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Opening the session

Provisional Agenda
• A provisional agenda with the order of the topics is created by the chairs prior to the conference.

Roll Call
• The chairs check the presence of member states in the committee and set the quorum and the required majorities.

Adoption of Agenda
• After the roll call, the chairs will ask for objections, if there are none, then the agenda is adopted as is. Otherwise – vote.

Vote on Agenda
• If there is a vote, the chairs have to hear 2 speakers in favour and 2 against (1 min each) before voting.

Opening Statements
• At the beginning of debate on each agenda item, countries have 3 min to make their opening statements.
Roll Call?

Art. 19

“In order to establish presence, the chairs shall proceed with a Roll Call prior to the committee meeting”

The idea is to check who is present in the room in alphabetical order and set the required majorities for different votes. Delegates take the floor one after the other.

You have to say “Present” or “Present and Voting” (This sends a strong message because you are obliged to vote on content)

Attention, Observers cannot be “Present and Voting”!!!

What if I’m late?

You have to send a written note to the chairs asking to be registered as “Present” or “Present and Voting”
Opening statements?

Art. 23

“[…] there shall be time allotted to each present Delegate to hold an Opening Statement. […]”

You are asked to prepare a short three (3) minute speech about your country’s position, aspiration, ideas and general attitude towards the issue at hand.

You can already give concrete solutions or propositions, or just keep your answer as vague as possible so that you can listen to what others have to say.

Please prepare this speech before the conference!
**Terminology - Overview**

- **Formal Debate**: Formalised debate through the General Speaker’s List. Countries can be written down and have a set time to intervene.
- **Points**: Interventions by delegates relating to technical aspects, such as violations of the rules or the temperature of the room.
- **Motions**: Interventions by delegates relating to content and the flow of debate, such as demands for a vote or a suspension.
- **Documents**: Members can demand a moderated suspension on a specific topic with delegates requesting the right to speak ad hoc.
- **Unmoderated Suspension**: Members can demand an unmoderated session where the chairs don’t participate and delegates can move freely in the room and talk to each other in person.

The goal of every committee is to create a consensual resolution on a given topic, there are many different documents before everyone agrees on the final.
POINTS & MOTIONS
**Points & Motions**

**POINTS**
- Points are interventions by delegates relating to technical aspects, such as violations of the rules or the temperature of the room.

**MOTIONS**
- Motions are interventions by delegates relating to content and the flow of debate, such as demands for a vote or a suspension.
Raising Points or Motions

Art. 30

1. “All motions shall be raised only when the Floor is open,”
   - This means that you cannot raise a motion if chairs don’t ask for it!
   “points may be introduced at any time during the debate, without interrupting a speaker […]"

3. In order to raise a Point or a Motion, Delegates shall raise their placard. After receiving recognition, they shall state the name of their point or Motion.

8. Motions require a simple majority to pass, unless specifically stated otherwise […]”
Points - Overview

**Point of Information to the Chairs**
- If a Delegate has a question or needs information about the topic or the study guide, they may use this point.

**Point of Parliamentary Enquiry**
- This point may be addressed to the Chairs if a Delegate needs clarification of the rules of procedure.

**Point of Order**
- This point is used to address an improper usage of the Rules of Procedure, i.e. wrong voting method.

**Point of Personal Privilege**
- This point’s purpose is to remove a personal discomfort, which impairs a Delegate’s ability to fully participate.
Points – What to say?

Point of Personal Privilege

• “The delegation of COUNTRY wishes to ask permission from the chair to close the windows, as the room is getting too hot.”

Point of Information to the Chairs

• “The Delegation of COUNTRY would like the Chairs to clarify the mandate of the committee – which measures can this committee take to reach the desired goals?”

Point of Parliamentary Enquiry

• “The Delegation of COUNTRY would like the chair to clarify where is the difference between a point of Information to the Chairs and a point of Parliamentary Enquiry”

Point of Order

• “The Delegation of COUNTRY would like to point out that this session started without a roll call. We would like the Chair to please amend their mistake.”
Motions

Relating to voting
- Appeal the decision of the Chair, Vote Clause by Clause, Divide the Question, Request a Roll Call

Relating to the debate
- Moderated Suspension, Unmoderated Suspension, Extension of Suspension, Tour de Table, Adjournment of the Meeting, Closure of the Meeting, Closure of the Debate, Adjourn Debate on Item, Reconsider Item

Attention! Each motion will be introduced as the process of the debate is presented
DEBATE
The debate follows the General Speakers List. *Make sure it doesn’t run out of states*, because afterwards the debate is closed!

After every speech, the chairs may open the floor to any points or motions. Motions can only be introduced in Formal Debate.

During formal debate, speeches are longer, usually 2 minutes per speaker.

→ After each round of suspensions, there can be a *motion to extend the suspension*, otherwise the committee is back to Formal Debate.

Informal debate can be triggered by a motion for a moderated or an unmoderated suspension. You also have to set the total time and the topic of the session.

If there is a motion for a moderated suspension, you also have to indicate the *individual time* that each speaker will have available for their speech.
Art. 24

“[…] 2. The Chairs shall keep a Speaker’s List to determine the order of speeches in a Formal Debate […]”

The idea of the General Speaker’s List is to have a formalized flow of the debate. You can be added to it by putting your placard vertically on your desk, there is no need to take the floor.

Once you are already on the speaker’s list, you have to wait until your turn has passed in order to be put on it again.
Moderated Suspension?

Art. 35

“[…] 4. The Moderated Suspension of the Meeting interrupts Formal Debate. No Speaker’s list shall be established. Delegates may indicate their desire to speak by raising their placards. […]”

Moderated suspensions are great for clearing up certain issues with a given topic or for hearing what everyone has to say on it. It is the most common way of debating and you should use it to your advantage!
Unmoderated Suspension?

Art. 36

“[...] 4. The Moderated Suspension of the Meeting interrupts Formal Debate. While in Unmoderated Suspension, Delegates are free to move around the room and discuss. [...]”

Unmoderated suspension don’t mean a break! They are a tool to go around the room and lobby for your ideas, get a moment to work on documents or generally gather support for your ideas. Chairs won’t allow too many of them, so use them wisely!

Hint: The best way to find support is by organizing in blocks – look for people who share your ideas!
The Delegation of Rwanda motions for a 10 minute moderated suspension of the meeting on the Topic of “Pineapple on Pizza” with a speaker’s time of 1 minute.
Motions – What if there are more?

• It is perfectly normal to have more than one motion on the floor as the Chairs usually hear from all interested Delegations.

• In that case, motions will be voted upon starting form the most disruptive, meaning that the one with more time, or more radical change of the debate, goes first.

⇒ For the full order check Art. 30 para. 4
Documents - hierarchy

A Draft Proposal is the very first document that is circulated.
A **Draft Proposal** is the very first document that is created and circulated between the delegates of a specific group.

Usually a **Draft Proposal** is prepared by every negotiating group to aid with negotiations. Of course, if a committee works only on one - it’s work will be more efficient.

**Draft Proposals** are usually done on platforms which enable multiple users to work on the same document, such as Google Drive or Word Online.

*Tip: Make sure you’re on “Suggesting” mode, so you don’t delete text other people have worked on!*

**Draft Proposals** don’t require a specific form or the Chair’s approval.
A Proposal is a finalised document with clear content and appropriate form. It is almost a finished resolution - but not yet polished to perfection.

Proposals have very strict form requirements. A proposal needs Sponsors and Signatories, as well as approval from the Chairs and SGs.

Once a negotiating block has created a Proposal and they think it meets all requirements, they can submit it to the Chair. It will be the Chair’s task to distribute it and designate a Sponsor to read the text out, if none volunteer.

A Proposal has to have a Number XX.YY (X being the Topic Discussed and Y being the order of the paper)

The Committee will then go in a 5min Q&A Session on the proposal.
**Sponsors? Signatories?**

Art. 48

"[…] 1. Sponsors are recognized as the writers and the supporters of the Proposals. […]], a minimum of 3 Sponsors is required.

[…] 4. Signatories are recognized as Delegates wishing to discuss the Proposal, they are not bound by any further obligations. […]], a minimum of 3 Signatories is required."

To summarize, your draft proposal will need at least **3 main supporters** (Sponsors), ideally the people who have written it and have participated from the beginning.

It will also need at least **3 casual supporters** (Signatories), who are interested in seeing the Proposal come to life.

Only then can it become an actual Proposal and be discussed in the room as such.

**Tip:** You can always withdraw from being a Sponsor or a Signatory of a Proposal. Check art. 49!
Q&A Session?

Art. 47

“[…] The Sponsors answer questions regarding the Proposal. Delegates may ask their questions after raising their placards and being given the Floor to do so by the Presidents. Only the time during which the Sponsors respond shall be subtracted from the time allotted to the session.”

The idea is that not everyone has worked on that specific Draft Proposal, so since now it is officialized, the whole committee needs to learn about its content.

The Q&A sessions serves as an introduction of the paper to the whole, so that delegates can voice their praise, or concern.
Amendments?

Art. 51

“[…] An approved Proposal can be modified by the means of Amendments. An Amendment is a written modification of the Proposal, aiming to add, remove or revise one or more Operative Clauses […]”

Once a Proposal is submitted, it cannot be edited as easily as a Draft Proposal. Its text cannot change just by the will of certain delegates – it needs an official amendment.

Amendments should be avoided at best, as they are a heavy procedure which may end up creating a text not everyone is happy with. But it is also a chance to edit the text after it has been formalized.
A Resolution is the final product which each Committee should have at the end of the Conference.

In order to have a Resolution, the Committee needs to approve by Consensus or vote upon a Proposal.
**Document Content**

**Form**
- The Name of the committee, the different specifics of a UN resolution, etc.

**Preambulatorry Clauses**
- Give the definition of the topic, refer to past action and other resolutions, global pacts, treaties, events, etc.

**Operative Clauses**
- Give the solution to the problem, the concrete action that needs to be undertaken, the direction which the committee wants to steer the problematic.

*Tip: For Preambulatorry Clauses (PPs) and Operative Clauses (OPs), only **very specific words** can be used. You will find them in your Delegate’s Handbook or online.*
VOTING
Voting Procedures

Substantive Voting

- Relates to the **content of the Debate** (Resolutions, Amendments, etc.)
- **Abstentions are possible** and Delegations are not obliged to vote.
- **Observers are not allowed** to vote.
- Delegations having declared “Present and Voting” are obliged to vote.

Procedural Voting

- Relates to **technical questions** (Suspensions, Decisions, etc.)
- **Abstentions are NOT possible**, every participating delegation has to vote.
- **Observers are obliged** to vote.
First, the Chairs will ask for any points or motions. The only motions allowed during a voting procedure are the following:

- Motion to Appeal the Decision of Chairs
- Motion to Vote Clause by Clause
- Motion to Divide the Question
- Motion for a vote by Roll Call

The Chairs will ask for objections, if there are none, then what is voted upon will pass on the basis of consensus.
Vote Clause by Clause – Art. 61

- The Committee has to have a substantive vote on each clause, meaning that the resolution may pass only in limited terms with a limited number of clauses. You cannot vote Clause by Clause and by Roll Call at the same time.

Dividing the Question – Art. 62

- A Delegate may choose to group certain clauses together and have a substantive vote only on them. If the Clauses are accepted, they stay. If they are rejected, they are deleted from the text. In both cases, the proposal is voted on again as a whole – with or without the grouped clauses.

Vote by Roll Call – Art. 60

- The Delegates take the floor and vote verbally, one by one, in alphabetical order, following the English denomination of Member States.
Explanation of Vote (EoV)

Art. 47

“It is possible for a delegation to make an explanation of its vote before or after a substantial vote, it is obliged to state its voting position in the statement. […]"

Before or After a vote, all Delegates have the right to explain their vote. The Chairs have to ask before and after a vote if there are any such on the floor.

Delegates may speak for up to one minute in order to explain how they will be voting or why they have voted in a specific way.

Use this motion wisely, as it is useful to sway some last-minute votes in your favor.
CLOSING
Closing the Meeting

• Following Article 41, a delegate may motion for a closure of the meeting until next year.

• This motion needs a simple majority to pass.

• Don’t confuse it with others!
Adjournment of the Meeting - Art. 40

- Adjourning the meeting means finishing the current session. This is only possibly when it is planned in the schedule - each session has it’s number.

Adjournment of the Debate - Art. 43

- Adjourning Debate means simply moving on with another agenda item, reserving the possibility to return to this one later on with a motion to reconsider an agenda item.

Closure of the Debate - Art. 42

- Closing Debate means finishing discussions on the current topic and moving on to another one. Once debate is closed, it cannot be reopened, like with the adjournment. The only thing which can follow are voting procedures.