from other delegates:

- The chair will choose delegates who ask the questions and they are limited to only one question. Time will be subtracted from the speaker's answers.

POINT OF PERSONAL PRIVILEGE.

→ As long as the session is open, any delegate can ask for a point of personal privilege whenever they are not comfortable or if something stops them from participating actively, the delegate may ask for a change in order to correct this.

→ The point of personal privilege can interrupt another speaker but must always be used with extreme discretion.

POINT OF PARLIAMENTARY PROCEDURE

→ As long as the session is open, any delegate can ask for a point of parliamentary procedure to ask a question related to the procedure to be followed.

POINT OF ORDER

→ As long as the session is open, any delegate can ask for a point of order if the delegate believes the chair made a mistake regarding procedures.

POINT OF INQUIRY

→ As long as the session is open, any delegate can ask for a point of inquiry if the delegate wishes to ask how to translate a word into the language being used (English).

→ Questions must be relevant to the topic.

POINT OF INFORMATION

→ As long as the session is open, any delegate can ask for a point of information if they wish to know any specific piece of information regarding the topic.



MOTION TO OPEN THE SESSION

→ This motion will be requested by a delegate and approved by the chair and voting, this motion will be passed to mark the beginning of each session.

MOTION TO ADJOURN THE SESSION

→ This motion will be requested by a delegate and approved by the chair and voting, this motion will be passed to mark the end of each session.

MOTION TO CLOSE THE SESSION

→ This motion will be requested by a delegate and approved by the chair and voting, this motion will be passed to mark the end, only, of the final session.

MOTION FOR A ROLL CALL VOTE

→ This motion requests that the Chair conduct a roll-call vote, which means each country will be voting in the same order as the roll-call. This motion only requires a second to be accepted.

MOTION TO OPEN AN UNMODERATED CAUCUS

→ This motion temporarily suspends the meeting for a specified amount of time. It is used to create resolutions, talk to other delegates, or do anything else that may need to be done. It requires a second and needs a simple majority to pass.

MOTION TO ENTER A MODERATED CAUCUS

→ This motion brings the committee into a moderated debate on the issue on the floor for a specified amount of time. The moderator will then recognize speakers according to the raising of their placards, and some delegates may be chosen at random. This motion requires a second and needs a simple majority to pass.

MOTION TO SET THE AGENDA

→ This motion is made with a specific topic mentioned to be debated.

MOTION TO VOTE

→ This motion refers to a request made during a meeting to conduct a vote on a specific matter.



Situations That Warrant a Warning

The warning process consists of three main steps. An initial warning is given to a delegate for their first misbehavior. If they commit another one, the moderator may apply a second warning with a harsher intonation and threats of expulsion if the lack of proper conduct continues. If the disobedience persists, the delegate will be given a third and final warning, which will consequently result in their expulsion from the model for the rest of that session.

- When a delegate does not behave in a diplomatic way,
- When a delegate is chewing gum or eating,
- When a delegate makes direct eye contact,
- When a delegate uses Wi-Fi incorrectly, (Netflix, WhatsApp, Facebook...)
- When a delegate does not follow the dress code,
- When a delegate arrives after the roll call,
- When a delegate keeps on playing with his or her placard,
- When a delegate uses personal pronouns,
- When a delegate openly disrespects the chair/moderator,
- When delegates send notes between themselves without the chair's approval,
- When a delegate uses prohibited words such as: Third World country, war, kill, poor country, black, army or money.

If the misbehavior persists, deserving a fourth and final warning, the delegate will be asked to leave the committee, and the undersecretary will be forced to talk to the corresponding advisor.

It is important to remember that these situations only warrant a warning when the subtle reminders of the chair and moderator are ignored by the delegate and repeated by them.