



CFMUN XII

# PARLIAMENTARY PROCEDURE

## REGULAR PROCEDURE COMMITTEES

(MIDDLE SCHOOL & HIGH SCHOOL COMMITTEES)



# 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 send their Position papers through the main advisor to the REGISTRATION SECRETARY. Except for Press Corps, Interpol and US SENATE.



# Protocol:

## 1st SESSION:

Presentation and welcome by undersecretary.

Roll call.

Explanation of guidelines and delegate queries resolution.

“Motion to open the session”.

If is the case, set the agenda: “Motion to set the agenda on Topic A/B”

Committee votes on the agenda. No abstentions.

Speaker’s list; “Motion to open the speakers’ list”

Limited to 1:30 minutes per speech.

Delegates raise placards to be added.

First 5 delegates on the list cannot yield time; others can yield to the chair or ask questions.

Delegates establish positions before proceeding with motions.

Extraordinary session of questions: “Motion to open an extraordinary session of questions” (TWO questions and ONE follow-up).

Follow-up related to the first question.

“Motion to adjourn the session”.



## **2nd SESSION:**

Roll call.

"Motion to open session".

"Motion to continue the speakers' list".

List continues from the previous session.

Time limit remains 1:30 minutes.

At least 3 delegates must pass before a moderated caucus.

"Motion to open a moderated caucus/debate".

Only until the second session.

Time set between 5 to 20 min.

Extension motion available with a shorter time.

"Motion to adjourn the session".

## **3rd SESSION:**

Roll call.

Explanation of guidelines and delegate queries resolution.

"Motion to open session".

"Motion to continue the speakers' list".

List continues from the previous session.

Time limit remains 1:30 minutes.

At least 3 delegates must pass before a moderated caucus.

"Motion to open a moderated caucus/debate".

Only until the second session.

Time set between 5 and 20 min.

Extension motion available with a shorter time.

"Motion to adjourn the session".



## **4th SESSION:**

Roll call.

“Motion to open session”.

“Motion to continue the speakers’ list”.

List continues from the previous session.

Time limit remains 1:30 minutes.

At least 3 delegates must pass before a moderated caucus.

“Motion to open a moderated caucus”.

Time set between 5 to 30 min.

Extension motion available with a shorter time.

2-3 delegates must pass to the speaker’s list before a new motion.

“Motion to open an unmoderated caucus”.

Time set between 15 to 25 min.

Extension motion available with a shorter time.

“Motion to adjourn the session”.



## 5th SESSION:

Roll call.

“Motion to open session”.

“Motion to continue the speakers’ list”.

List continues from the previous session.

Time limit remains 1:30 minutes.

At least 3 delegates must pass before a moderated caucus.

“Motion to open a moderated caucus”.

Time set between 5 to 30 min.

Extension motion available with a shorter time.

2-3 delegates must pass to the speaker’s list before a new motion.

“Motion to open an unmoderated caucus”.

Time set between 15 to 25 min.

Extension motion available with a shorter time.

“Motion to adjourn the session”.



## 6th SESSION:

Roll call.

"Motion to open session".

"Motion to continue the speakers' list".

List continues from the previous session.

Time limit remains 1:30 minutes.

At least 3 delegates must pass to the front.

"Motion to open an unmoderated caucus".

Time set between 15 to 25 min.

During the unmoderated caucus, advisors and observers leave, delegates continue

writing the resolution paper.

"Motion to vote for sponsors".

Before establishing, the committee ensures the resolution paper is finished.

Delegates raise placards to vote for sponsors.

Voting follows the roll call order; no self-voting.

"Motion to adjourn the session".



## **7th SESSION:**

Roll call.

Explanation of guidelines and delegate queries resolution.

“Motion to open session”.

“Motion to open the speakers’ list to present the resolution paper”.

Sponsors introduce the resolution drafted during the unmoderated caucus.

An extraordinary session of unlimited questions and follow-ups follows.

“Motion to vote for the resolution paper”.

Roll call voting; delegates vote in favor or against.

If majority in favor, sponsors present to GA accompanied by undersecretary.

While sponsors present, committee discusses the topic.

“Motion to open a moderated caucus”.

To review the resolution paper sent to GA and consider changes if needed.

Return of sponsors from GA.

If the resolution passes, close the session; if not, discuss another resolution with

feedback.

“Motion to adjourn the session”.

CHAFIS



# 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 set 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 set 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 set 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.



## **MOTION FOR STRAW POLL**

An informal, non-binding vote used to gauge the general opinion or sentiment of the committee on a topic, candidate, or draft resolution. It is a procedural tool intended to provide insight and guide discussion, rather than to make a final decision

The delegate must specify the exact question they want polled (e.g., "Motion for a straw poll on whether the committee supports the proposed sanctions on Country X").

## **MOTION FOR ROUND ROBIN**

structured debate format where every delegate in the room is given a fixed, equal opportunity to speak in a specific order, typically clockwise around the room or in roll call order. (informal speaker's list)

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.