

CCBMUN PARLIAMENTARY PROCEDURE SUMMARY

Motion to open session: The committee votes for the session to be opened. It will be the first motion to be announced in the whole committee and will only be announced once.

Motion to open agenda: The committee votes for the order in which the issues shall be debated and in which the resolution shall be introduced.

Debate:

- **Motion for an Unmoderated Caucus (Lobby Time):** A time of negotiation between delegates.
- **Motion for a Moderated Caucus (Informal Debate):** It is the most common debate used. The chair will open the floor for interventions, where delegates will raise their placards and the chair will choose the speaker.
- **Motion for a Formal Debate:** This debate starts with a list of speakers who would like to make use of the floor. Each will be given a limited period of time.

Point of Order: During the discussion of any matter, a delegate may use a point of order to complain about any departure from the parliamentary procedure.

Point of Information: When the floor is open, or when a delegate has just finished an intervention, a delegate may use a point of information to ask the president or delegate a question:

- **Point of information to the delegate:** This is done when a delegate would like to ask the delegate who has just intervened a question about what they have said. The question can only have a yes or no answer.
- **Point of information to the Chair:** A delegate may use this point when they have any question regarding the procedure of the committee which includes time for the debate, advice for an intervention, or parliamentary procedure.

Point of Personal Privilege: A delegate may use a point of personal privilege to address a concern regarding the environment of the committee.

Right of Reply: If a delegate feels that her/his national integrity has been insulted by another delegate during an intervention, s/he may stand up in a right of reply. Although this is interruptible, we prefer it if the delegate waits until the speaker has finished.

Motion to suspend Session: This is the motion in which the committee work is paused for a certain amount of time. It is used before going to break and between the sessions of the 3 days.

Motion to close Session: A motion to close session is the last motion of a committee, as it closes permanently the committee work. It is announced after the last agenda has been closed.

Motion to resume Session: When returning to the committee after any circumstances, a motion to resume the session should take place to start again the committee work.

SUMMARY CHART

PARLIAMENTARY QUESTION	SECOND	INTERRUPT	REQUIREMENT TO PASS	PURPOSE
Point of Order	No	Yes	Chair	Raised by a delegate to address procedural faults
Point of Personal Privilege	No	Yes	Chair	Raised when a delegate experiences personal discomfort
Right of Reply	No	No	Chair	Requested if the delegate feels his/her nation has been directly offended
Point of Information	No	No	Chair	Raised when a delegate has questions regarding procedures
Motion to Open Agenda	Yes	No	Simple Majority	Used to set the order in which the topics will be addressed
Motion Regarding Session	Yes	No	Simple Majority	Used to request opening closing or pausing session
Motion for a Caucus	Yes	No	Simple Majority	Used to open a moderated or unmoderated caucus
Motion to Table Down	Yes	No	Simple Majority	Used to vote against the resolution paper being presented
Motion to Reconsider	Yes	No	2/3 of those present and voting	Used by a delegation if it believes that the integrity of the first vote has been compromised
Motion to Divide the Question	Yes	No	Simple Majority	Used to vote the operative clauses independently
Motion to Appendix the Commission	Yes	No	Simple Majority	Used to allow two or more delegates outside to discuss a matter for an established period
Resolution	Yes	No	Simple Majority	Used to vote on a resolution paper
Amendment	No	No	Simple Majority from the bloc (heads and sponsors)	Used to correct errors in a Draft Resolution