



## **PARLIAMENTARY PROCEDURE**

### **POINT OF ORDER**

This point may be raised when you feel that a delegate or the Chair is not abiding by the correct parliamentary procedure. A point of order is allowed to interrupt the speaker.

### **POINT OF PERSONAL PRIVILEGE**

This point is used to indicate personal discomforts or impediments to debate. It may be raised during the debate if, for example, you cannot hear the speaker or feel uncomfortably hot or cold. This point is allowed to interrupt a speaker, but may not refer to the content of any speech or working paper.

### **POINT OF INFORMATION**

This point may be used in order to pose a question to a speaker during a formal debate.

### **POINT OF INQUIRY**

This point is used to ask a question of the speaker relating to the speech just given. It may also be used to ask the chair a question regarding parliamentary procedure during a normal session.

### **MOTION TO SET THE AGENDA**

The agenda is set to the topic area of the committee by the chairs.



## **MOTION TO OPEN THE SPEAKER'S LIST**

A motion to open the speaker's list allows delegates to sign up to speak. This motion requires an immediate vote. During the speaker's list, other motions will not be entertained.

## **MOTION TO ADJOURN THE SESSION**

This motion adjourns the committee sessions for good. It will only be supported by the chair at the end of the committee session. This motion requires a simple majority to pass.

## **MOTION TO OPEN A MODERATED CAUCUS**

When the floor is open, a delegate can entertain a motion for a moderated caucus, which is an informal debate. The total duration, the speaker's time and the exact topic of the caucus should also be defined. During the moderated caucus, there are no points of information and yielding of the floor is not required.

## **MOTION TO OPEN AN UNMODERATED CAUCUS**

When the floor is open, a delegate can entertain a motion for an unmoderated caucus stating both the total duration and the exact purpose of the caucus. The general purpose of an unmoderated caucus is to allow



immediate and informal negotiation and bargaining, in order to clarify positions and prepare working papers, amendments or draft resolutions.

## **MOTION TO FOLLOW UP**

When a delegate wishes the speaker to clarify or elaborate on the *answer* to the point of information just proposed by the same delegate, this motion may be used. A motion to follow up should *NOT* be used to ask an entirely different question, and the chair must object to one such.

## **MOTION TO SPLIT THE HOUSE**

The Motion to Split the House is in order when the representative proposing this Motion wishes to exclude abstention from the voting options during the final vote on the draft resolution. The motion requires a two-thirds (2/3) majority to pass. Once the Motion passes, the representatives shall not be allowed to abstain during the voting of the resolution.

## **MOTION TO TABLE THE RESOLUTION**

This motion is used to table or put on hold all of the work that the committee has completed on a particular resolution. The motion is used if the house is growing tired of a topic, and wishes to move to the next resolution. Once tabled, the work on a resolution may be resumed upon the decision of the chair.

## **MOTION TO MOVE INTO VOTING PROCEDURE**



This motion is made in order to move the committee to a vote, usually when the delegate has made his or her country's position clear and there are enough draft resolutions on the floor.

### **MOTION TO EXPLAIN THE VOTE**

This motion may be used by a delegate who is confused about the opinion of a nation and wants it to explain to the house the reason for its vote.