

CCBMUN



Parliamentary Procedure

CCBMUN



Rules

- 1- Rules are not subject to change.
- 2- English is set as the official and only language.
- 3- Courtesy is to be shown towards all CCBMUN participants.
 - 3.1- Secretary General must be addressed as Mister or Madam Secretary General.
 - 3.2- Committee Presidents must be addressed as Madam or Mister President.
 - 3.3- Fellow Delegates must be addressed as Mr./Ms. Delegate or the Honorable Delegate of _____.

CCBMUN



4- **Quorum** – Committee President may declare the Committee open when at least a third of its members are present.

4.1- A member is a state officially registered at the conference and recognized by the UN.

4.2- Quorum is necessary for any vote to be taken.

5- **Agenda** - The order in which the issues shall be debated and in which the resolution shall be introduced is at the discretion of the President

CCBMUN



HOW DOES IT START?

Roll Call

The delegates say “Present” or “Present and voting” when their country’s name is called. Delegates must stand and raise their placard.

Open the Session

“The delegation of _____ proposes a motion to open the session.”

Open the Agenda

“The delegation of _____ proposes a motion to open the agenda discussing the topic ____.”

Opening Speeches

“The delegation of _____ proposes a motion to read opening speeches.”

Any delegate proposing a motion must stand and raise the placard.

The Opening Speeches are read in alphabetical order and then the Chair opens the floor for a motion for moderated caucus



3 Types of Debate

- Moderated Caucus
- Formal Debate
- Unmoderated Caucus (Lobby Time)

CCBMUN



MODERATED CAUCUS is an informal debate in which all delegates may participate by raising their placards when the Chair gives the signal to do so. (“Placards up!”)

“The delegation of__ proposes a motion to open an moderated caucus for __ minutes”

The motion is seconded and requires a simple majority to pass.

All delegations can participate.

The delegate who proposed the motion is recognised and speaks first.

CCBMUN



FORMAL DEBATE is a debate guided using a list of speakers. The chair creates a list of delegates who raise their placard to show that they want to participate in the debate.

“The delegation of ___ proposes a motion to open a speakers list of ___ minutes with a time limit of ___ minutes per speaker”

The motion is seconded.

Requires simple majority to pass.

Only the delegations in the list can participate. It is done in alphabetical order, regardless of which delegate proposed the motion.

CCBMUN



UNMODERATED CAUCUS (LOBBY TIME) is used for when it's the time to form blocks and elaborate working papers or resolution papers.

“The delegation of __ proposes a motion to start a lobby time for __ minutes”

The motion is seconded and requires simple majority to pass.

English is spoken at all times

CCBMUN



3 POINTS

These are made when delegates need immediate attention.
Delegates stand up and say one of the following:

- Point of Order
- Point of Information
- Point of Personal Privilege



POINT OF ORDER

A point of order is used when a delegate notices a possible procedural error made by a member or by the Chair. This point must be made at the time of the incident. The Presidents have the authority to disallow points of order if they are interrupting proceedings too much.

Can interrupt the speaker (**interruptible**).



POINT OF INFORMATION

A point of information is used when a delegate has a question for the speaker or for the Chair.

It can be directed towards the Chair or to the speaker, but the delegate must wait for the speaker to finish before asking

(not interruptible).

CCBMUN



POINT OF PERSONAL PRIVILEGE

It is used any time a member experiences personal discomfort which impairs his or her ability to participate in the proceedings. The delegate may ask for a point of personal privilege. The Chair will consider the point and therefore fix the discomfort. However, if it is not urgent, the delegate should wait until the speaker has finished.

This point is interruptible.

Examples: to ask to go to the bathroom

To ask for the speaker to speak louder

CCBMUN



APPROACHING THE CHAIR

A delegate may approach the chair to ask a point of information or personal privilege:

“Point of personal privilege.”

“May the delegate approach the Chair?”

CCBMUN



MOTIONS

Motion	Sec	Inte	Purpose
Extend the time of the caucus	Yes	No	To extend the time of the caucus. It is in order when the chair announces the caucus is over.
Shorten the time of the caucus	Yes	No	To shorten the time of a caucus.
Motion to close debate	Yes	No	Used to end debate and go directly into voting.

Motion	Sec	Inte	Purpose
Divide the question	Yes	No	Used to vote operative clauses independently
Adjourn the session	Yes	No	Used to adjourn the session
Table	Yes	No	Used to cease the discussion on the draft resolution in question, and vote to not consider it

Motion	Sec	Inte	Purpose
Motion to recess	Yes	No	Used to request a small break or recess.
Vote by roll call	Yes	No	After a voting by placards this motion is in order.
Amend the agenda	Yes	No	Used by a delegate when he wants to change the order of the discussion of the draft resolution.



RIGHT OF REPLY

Delegates may rise in a Right of Reply if they feel that their personal or national integrity has been insulted.

- This point may interrupt a speaker. However it shall not be granted until the speaker has concluded. The reply must be limited to one (1) minute only.
- The Chair decides whether or not to grant the Right of Reply.
- A delegate may not reply to a Right of Reply.
- A second Right of Reply addressed to the same delegation must be submitted to the Chair in writing. The Chair will recognize the delegate if it is considered appropriate to do so and the delegate will have one (1) minute to develop the Reply.

CCBMUN



VOTING

Each Member State of the United Nations shall have one vote. (States with observer status are not permitted to vote.)

Each state may vote *yes*, *no* or *abstain*. (However, members may not abstain on procedural matters.)

Note: Delegates who, during attendance, answered “present and voting” may not abstain when voting for a resolution.

- For a draft resolution to become a resolution it requires a majority (50%+1).
- If the resolution is targeted at a specific country or group of countries, a 2/3 majority is required.
- If there is a tie (50/50) or a majority of abstentions, the draft resolution shall be considered defeated.



CHALLENGING THE COMPETENCE

A delegate may request a motion to challenge the competence of another delegate, if that delegate has persistently misrepresented the foreign policy of his/her country to the point of distorting and damaging the Committee's development.

Before the challenge is allowed to take place, the Secretary General must be called to the committee. The presidents and Secretary General will decide if the challenge should go ahead.

The Chair shall allow the delegate who challenges the competence to speak first explaining in what way the challenged delegate misrepresented his/her country's foreign policy, then the challenged delegate has the opportunity to defend him/herself.

After both delegates have spoken, the chair, together with the Secretary General, will decide if the challenge passes. If it is successful, the challenged delegate loses his/her voting privileges for the topic. If it does not pass, then the challenging delegate will lose his/her voting privileges for the topic. In addition, every delegate representing the losing country in current UN committees may also lose their right to vote for that topic.



WARNING GUIDELINES

Warnings are given to those delegates who do not conduct themselves properly during the event, thus damaging the proceedings.

Warning process:

3 warnings: 5 min expulsion

5 warnings: 30 min expulsion

7 warnings: All day expulsion

9 warnings: MUN expulsion (at the discretion of the Secretary General)

N.B. Warnings affect the academic evaluation of the delegates.

CCBMUN



DRESS CODE

Boys:

Complete formal suit/formal jacket and trousers with long-sleeved shirt and tie

DON'T USE: jeans, shorts, tennis shoes, sandals.



Girls:

Formal shirt/blouse with tidy trousers/pants, shoes or sandals

DON'T USE: items that expose cleavage, skirts/dresses, tops that show a lot of exposed flesh, transparent items, high heels, tennis shoes.

Not following the dress code will result in a warning.

CCBMUN



Time for questions, comments, or concerns

CCBMUN



Thank you! We really look forward to seeing you
at CCBMUN!