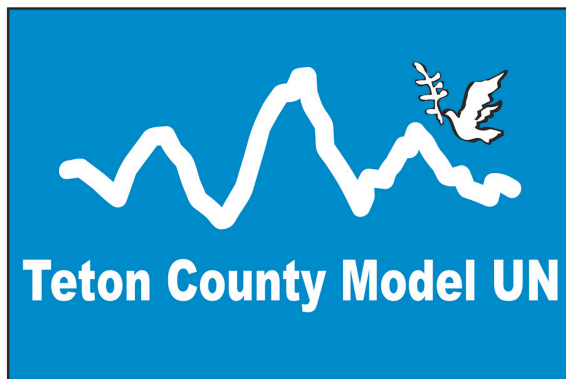


TCMUN PREP SUGGESTIONS



Lesson 7: Rules of Procedure

Goal: To help students feel comfortable with the rules of procedure by defining important procedural vocabulary, and describing how to make points and motions.

Introductory Activity: Watch [Mock MUN - The Movie](#). This video should give students an idea of how parliamentary procedure works. Please explain to them that it is a very abridged version of debate.

Content: The rules of procedure (also called parliamentary procedure) can seem unnecessary and even cumbersome at times, but they ensure that there is consistency and order in each committee and for all topics. While confusing at first, once students participate in a mock debate or attend their first committee session, the rules become less intimidating and quite intuitive. The Chair will be available for questions about procedure at any time, and he or she will make sure that delegates are following the rules.

Important Vocabulary:

Abstain: During vote on a substantive matter, delegates can choose to vote yes, no, or to abstain. When abstaining, they are choosing not to take a positive or negative stance on an issue.

Adjourn: A delegate may make a motion to adjourn a committee session, which means ending or suspending the debate—often with the intention of resuming it later on.

Agenda: The agenda is the program that the committee agrees to discuss. It indicates the topics or items to be deliberated and the order in which they will be addressed.

Caucus: A caucus is a break in formal debate (or the speakers list) in which countries can more easily and informally discuss a topic. There are two kinds of caucuses:

- *Moderated caucus:* delegates remain seated and the chair calls on delegates who raise their placards to speak for the allotted speaking time.
- *Unmoderated caucus:* delegates may leave their seats to meet with people and speak freely.

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Decorum: The respect all delegates must show to their Chair, to other delegates, and to all other people involved in the conference is referred to as “decorum.” When the Chair feels that the committee is being rude or unproductive (talking while a delegate is trying to give a speech, for example), they will call for decorum.

Dilatory: Refers to a point or motion that is intended to deliberately delay or impede parliamentary proceedings. For example, if a delegate motions to adjourn for lunch at 9 AM, the chair would rule this motion as dilatory.

Division of the question: During voting, delegates may motion to vote on certain parts of the resolution separately. This strategy, called dividing the question, is used when delegates agree with a certain part of the resolution, but not all of it, and would only like to pass a section of it.

Draft resolution: A document prepared by delegates that addresses the issue up for debate and attempts to fix the problem. It is called a draft resolution or working paper until it is passed by a vote in the committee sessions. Then, it becomes a resolution. Ultimately, all resolutions passed in committee sessions will be voted on in the General Assembly meeting that will be attended by all delegates at the end of the conference.

Flow of debate: The order in which events proceed during a committee.

Formal debate: Debate in which delegates speak for a set amount of time and in the order indicated on the speakers list.

Motion: A request that a delegate makes proposing that the committee as a whole do something. Ex: motion to caucus, adjourn, or move to vote.

Placard: A large piece of folded paper with a country’s name on it that a delegate raises in the air to speak or vote.

Point: A request made by a delegate for information or for an action relating to that delegate. Unlike a motion, a point does not affect the whole committee. Ex: Point of order, point of inquiry, point of personal privilege (see below).

Precedence of Motions: When there is more than one motion on the floor, the chair will have the committee vote on the motions in order of precedence. This is the order:

1. Parliamentary Points
 - Point of personal privilege, point of order, point of parliamentary inquiry
2. Procedural motions
 - Adjournment of the meeting, suspension of the meeting, unmoderated or moderated caucus, motion to change the speaking time, introduction of a draft resolution.
3. Procedural motions that are applicable to the resolution under consideration
 - Closure of debate, division of the question.
4. Substantive Motions

If there is more than one motion for one of these categories they will be voted on in order of how **destructive** they are.

In MUN terms, “destructive” is used to define how much time a given motion will take from committee proceedings. For example, if one delegate makes a motion for a 15

minute unmoderated caucus, and another delegate makes a motion for a 5 minute unmoderated caucus, the delegates would vote on the 15 minute one first since it would be the most “destructive,” or take the most time out of committee proceedings. Another example is when one delegate makes a motion for an unmoderated caucus and another for a moderated caucus. The unmoderated caucus motion would be voted on first because it interrupts the flow of proceedings more than a moderated caucus and is therefore the most destructive to committee proceedings.

Quorum: The minimum number of delegates needed to be present for a committee to meet. 1/3 of the delegates must be present for debate to begin.

Right of reply: If a delegate feels his or her country has been unfairly insulted by another delegate’s speech, s/he may ask the Chair for the right to reply to that speaker’s comment.

Roll call: The first order of business in a committee session is a roll call. The Chair reads through a list of all countries whose delegates will then say “present” or “present and voting.” The latter means they promise to not abstain on any vote.

Second: To agree with a motion being proposed, a delegate can second it. Many motions need a second in order for them to be voted on.

Simple majority: Many votes need a simple majority to pass, or 50% plus at least one of the additional delegates in a committee.

Vote: When delegates demonstrate their support or opposition to something. There are two kinds of votes, procedural and substantive.

- *Procedural:* refers to the way a committee runs. Every country must vote on procedural matters. Examples include a vote that would set the speaking time, or a vote to go into a moderated caucus.
- *Substantive:* refers to the content of the topic at hand. For example, voting on whether or not to pass a resolution is substantive, and countries can abstain if they wish.

Voting bloc: The time at the end of committee session when delegates vote on draft resolutions is called a voting bloc. A quorum must be present to vote, and nobody may leave or enter the room during voting bloc.

Points and Motions: Motions are the most important part of parliamentary procedure, but some motions have different requirements in order to pass. Below is a list of motions and points that can be made in a committee, a description, and what they need to pass.

<i>Motions or Points</i>	<i>Description</i>	<i>Needed to Pass</i>
Point of Order	If a delegate believes the Chair has made a mistake running the committee, they may make a point of order.	No vote.
Point of Personal Privilege	A delegate can use this point to inform the Chair of their discomfort.	No vote.

Point of Inquiry	If a delegate has a question about the rules of procedure, s/he may make a point of inquiry to ask the Chair a question.	No vote.
Motion to Open Debate	This is the first motion of the conference. The motion will open the speakers list and the committee will move into formal debate. Because each committee has two topics, the body will first debate the order in which they should be discussed until there is a motion to set the agenda. The chair will ask all those delegates who wish to be added to the list to raise their placards. Speaking time during debate may be limited with a Motion to Set the Speaking Time.	Simple majority vote.
Motion to Set the Agenda	This is the first vote that will take place in the committee when delegates must decide what order they wish to debate their topics.	Before voting on the motions, one speaker must speak for each motion and one speaker must speak against. Then, it requires a simple majority to pass.
Motion to Adjourn the Session	This motion adjourns the committee session for good. It will be entertained by the Chair during the last committee session.	The motion requires a second and a simple majority to pass.
Motion to Suspend the Meeting	This suspends the committee between sessions. This motion is commonly used to suspend for lunch.	This motion requires a second and a simple majority to pass.
Motion to Enter an Unmoderated Caucus	This motion temporarily suspends the meeting for a specified amount of time. Unmoderated caucuses are used for delegates to speak informally amongst themselves.	The motion requires a second and a simple majority to pass.
Motion to Enter a Moderated Caucus	This motion brings the body into moderated debate for a specified amount of time. This is also known as “popcorn” style debate.	The motion requires a second and a simple majority to pass.

Motion to Table the Topic	This is used if a delegate feels debate on a certain topic has become unproductive or gone on too long. Tabling debate ends the debate on the topic unless it is reopened with a Motion to Reconsider. If the delegates table a topic, they will move onto the second topic on the agenda.	Before voting, two delegates must speak in favor of tabling the topic and two must speak against. Then it requires a two-thirds majority to pass.
Motion to Divide the Question	This motion divides a resolution into pieces, and then the clauses are voted on separately.	This motion requires a second and a simple majority to pass. If the motion passes, the body votes on the clauses as they were divided. If the clauses fail to receive a majority vote, they are left out of the resolution.
Motion for a Roll Call Vote	This motion requests that the Chair conduct a roll-call vote on a resolution. This means that rather than the Chair asking those in favor to raise their placards, he or she will go down the list of countries. The Chair will read the names of each country and each country will either reply "Yes", "No", or "Abstaining."	Needs a second and Chair's discretion.
Motion to Set the Speaking Time	When a delegate proposes a time limit on speeches.	Simple majority to pass.
Motion to Appeal the Decision of the Chair	When a delegate feels a chairperson has made an incorrect decision, s/he can appeal the decision.	Chair's discretion.
Motion to Introduce an Unfriendly Amendment	This is a change to a draft resolution that some or all of its sponsors to not support. It must be voted on by the committee. The author of the amendment needs to obtain a certain number of signatories (usually 20% of the committee). Prior to voting on the draft resolution, the committee will vote on all unfriendly amendments.	Simple majority to pass.

Motion to Introduce a Working Paper	When a draft resolution has been reviewed and approved by the Chair, those working on the resolution can ask that the entire body review the draft resolution. The creators will read it out loud and receive feedback. Once it is voted on (if it passes) it becomes a resolution.	Requires a second and a simple majority to pass.
Motion to Reconsider	This motion is used to bring a resolution or a topic that has previously been tabled back to the floor.	Two speakers must speak in favor and two against. Then it needs a two-thirds majority to pass.
Motion to Close Debate	This allows the committee to go into voting procedure. This occurs when there are draft resolutions to be voted on, and delegates feel there has been enough substantive debate on the issue to pass resolutions and to either move onto another topic or adjourn the meeting.	Two speakers must speak in favor and two against. A two-thirds majority is required to pass. Then, voting on draft resolutions begins.

Assessment: Have students break up into groups of five and assign each group two or three of the rules listed above, explaining that they must become “experts” on those rules. They should read the rules, and if they have computers available, find sources that explain the rules more in depth. They should also learn the definitions, practice making the motion or point, (ex, “Honorable Chair, the delegate from France moves to go into a ten minute unmoderated caucus for the purpose of working with allies on draft resolutions”), and learn how their motion would be passed.

Then, have students create new groups. Each group should have a member of one of the “expert” groups. The new groups should then receive a handout “[Lesson Seven Assessment: TCMUN Rules of Procedure.](#)” Each group should proceed to fill out the definition of each point or motion and what is needed for it to pass.

Works Cited:

“Rules of Procedure.” Global Classrooms. April 2012. UNAUSA. August 5, 2012.

“Rules and Procedures.” Model UN Conference. January 2012. Pangea. August 5, 2012.

“Harvard Model United Nations Official Rules of Procedure.” The Program of the Harvard International Relations Council. January 31, 2010. Harvard Model United Nations. August 5, 2012.