

## MeDMUN Rules of Procedure and Motions

This guide serves as a quick overview for parliamentary procedure for non-crisis committees at Model UN Conferences run by the MeDMUN Organization.

MeDMUN uses a more simplistic, pared down parliamentary procedure to ensure that the committee runs more promptly and to prevent sessions from getting bogged down in the complexities of parliamentary procedure. We want parliamentary procedure to enable more effective debate and resolutions, not distract the committee.

This guide will include:

- 1) Overview of Key Terms
- 2) List of Motions
- 3) The Flow of a MeDMUN Committee
- 4) A Sample Resolution
- 5) List of Pre-Ambulatory and Operative Clause Words
- 6) A Parliamentary Procedure Frequently Asked Questions (FAQ)

<b>Key Parliamentary Procedure Terms to Know:</b>
<i>Unmoderated Caucus:</i> A period of debate in which delegates are free to talk to whomever they want.
<i>Moderated Caucus:</i> A period in which delegates are allowed to speak only upon recognition by the chair. The chair also can help direct the debate.
<i>Abstentions:</i> Effectively a no vote, the vote does not count towards or against a motion. If your nation opposes a resolution or amendment, vote against it!
<i>Resolution:</i> The goal of the committee session; outlines the topic's importance and background and then proposes solutions to the topic.
<i>Pre-ambulatory clause:</i> abbreviated as "pre-amb", these comprise the first portion of the resolution and are past actions taken on a subject, identifying why the issue is important, recognizing key treaties and stats reflecting the issue.
<i>Operative clause:</i> abbreviated as "op", these phrases make up the second portion of the resolutions. These are actions that you would like to take on the issue.
<i>Resolution/Amendment Sponsor:</i> A delegate who substantially contributes to a resolution or amendment and fully supports the content of the resolution or amendment. For a friendly amendment, all sponsors must consent to the amendment for it to be added to the resolution.
<i>Resolution/Amendment Signatory:</i> A delegate who supports part or all the resolution or amendment and wishes to see it debated.
<i>Amendment:</i> A document that makes a change to a resolution that is already on the floor being debated.
<i>Friendly Amendment:</i> An amendment that is supported by all the sponsors of a resolution and can be added to a resolution without a vote.
<i>Unfriendly Amendment:</i> An amendment that is <b>not</b> supported by all the sponsors of a resolution and so much be brought to the floor and voted on in voting procedure.

**Rules of Procedure Quick Sheet**

<b>Motion</b>	<b>Votes Required</b>	<b>Interrupt</b>
<b>For an Unmoderated Caucus</b>	Simple majority	No
<b>For a Moderated Caucus</b>	Simple majority	No
<b>For Voting Procedure</b>	Simple majority	No
<b>To bring a resolution to the floor</b>	One-Third	No
<b>To bring an Amendment to the floor</b>	One-Third	No
<b>For a Point of inquiry</b>	None	No
<b>For a Point of order</b>	None	Yes
<b>To Divide the Question*</b>	Simple majority	No
<b>To Open Debate</b>	Simple majority	No
<b>To Close Debate</b>	Simple majority	No
<b>For a Point of Personal Privilege</b>	None	No
<b>To Yield to Chair/Questions/ Another delegate</b>	None	No
<b>To Appeal a Chair's Decision</b>	2/3rds Majority	Must be submitted in writing

### Flow of a MeDMUN Committee

MeDMUN Committees start in a specific manner that is different from many other Model UN Conferences.

- 1) The chairs take roll call
  - a. Say “present” or “present and voting” when your country’s name is called
    - i. Saying “present and voting” prevents you from abstaining during voting procedure
- 2) The chairs will introduce themselves and review parliamentary procedure.
- 3) The chairs will accept a motion to open debate on the first topic.
  - a. At MeDMUN, we will cover all topics assigned to your committee. To save time, we do not debate which topic to discuss or the order of debate.
- 4) The chairs will provide you with the opportunity to make a brief opening speech, usually 30-to-45-seconds long.
- 5) The chairs will then accept a motion to open the speaker’s list
  - a. If you wish to be added to the speaker’s list, raise your placard.
  - b. The chairs will randomize the speaker’s list.
  - c. Our speaker’s list starts with a maximum speaking time of 10 minutes.
- 6) You will then automatically enter a 10-minute unmoderated caucus.
  - a. Use this time to identify your allies, begin to informally discuss solutions, and prepare your first speech from the speaker’s list.

For the remainder of the topic, you will move between speeches from the speaker’s list and moderated and unmoderated caucuses. Resolutions will usually start to be introduced after 2-hours. After resolutions are introduced, you can introduce amendments as needed.

When it is time for voting procedure, your chair will ask for a motion to enter voting procedure.

During voting procedure, you will vote on the resolutions in the order in which they were brought to the floor.

Sample Resolution

The Political Committee,

NOTING that according to a report produced jointly by the Economic Commission for Africa, the African Development Bank, the United Nations Development Programme, and the African Union the economic growth rate in Africa has overall increased due to international advancement measures, and

APPLAUDING the African countries that have held democratic elections between August 2011 and March 2013 and the nations that have begun the democratic transition, and

DEEPLY CONCERNED by the crises that have affected tens of millions of people, and

OBSERVING the instability in some countries which has regrettably resulted in millions of refugees that have sought refuge in nations in the Sahel region such as Burkina Faso, Chad, Ghana, Mali and the Niger, and

FURTHER NOTING the arms proliferation in the Sahel Region that is aggravating long-standing conflicts and enabling terrorist activities, and

ALARMED BY the challenges of population growth and environmental degradation that many African countries face, and

1. CALLS UPON all able nations to give monetary aid to:
  - a. Assist in the provision of humanitarian efforts in African nations where needed
  - b. Improve infrastructure where improvements are necessary in Africa
  - c. Promote education and provide training to teachers throughout Africa
2. ASKS international companies to promote employment in Africa by extending these companies' production or manufacturing duties in this region;
3. FURTHER ASKS nations to give complying companies incentives which may include tax exemptions;
4. ENCOURAGES all African nations to agree that the governments and economies of Africa need to become stabilized in order to ensure the security and well-being of the entire region;
5. DECLARES the rapidly growing demands for water, lack of available food, and the failures to reduce poverty and raise living standards as issues of international importance;
6. RECOMMENDS all African nations make efforts to work together to improve the conditions of all nations in regard to security, stability, and sustainability.

**Sponsored By:** Jordan, South Africa, Gabon, Saudi Arabia

**Signatories:** Egypt, France, Nigeria, Guinea, Kenya, India, China

### Preambulatory Phrases

A preambulatory clause starts with a preambulatory phrase and ends with a “, and”. Preambulatory clauses establish the context, justify the need for action, and outline the history of the issue. They set the scene by highlighting past international actions, treaties, and relevant statistics.

Here is a list of common preambulatory phrases:

Affirming	Expecting	Noting with deep concern
Alarmed by	Expressing its appreciation	Noting with regret
Approving	Expressing its satisfaction	Noting with satisfaction
Aware of	Fulfilling	Noting further
Bearing in mind	Fully alarmed	Noting with approval
Believing	Fully believing	Observing
Confident	Further deploring	Reaffirming
Contemplating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognizing
Deeply concerned	Having considered	Referring
Deeply conscious	Having devoted attention	Seeking
Deeply convinced	Having examined	Taking into account
Deeply disturbed	Having heard	Taking into consideration
Deeply regretting	Having Received	Taking note
Desiring	Having studied	Viewing with appreciation
Emphasizing	Keeping in mind	Welcoming

### Operative Phrases

An operative clause starts with an operative phrase and ends with a semicolon. Each op should be numbered, and the last op ends with a period. Operative phrases should seek to outline specific, actionable solutions, recommendations, or directives to address the issues identified in the preambulatory clauses.

Here is a list of common operative phrases:

Accepts	Considers	Further proclaims	Regrets
Affirms	Declares accordingly	Further reminds	Reminds
Approves	Deplores	Further recommends	Requests
Authorizes	Designates	Further requests	Solemnly affirms
Calls	Draws the attention	Further resolves	Strongly condemns
Calls upon	Emphasizes	Notes	Supports
Condemns	Encourages	Proclaims	Takes note of
Confirms	Expresses its appreciation	Reaffirms	Transmits
Congratulates	Expresses its hope	Recommends	Trusts

## Frequently Asked Questions (FAQ)

### **What is a moderated caucus?**

A moderated caucus is a caucus in which the moderator will recognize delegates wishing to speak. A moderated caucus must have a specific time limit and a specific topic. Once recognized, delegates can speak for the allotted time, but may not ask questions to another delegate and their speech must remain relevant to the topic of the moderated caucus.

### **Why and when should a moderated causes be called?**

A moderated caucus should be called so that delegates can quickly get an understanding for how a room feels on a certain subject. Delegates should also use moderated caucuses if they are further down the speaker's list and wish to be able to make a point. A moderated caucus is also effective if used when debate is very general. Calling a moderated caucus on specific topic forces the committee to focus and begin to think of specific solutions.

### **How does the amendment process work at MeDMUN?**

After resolutions have been written and motioned to the floor, delegates may write amendments to specific resolutions. The delegate must then motion the amendment to the floor, which requires being recognized by the chair and one-third of the body's support. Then, after debate has been closed, and a committee has entered voting procedure, delegates will vote on amendments in the order in which they were brought to the floor. An amendment can be passed with a simple majority, similar to how resolutions are approved.

### **Does MeDMUN allow friendly amendments?**

Yes! To introduce a friendly amendment, you must have the consent of the sponsors of the resolution that you are amending. Make a motion to introduce a friendly amendment to a resolution, after which the moderator will ask the resolution's sponsors to consent to the friendly amendment. If the sponsors consent, the amendment is automatically added to the resolution. If the sponsors do not consent, then the amendment will be treated as an unfriendly amendment and must receive one-third of the body's support to be brought to the floor. Unfriendly amendments are passed in voting procedure at the end of the committee session.

### **Can I do a right of reply?**

All rights of reply must be submitted in writing to the moderator and legal chair. A right of reply will only be granted if a delegate's personal character has been insulted or tarnished in some way. All verbal requests for a right of reply will be denied.

### **Can I use the restroom?**

Yes, as long as you are not in voting procedure, please quietly excuse yourself to go to the bathroom, no need to ask the chair. During voting procedure, we ask that all delegates remain in the room so that an accurate vote can be had and tabulated.