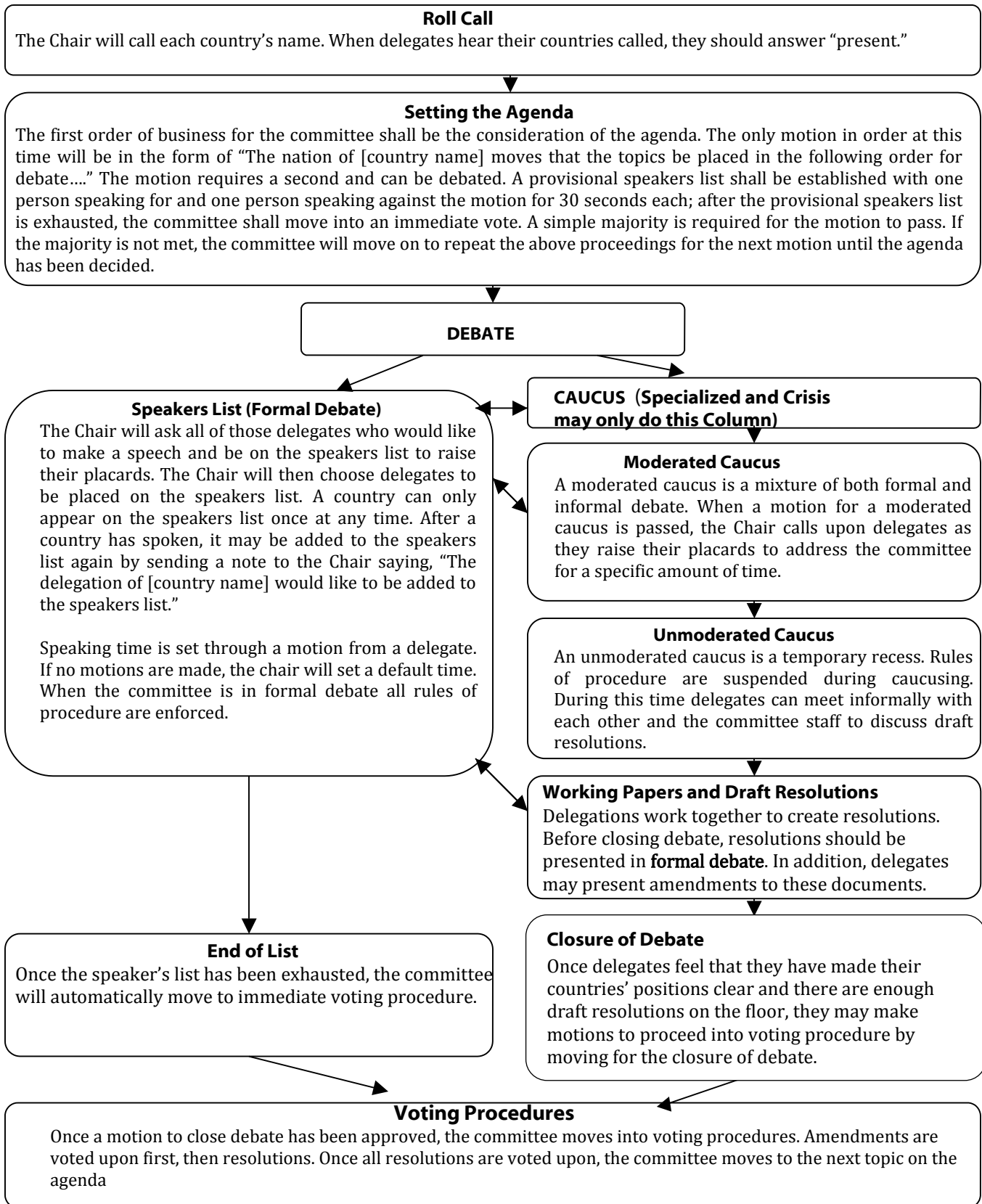




BUSUN XVIII

Official Parliamentary Procedure
and Other Official Policies

FLOW OF DEBATE



*The above flowchart was adapted from a similar model in the UNA-USA Model United Nations Delegate Guide

Before Committee

Position Papers

The earlier you start your research and your writing, the more information you will have available for committee. Email your chair if you have any questions and be sure that your position papers are submitted to your chair's email address (listed in this guide and online at <http://www.busun.net>) on or before October 27th. Keep in mind that position papers are important in deciding awards. Think of the timeliness and content of your position paper as a first chance to show your chair what you know about your country and the topics at hand.

The general requirement is one double spaced page per topic, but individual chairs may have different requirements. Whatever the background guide says takes precedence. As you write the position paper please note BUSUN has a strict plagiarism policy which can be found in the rules section of this document. The general rule is to cite your sources so that your chair can find them, but proper MLA or Chicago/Turabian style citation will be smiled upon.

In Committee

Committee Decorum

While in committee session, delegates are expected to follow the Rules of Parliamentary Procedure as laid out by the BUSUN Secretariat in this guide. Delegates are also asked to treat their chairs and their fellow delegates with respect. In addition, all BUSUN attendees are expected to wear proper Western business attire and their nametags at all times.

Working Papers and Resolutions

The purpose of researching, speaking, and debating is to generate ideas that will ultimately become working papers and resolutions. Your preliminary step is to prepare your country's policies, and truly understand them before the committee. Upon arrival at BUSUN, you will confer with other delegates by exchanging ideas in committee session and during caucuses. After identifying other countries that share similar opinions, you can begin to compile a list of potential operative clauses, which eventually form the heart of potential resolutions. An operative clause is a single action—a criticism, suggestion, request, or directive—that helps to solve the problem at hand. Operative clauses are numbered and attached to a subject and a preamble, which explains the problem, to form a resolution.

A paper in resolution format that has not been submitted to the chair is referred to as a "working paper in progress," and must not be identified as a resolution in speeches or debate. Delegates wishing their paper to be recognized as a resolution should review formatting and confirm that they have at least three sponsors and at least one fifth of the committee members as signatories or sponsors before submitting their papers to the chair. The chair may specify a higher sponsor requirement for resolutions in order to reduce the number of resolutions on the floor at any time during debate. The chair will review format, syntax, competence, and relevance, and may approve the paper. Approved papers are marked as draft resolutions and will be sent to the Operations center to be reproduced. Once the paper returns with photocopies for all delegates and is distributed, it is eligible for introduction as a resolution. A sponsoring delegate should make a motion to introduce the resolution, at which



time it will be distributed to the committee. Only at that time is it a substantive piece that can be debated, amended, and voted on by the committee.

Sponsorship indicates official support, and generally authorship, of a resolution. If all sponsors withdraw, a resolution is invalidated. Signatories do not necessarily support a resolution, and they are not obligated to speak or vote in favor of it. Signatories only must believe the resolution will contribute to debate. Withdrawal of signatures after a resolution has been introduced does not invalidate it.

Introducing the Resolution

After the chair has accepted a working paper and it becomes a resolution, delegates can motion to introduce one or all of the accepted resolutions. This motion should also specify the time each resolution will be introduced for. The chair will specify the minimum time the delegates introducing should yield for questions. A minimum of two sponsors or one third of the sponsors rounding up will be allowed to present the resolution to the committee.

Directives

In specialized and crisis committees as well as potentially in response to crises in general committees the committee may produce directives. Directives are essentially shorter and slightly less formal resolutions. The sponsorship and signatory requirements are the same as resolutions, but directives don't have pre-ambulatory clauses and tend to refer to concrete actions. Furthermore, directives don't have to be formally introduced to be voted on. Delegates can motion to have the chair read or project the directive before voting. Lastly, directives don't need to be referred to as working directives they can be referred to as directives throughout the drafting and voting process. Directives still should generally be formatted

as operative clauses with clear language and the dais reserves the right to return directives to the delegates for rephrasing before any vote is taken.

The chair will indicate whether directives, resolutions, or both are required in the response of a committee to a particular topic. Delegates should not be afraid to ask if the chair expects directives or resolutions if it remains unclear.

Prefabricated Resolutions

We strictly prohibit bringing prefabricated resolutions to BUSUN. A prefabricated resolution is any resolution written before BUSUN committee sessions begin. The process of compromising, arguing, and creating working papers in consultation with as many delegations as possible is more valuable than the phrases that result. If we find clear and convincing evidence that any part of a working paper is prefabricated, we will withdraw the prefabricated resolution from consideration and consider disqualifying the delegate from awards.

This rule does not mean that delegates should avoid considering the kind of operative language their countries would support. Indeed, thinking about the kinds of provisions in your national interest is an integral part of preparation.

We advise delegates to familiarize themselves with UN resolutions and actions on their topics. Participants are free to bring government and UN documents including resolutions and treaties as reference material and a foundation for new action. However, resolutions should neither plagiarize these documents nor merely repeat prior actions or ideas



Awards

Model UN is about compromising and working together to realize common goals through good research, competent debate, and the writing of effective resolutions. BUSUN uses awards to recognize delegates who work cooperatively to create realistic solutions to the problems presented. Although there are guidelines present, there is no scientific formula for determining awards. The final decision for the number of awards distributed and the delegates recognized are largely left to the discretion of the committee chairs and conference Secretariat. Every BUSUN award recognizes a delegate who makes important accomplishments during the conference, and BUSUN staff members do their best to keep up with the events in each committee. It is important to note, however, that the chairs may be unaware of crucial events in negotiations aside from formal debate or simply do not have enough awards to recognize each deserving delegation. If delegates do not receive an award, it is certainly not an indictment of their performance. Delegates who contribute to committee sessions and learn about international relations should consider the experience a success regardless of whether an award is received.

Awards Criteria

Diplomacy

Delegates should be respectful of each other and their chairs. We expect delegates to use diplomatic language and to work on maintaining good working relations with each other. It is important that delegates adhere to the Rules of Procedure and that working papers and resolutions produced comply with the given format and guidelines.

More importantly, diplomacy as evidenced by

building coalitions and finding compromises will be strongly rewarded. BUSUN has always emphasized the collaborative aspect of MUN as one of the core tenants of the activity. Consensus building will always be rewarded over confrontation.

Adherence to National Policy or Position

Delegates should strive to represent their states' or characters' interests, outlook, and policies. Delegates must articulate state (or individual) and bloc interests and support positions consistent with their current policy.

Speaking

We will recognize delegates who communicate their ideas with relevant, clear, and well-delivered speeches. We are looking for well thought-out, concise speeches that contribute to debate instead of simply re-emphasizing points that have already been made in session.

Preparation

We request that every delegate submit a clear position paper that demonstrates adequate research and fundamental knowledge of their topics and policy. Delegates should also demonstrate their knowledge in speeches and resolutions. Constructive debate will result only if delegates are well prepared and willing to actively participate in committee sessions.



Frequently Asked Questions

What should I have with me in committee?

You need to have paper and a pen or pencil. We also recommend bringing your position paper and all of your research materials, but this is not mandatory. It is also a good idea to have a smaller pad of paper for sending notes to other delegates or the chair, which is the chief method of communication in most committees. Most delegates also have water bottles. We ask that you do not bring food or any drinks other than water into committee. Do not forget your placard (the large sign with your country's name) and your name tag. If you lose either, you will have to pay a nominal fee to get new ones.

Should I bring a laptop into Committee?

BUSUN prohibits the use of laptops, tablets, and smartphones in committee. Delegates may bring laptops to BUSUN, but may NOT use them anywhere outside of the delegate research room, designated in the conference guide. BUSUN will provide computers in the research room, but delegates may opt to use their own computers. The use of computers anywhere outside of the research room, including in hallways or outside committee buildings, during committee session will not be tolerated. BUSUN staff in our Operations center will gladly type your finalized resolutions for you. If technology is needed for adaptive purposes, faculty advisors should notify the Secretariat as soon as possible. Also within some committee rooms laptops can be very cumbersome on cramped desks, and laptop theft has been an issue in the past. All this being said, having a laptop in your hotel to do research and draft resolution language may be useful.

Do I need to have prepared speeches for BUSUN?

No, in fact, it is best to not bring prepared speeches to BUSUN. Speech times vary by committee and the topics may change throughout the course of debate, especially in smaller crisis committees. Often your research is only to supplement a different topic that will come up in a crisis situation. However, you should have a good idea of what you would say for any topic. While it is not a bad idea to keep your points in bullet form to reference, there is no need to write out a speech ahead of time.



Glossary

Abstention	A statement of no opinion.
Amendment	Additions to and deletions from a resolution.
Autonomy	Self-governance.
Bilateral	Two-country or party Between two parties.
Bloc	Group of nations or individuals with similar perspectives on issues.
Chair	The person in charge of committee, assisted by the director.
Comment	Speech immediately following and pertaining directly to a formal speech.
Credentials	Official identification indicating name, country, and committee.
Delegate	A student representative of a nation or individual on a particular committee.
Delegation	The student representatives of a nation on all committees.
Dilatory	Causing unnecessary delay of committee proceedings.
Director	Assistant to the Chair.
Extradition	Legal surrender of a fugitive to the jurisdiction of another state, country, or government for trial.
Formal speech	A speech made by a delegate placed on the Speaker's List.
Gavel	Used by the Chair during committee to keep order and awarded to the best delegate at the end of the conference.
GDP	Gross Domestic Product: the total value of all final goods and services produced in a nation during a specific period of time, usually one year.
Operative clause	Policy portion of a resolution
Placard	A piece of paper issued by BUSUN printed with the delegate's country; used to vote and be recognized by the chair.
Perambulatory clause	Introductory clause found in resolutions.
Resolution	A formal expression of opinion and suggested courses of action of a committee on an issue confronting the world.
Rules of Procedure	The rules used at Model UN conferences to run committee.
Sanction	A coercive measure adopted usually by several nations acting together against a nation violating international law.
Secretariat	Composed of people who organize and run the Conference. Headed by the Secretaries-General.
Sovereignty	Absolute power or authority of a state against external control.
Speakers List	A list kept by the chair indicating the order in which delegates will speak in formal debate.
Substantive Debate	The first portion of debate on an agenda item in which general policy, problems, and potential solutions, as well as resolutions and amendments are discussed.



Unmoderated Caucus	A break in committee for the purpose of informal discussion and collaboration.
Voting Bloc	Portion of committee devoted to voting on resolutions and amendments.
Yield	In a formal speech, time given up by one delegate to another for the purpose of speechmaking.



General Rules

BUSUN

1. Scope of the Rules

Unless otherwise stated by the Secretaries-General, these shall be the rules of procedure for all BUSUN committees and are considered to have been accepted prior to their first meetings.

2. Conduct

Delegates are expected to maintain decorum during all committee sessions and to avoid the use of inappropriate language.

3 Plagiarism

As a college conference BUSUN takes plagiarism very seriously. Chairs will be randomly checking for plagiarism in the position papers, and any reports or suspicions of plagiarized resolutions will be investigated thoroughly. Delegates caught plagiarizing will be disqualified from receiving awards and evidence will be presented to their advisors who will determine further disciplinary actions. Plagiarism may also impact a delegate's ability to attend future BUSUN conferences.

Advisors are expected to take steps to prevent their delegates from plagiarizing. If a pattern of plagiarism is observed by a delegation, the Secretariat reserves the right to re-consider the school's eligibility to attend future BUSUN conferences.

4. Dress Code

During all committee sessions, delegates are expected to wear appropriate Western business attire. BUSUN staff members may ask inappropriately dressed delegates to leave committee sessions.

5. Language

English shall be the working language of all BUSUN committees. Speeches in another language are allowed at the chair's discretion, but the speaker must provide translations in English. The

translation time, in addition to the original speaking time, will count towards the total allotment.

6. Delegations

Each member will be represented by one delegate and one vote on each committee.

7. Statements by the Secretariat

The Secretaries-General and other members of the Secretariat will be permitted to make statements, either oral or written, at any time.

8. Functions of the Chairperson

Each committee will have a chairperson, appointed by the Secretariat, who has ultimate authority over the committee's proceedings and the maintenance of order therein. The Secretariat may, at its discretion, appoint additional staff to a committee to assist the chairperson with these functions. The chairperson has final say in all procedural matters of the committee.

9. Quorum

One third of the expected membership of a committee must be present for session to begin. The determination of the existence of a quorum will be made either by the chairperson or an appointed official and may not be challenged by the delegates. However, a majority of the expected membership must be present for a substantive vote and any delegate may challenge this determination by requesting a recount.

10. Voting Rights

Each member state will have one vote in all matters, substantive and procedural. A member state may abstain from voting only during a substantive vote and only if they have declared themselves "present" and not "present and voting" during roll



call. Member states who abstain from voting are counted as not voting and do not contribute to the number of votes needed for a majority. Observer states will have one vote in procedural matters only; that is, they may not vote on resolutions. No one may abstain from a procedural vote.

11. Majority

A majority vote is defined as one in which more states are voting in favor than against. A two-thirds majority vote is one in which twice as many states are voting in favor as against. States that have abstained from voting do not count towards the total.

Rules Governing Debate

12. Roll Call

The first order of business for any BUSUN committee will be to take a roll call to determine which delegations are present. The chairperson will read an alphabetical list of delegations and then ask that all delegations not called raise their placards to make their presence known. Delegates of member states should respond “present and voting,” or “present.” Member states which respond “present and voting” are obliged to vote either for or against all subsequent substantive motions; these member states may not abstain. Member states that respond “present” are at liberty to abstain on substantive motions. Delegates of non-member states or observers should respond “present.” Chairs may, at their discretion, re-take this count at any time. Delegations arriving after the initial roll call must communicate their presence to the chair via note prior to participating in committee.

13. Agenda

Each committee must, prior to opening debate at its first committee session, settle on the order of the agenda.

The chairs will accept proposed orders of the agenda from delegates until they decide that a sufficient number of orders have been proposed. The chairperson will then proceed through each suggestion in the order it was proposed, recognizing for thirty seconds one speaker in favor of and one speaker against each proposed suggestion. Following both speeches, the agenda order under discussion will be voted upon. The committee will continue to examine and speak on the next agenda order until an agenda order passes with a simple majority vote, at which time debate will begin upon the first agenda item on the passed agenda order.

In the event of an international crisis or emergency, the Secretary-General may table the agenda item under discussion and direct the committee to consider a new topic.

Note: after each rule that refers to motions, the debate required for the motion (speaker for speaker against) and the type of majority required for passage is indicated below the rule. For example, a motion to set the agenda requires no speakers for or against and a majority vote.

Debate: One speaker for and one against

Vote: Majority

14. Addressing the Committee

No delegates shall address the committee during formal debate without having been recognized by the chair.

15. Caucusing

A motion to caucus must be accompanied by a suggested time for the caucus to last as well as purpose. Note that a caucus may be moderated or unmoderated. In a moderated caucus, the chairperson will suspend the speakers' list and call on delegates as they indicate their desire



to speak with their placards or utilize a round robin procedure where delegates are called in alphabetical or desk order. The speaking time during a moderated caucus must be specified with any motion requesting the caucus as well whether the speakers for the moderated caucus will be round robin or at the chairs discretion. See the table for information on extending caucuses.

Debate: None

Vote: Majority

16. Tabling Debate

This motion suspends debate on a particular topic temporarily. The committee must move to accept this question as the topic of debate again to reopen it. At that time the speakers list that was in use when debate was tabled will come back into use.

Debate: One speaker for and one against

Vote: Majority

17. Closure of Debate

At any time a member may move to close debate. If this motion passes, debate on the current topic is closed and the topic is voted upon immediately. No more resolutions or amendments may be introduced once this motion has been passed.

Debate: one speaker for and one against

Vote: a two-thirds majority in favor of closing debate is needed to pass the motion

Speeches

As indicated in their background guides most specialized/crisis committees will not use a speakers list and instead default to moderated caucus for speeches.

18. Speakers List

After the agenda has been determined, one continuously open speakers list will be established. A separate speakers list will be made for each new topic of debate. Delegates wishing to be placed on the speakers list may send notes up to the chair expressing this desire. In addition, chairs may, at their discretion, add nations to the speakers list based on a show of placards. No delegation may appear on the speakers list more than once at a given time.

Upon exhaustion of the speakers list, the debate is considered closed and the committee will move into voting procedure.

19. Speeches

Once recognized, a delegate may speak on any issue he or she feels is relevant to the current debate. The chair may call the delegate to order if the chair feels the speech is not related to the current issues before the committee. Only remarks related to the current agenda item are in order. A delegate may discuss any working paper, amendment or resolution that has been presented to the committee with regard to the current agenda item in addition to any unique positions or ideas.

20. Time Limits on Speeches

The committee may limit each speech to a specific amount of time. A motion must be made to set or change the speaking time and delegates making this motion must specify what limit they would like. This motion requires a simple majority vote and the chairperson may rule it out of order if it is felt that the time is unreasonable. The chairperson will set time limits on procedural speeches.

Debate: none

Vote: majority



21. Comments on Speeches

The committee may elect to allow comments on speeches immediately following them. Note that no yields are in order if a delegate has yielded to points of information. The addition of comments requires a motion and the delegate making the motion must specify the number of comments and how long they will last. A simple majority is required to pass this motion and the chairperson may rule it out of order if the request is felt to be unreasonable. In addition the chair may, at any time during the comments, call delegates to order if their comments are not specifically related to the speech that was just given.

Debate: none

Vote: majority

22. Yields

Delegates who have been granted the right to speak off the Speakers List may yield the balance of their time to the chairperson, points of information, questions, or any other member of the committee. If speakers wish to yield their time to another delegation, they must specify to whom they wish to yield at the end of the speech. Multiple yields will not be allowed, and chairs will assume that time has been yielded to them if delegates return to their seat without yielding.

23. Right of Reply

A delegate may request the right of reply if it is felt that the delegate's personal or national integrity has been grievously impugned. This request must be submitted to the chair in writing. Please note that it is an extremely rare occurrence at the United Nations. The chair will rule immediately on this matter and the decision may not be appealed. If the right is granted, the chairperson will then set a time limit on the response. There

will be no rights of reply to a right of reply.

Amendments and Resolutions

24. Presentation of an Resolution or Amendment to the Chairperson

Once the number of sponsors exceeds three or the chairs specified cut-off and signatories reaches one-fifth the attendance of the meeting, the sponsors of an amendment or resolution may present it to the chairperson. At this time the chair is responsible for approving the format, legibility and legality of the resolution and forwarding it to the conference staff for duplication and distribution.

26. Introduction of a Resolution or a Friendly Amendment

Once the chair has notified the sponsors of a resolution or amendment that it is ready for distribution, delegates may move at any time to introduce it. This introduction will consist of, subject to the chair's discretion, a minimum of two sponsors or one third of the sponsors rounding up summarizing the document and a period of questions. The minimum time to be yielded for questions can be raised at the chairs discretion. Delegates should note that clever responses or tough questions are a way they can distinguish themselves during committee.

Debate: Chair's discretion

Vote: Majority

27. Friendly Amendments

An amendment to a resolution is considered friendly and is immediately applied to the text of the resolution if it is sponsored by all sponsors of the resolution. After receiving approval from the chair, suitably brief friendly amendments (at the chair's discretion) may be presented without



additional copies for the rest of the committee.

28. Unfriendly Amendments

An amendment which is not sponsored by all the sponsors of the resolution it amends is considered unfriendly and is therefore only applied to the text of the resolution if it is passed by the committee. After the chair has notified the sponsors of the amendment that it is ready for distribution or presentation, the sponsors may move at any time to introduce it. This introduction will consist of, subject to the chair's discretion, a reading of the document by one or more sponsors and an optional period of informal debate to clarify questions of language. Following the period of informal debate, the motion to introduce the amendment will be voted on, requiring a simple majority to pass. If the motion is approved, general debate will be suspended and a new speakers list will be established with speakers in favor and against the amendment. After the Committee has heard two speakers in favor and two against the motion, a motion to close debate will be in order. When debate is closed, the Committee will immediately vote on whether or not to accept the amendment. If the vote receives a simple majority the amendment will be considered a part of the resolution. After the vote, debate will resume according to the previous speakers list.

Debate: Two speakers for and two against against

Vote: Majority

29. Withdrawal of a Resolution or Amendment

If all of the sponsors of a resolution or amendment wish to withdraw the document, the committee shall cease all discussion of it following the notification of the chair.

Voting

30. Conduct During Voting

Upon entering voting procedure the committee chamber shall be sealed by a member of the staff. All points and motions except those directly applicable to voting (outlined below) are out of order.

31. Points and Motions of Voting

Only the following motions from normal committee proceedings are in order during voting: points of personal privilege, order and parliamentary procedure, and the special voting motions listed below. These special motions take precedence in the order listed.

32. Reordering Resolutions

Normally the committee will vote on resolutions in the order in which they were presented to the committee. However any member may move to change the order before any voting has begun. The new order must be specified by the member. This motion is out of order if the committee has begun the process of voting on any particular resolution (including its amendments).

Debate: None none

Vote: Two-thirds majority in favor of the new order

33. Division of the Question

Immediately before a resolution or amendment is to be voted on, a member may move to divide the document into several separate voting units to be voted on, individually. The preambulatory clauses remain with the largest intact portion of the resolution. Each part will then be voted upon individually, and all parts that pass will be voted on together as the final document. If there is more than one division, the



chairperson shall have sole discretion over the order in which those divisions are put to vote.

Debate: One speaker for and one against
Vote: Majority

34. Roll Call Vote

Only substantive questions can be taken to a roll call vote. In such a vote, the chair calls out each nation in alphabetical order and requests its vote. There are four possible responses: yes, no, abstain, or pass. A nation that passes during the first round will eventually have to vote once all other nations have voted. Once every nation has initially voted, the chair will return to those who passed and ask them for their vote. At this point in time, they may only vote 'yes' or 'no'. You may not pass more than once. Any state voting either 'yes' or 'no' may request the 'right of explanation'. Once the vote has concluded the chair will recognize all states that requested the 'right of explanation' in alphabetical order and provide them with 30 seconds to explain the vote. The acceptance of a motion for a roll call vote is solely up to the chair's discretion.

35. Voting on Resolutions

Unless otherwise indicated by the chair a resolution or directive only needs a simple majority as defined in rule 11 to pass.

Points and Motions

36. Precedence

The order of precedence of points and motions is as listed in the following table. If two motions of the same type are being considered the general rule is to consider the motions from most disruptive to least disruptive. If the motions are equally disruptive they will be considered in the order the motions were proposed

37. Lack of Speakers

If a point or motion calls for speakers for or against and too few delegates volunteer to speak on either side of the issue, then the side with enough speakers prevails and no vote is necessary. If too few delegates volunteer on both sides of the issue, the point or motion will be ruled dilatory.

If there are no speakers for a moderated caucus the moderated caucus lapses. In a default moderated caucus committee if no motion for any sort of caucus passes the chair will initiate a moderated caucus with a topic at the chairs discretion. However, during this "default moderated caucus" an opportunity for motions from delegates will be provided after every speech.

38. Acceptable Motions

Only those motions listed below will be permitted. When making a motion, delegates must raise their placard, wait to be recognized by the chairperson, rise, and state their point.

39. Adjournment of the Meeting

Only the last scheduled meeting of a body will be adjourned. This motion is dilatory at any other time.

Debate: None none

Vote: Majority

40. Point of Personal Privilege

If at any time a delegate experiences personal discomfort that impairs ability to participate in the proceedings, the delegate may rise to a point of personal privilege. will then take whatever action is appropriate to remedy the situation. A point of personal privilege may interrupt a speaker only if the delegate cannot hear the speech. Note BUSUN's policy is to allow delegates to use the bathroom without motioning for a point of personal



privilege. Delegates should also note that if they are found loitering in the hallways by BUSUN staff will be reported to their respective advisors.

41. Point of Order

A delegate should use this point to bring any procedural errors to the attention of the committee and staff. This point must be made at the time of the error and is dilatory once any other actions have taken place. However, a point of order may never interrupt another delegate's speech and should be made after an out of order speaker has finished speaking. Only the chair shall have the power to interrupt an out of order speaker during the delegate's speech.

42. Point of Parliamentary Procedure

Delegates may rise to this point if they wish for the chairperson to clarify a procedural question for the body.

Note: delegates making points of parliamentary procedure or points of order should be able to refer to a specifically numbered rule in this guide or a section of the background guide. Excessive spurious points of parliamentary procedure or order will be frowned upon.

43. Point of Information

This is a question to the speaker. It is only in order if the delegate has yielded to points of information or the chair has opened the floor to points of information to address a particularly question. Once recognized by the chairperson the member shall rise and present the question. Only the response time shall count against the speaker's allotted time. No cross debate is allowed. The only exception is when the chair feels cross debate is needed for the purposes of clarification of language.

44. Adoption of an Agenda Item

Prior to the setting of an agenda (or between items) the committee will debate which topic to discuss next. Any delegate may move to set the agenda at any time when the agenda has not been set (or if it has just been suspended) to adopt a particular agenda item.

Debate: one speaker for and one against

Vote: Majority

45. Reconsideration

A motion to reconsider a substantive motion or vote must be made during the same session as the original motion or vote and must be made by a member of the prevailing side. The chair may rule this motion of out order if no new substantive information has become available to warrant the reconsideration. See entry on chart below for debate and majority rules.



Rules of Procedure Reference Chart

Motion	Second Required	Debatable	Interrupt Speaker	Special Notes
These points and motions always take precedence when they are in order.				
Establishment of Agenda/ Adoption of Agenda Item	Yes	1 For 1 Against	No	Used to set the order in which topics will be addressed or introduce new topic if necessary
Point of Order/ Point of Parliamentary Procedure	No	No	No	Addresses a procedural matter. Doesn't allow delegate to speak on topic of debate. Can interrupt between speakers during a motion.
Point of Personal Privilege	No	No	Yes	Raised when a delegate experiences personal discomfort (e.g. can't hear, can't see).
Point of Information	No	No	No	Used for the purpose of asking specific questions (such as language) in relation to speeches and draft resolutions. Only in order after yields.
Yields	No	No	No	Must be done immediately after a delegate speaks and has time remaining. Can only yield to questions, another delegate, or to the Chair.
Right of Reply	No	No	No	Must be submitted in writing to the Chair. Requested when a delegate feels that someone has made a derogatory comment or insult.
Reconsideration of the Resolution, or Substantive Motion	Yes	1 For 1 against	No	A 2/3 vote is required to vote again on any substantive item that has failed. The motion must be made by a member of the previously prevailing side.
Extension of Unmoderated Caucus	No	No	No	A visual vote will be taken, but the decision will be at chair's discretion. A justification is required.
Extension of Moderated Caucus	No	No	No	A procedural vote will be taken. However, the decision will be at the chair's discretion.
These motions take precedence in the order presented and are in order only after motion a triggering voting has passed				
Withdrawal of Draft Resolution	No	No	No	Withdrawal must be agreed upon by all sponsors.
Reordering Resolutions or Directives	Yes	No	No	A 2/3 vote is required to change the order from the order in which the directives or resolutions were submitted.
Division of the Question	Yes	1 For 1 against	No	Divides clauses of a resolution to be voted on separately. Motion is made after debate is closed, but before voting. If a division is passed, the clauses are voted on in order proposed by the motion.
The following motions take precedence over any others, in the order presented:				
Suspend Meeting	Yes	No	No	A specific length of time must be specified (i.e. lunch).
Adjourn Meeting	Yes	No	No	To end the meeting for the day. Adjournment of the final meeting shall adjourn the session.
Adjourn Debate	Yes	1 For 1 against	No	Table topic and move to next agenda item.
Closure of Debate	Yes	1 For 1 Against	No	End debate and move into voting procedures. A 2/3 vote is required for this motion.
Vote on Directive(s) or Resolution(s)	Yes	1 For 1 against	No	Move into vote into voting procedures without ending debate on a topic
Unmoderated Caucus	No	No	No	Voted on from longest to shortest. A purpose should be indicated
Moderated Caucus	No	No	No	Speaking time, total time, selection style (round robin or chair), and the topic must all be specified.
Motion to Change Comments on Speeches from Speakers List	No	No	No	This motion is only applicable for committees using a speakers list
Motion to Change Speaking Time for Speakers List	No	No	No	This motion is only applicable for committees using a speakers list

