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2020

# Guida Pro Parli

# MUNCH

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CHAPEL HILL

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## *The Purpose of this Guide*

The purpose of this guide is to inform you on the expectations of MUNCH in regards to how parliamentary procedure is meant to be conducted in committee. All Model United Nations conferences operate with the following procedural rules. However, you may notice some conferences tweak certain aspects here and there. Regardless of how you have used Parliamentary Procedure, or Parli Pro, in the past, your Chair and Co-chair exercise the authority to moderate debate using the Parli Pro laid out in this guide.

## *What is Parliamentary Procedure?*

Parliamentary Procedure, or simply Parli Pro, is the means of formal debate at Model United Nations conferences such as MUNCH. It is the list of motions and points and proceedings that Chairs and Co-Chairs ask you be familiar with so that they can successfully moderate debate and reduce disruptiveness along the way.

This is an in-depth guide to Parliamentary Procedure. Different universities have slightly different variations for some motions and procedures; however, this is the guide you must abide by when conducting Parli Pro at MUNCH.

**NOTE: All text in green is example text for something that your Chair/Co-chair may say. All text in red is example text for something that the Chair/Co-chair may hear in response from a delegate.**

### *Before Committee Starts*

1. Before delegates arrive, Chairs will be in committee rooms setting up AV. Delegates can expect crisis updates and directives (for crisis committees) or working papers (for GAs and GAPs) to be potentially be projected on a screen for easy viewing.

2. Placards! This year, MUNCH will be providing placards in the committee room, and not at the check-in desk. We ask that placards be left with the Chair/Co-chair overnight so that they are not lost or damaged. Delegates are free to take their placard home once the last committee session has concluded.
3. Delegates are not allowed to use cell phones or laptops during committee session, as this is a tech-free conference. **Please have your adviser contact the MUNCH Secretariat if you require the use of a laptop due to any circumstances.**

### *Start of Committee*

1. The Chair, Co-chair, and/or Crisis Director will introduce themselves to you. Please listen to all of their announcements and then ask any questions that you still have.
2. ATTENDANCE! Delegates' positions will be read out loud in alphabetical order. Just as a reminder, delegates are asked to say either PRESENT or PRESENT AND VOTING when their name is called. PRESENT AND VOTING indicates that you understand that you must vote on directives or working papers; PRESENT indicates that you can abstain from voting on directives or working papers. **Everyone must vote on procedural matters such as the motions that will be covered in the following sections.** Attendance is taken at the beginning of each committee session, and you can change your voting status between committee sessions.
3. Chairs will announce the number of delegates present, the quorum for a simple majority, and the number of sponsors and signatories they require on directives and working papers so everyone is on the same page. Feel free to ask a question if you are confused, especially if this is your first Model UN conference! No one will judge you!

### OPENING DEBATE

1. At this time, the Chair may say something along the lines of:

**“Now, are there any points or motions on the floor at this time?”**

Delegates can raise their placards to motion for something or address a point.

However, the Chair will NOT ENTERTAIN ANY MOTION OTHER THAN A “**Motion to Open Debate.**” Nothing can be done if this isn’t motioned for and passed. Once this motion is passed by a simple majority, formal debate can begin.

*Now that all of that is out of the way...*

It’s time for committee to begin. The Chair will begin by saying “**Now, are there any points of motions on the floor at this time?**” Placards can now go up, and delegates will be called one by one to give the Chair either a **POINT** or a **MOTION**...

## *Points (not voted on)*

Generally speaking, delegates can just blurt out a point, and do not necessarily need to wait for the Chair to call on them. **Points will always be entertained before any motions.** Common point include:

1. **Point of Inquiry:** used when you have a question about something that is not clear
2. **Point of Personal Privilege:** used when you experience personal discomfort that hinders your ability to participate in committee (temperature of room, distractions during committee, can’t hear another delegate, etc). **It is up to the Chair’s discretion to let the committee know if delegates need to make a point of personal privilege to go to the bathroom, or if you can just get up and go.**
3. **Point of Order (also called Point of Parliamentary Procedure):** A point made when you believe there was a mistake made regarding the rules of procedure. If you are correct, that is fine; for many Chairs, this is a learning process as well. However, if you are incorrect, and the Co-chair confirms that you are incorrect, the Chair may politely say, “**as per the Chair’s discretion, we will proceed to conduct parliamentary procedure in this way, unless other delegates also wish to see it conducted differently. Thank you,**” and move on.

Motions, as explained next, are actually voted on.

## *Motion (voted on):*

Motions are a specific action made by delegates to direct debate in a certain direction. After people have finished blurting out points, the Chair must entertain motions. The Co-chair will be keeping track of the motions that are made by the committee and they will be voted on starting with the motion that is most disruptive to committee. The following are the most common motions a delegate can make:

1. Motion to Adjourn
2. Motion to Recess/Suspend Debate
3. Motion to Suspend the Rules for a Round Robin
4. Motion for a Moderated Caucus
5. Motion for an Unmoderated Caucus
6. Motion for a Round Robin
7. Motion to introduce a directive/all directives on the dais
8. Motion to enter voting procedure on a directive/all directives

Once you and your fellow delegates start making motions, some may appear to be quite similar, just with slightly different speaking times. You may see delegates...

**Withdraw their motion:** a delegate can withdraw a motion if it is no longer relevant or desired

**Amend their motion:** a delegate can change speaking or total time

Once all of the motions have been introduced, and no more placards are up, it is time to vote on the motions, in order from most disruptive to least disruptive.

**Voting on motions:** delegates **MUST** vote on motions and all procedural matters; you can only vote “in favor” or “against” (there is no abstaining on motions); the Chair will make sure that everyone votes.

As soon as a motion passes, that motion is in play, and all the other motions that were introduced in that round are discarded. These motions are not brought back the next time the Chair asks for motions.

## Motions, in-depth...

**Motion for a Moderated Caucus:** A debate format that allows you to make short comments on a specific sub-issue. The motion must include the overall speaking time, the time per speaker, and the topic. The dialogue below is an example of a moderated caucus being motioned for by the arbitrary position of “Cambodia.”

“Now, are there any points or motions on the floor at this time?”

**\*Cambodia raises their placard\***

“Cambodia?”

**“Thank you, Chair. I motion for a 5 minute moderated caucus with 30 second speaking time to discuss solutions to the women’s rights issue mentioned earlier.”**

*PRO TIP:* Make sure speaking time divides evenly into total time. i.e. 6 min moderated caucus will divide into 30s speaking times and 45 second speaking times; 5 min moderated caucus will divide into 30 second speaking time, but NOT 45 second speaking time.

**Motion for an Unmoderated Caucus:** a debate format in which you can leave your seat to go and talk to others freely and informally. The motion must include the overall caucus time. You do not need to give a purpose for the unmoderated caucus as you would for a moderated caucus. Unmoderated caucuses longer than 10 minutes do not usually occur in crisis committees, but may occur in GAs or GAPs for the purpose of writing working papers. Ultimately, it is up to the Chair’s discretion to allow/deny an unmoderated caucus. The dialogue below is an example of an unmoderated caucus being motioned for by the arbitrary position of “Minister of Health.”

“Now, are there any points or motions on the floor at this time?”

**\*Minister of Health raises their placard\***

“Minister of Health?”

**“Thank you, Chair. I motion for an 8 minute unmoderated caucus.”**

*PRO TIP:* Do not motion for an unmoderated caucus if debate is going strong, as your Chair will not look favorably upon it. Definitely don't motion for an unmod during the first half of the first committee session. To deny a motion, the Chair may say something like the **“Chair is going to rule that dilatory.”**

**Motion for a Round Robin:** A Round Robin is not common, however some delegates choose to be disruptive for strategic reasons and introduce this motion. Chairs are more than welcome to rule this motion dilatory. However, if it seems that delegates particularly want a Round Robin, they will entertain it. A Round Robin is technically a suspension of the rules, making it very disruptive. The dialogue may go something like this:

**“Now, are there any points or motions on the floor at this time?”**

**“Minister of Health?”**

**“Thank you, Chair. I motion for a round robin, with 30 second speaking time.”**

(since everyone gets to speak, only a speaking time needs to be declared)

If the motion passes, the delegate that motioned for the Round Robin has the option of speaking first or last. The Chair will go around the room, giving each delegate a chance to speak for the set time per speaker. This can take some time, so you can see why it is really disruptive.

**Motion to introduce a/all directive(s)/working paper(s) on dais:** A motion for directives or working papers on the dais (the table at the front) be read out by the Chair. Most likely, Chairs at MUNCH will not allow delegates to read their own working papers or directives. For GAs and GAPs especially, the working papers will be typed up and projected so everyone can view them. If the motion was specified to introduce all of the papers on the dais, the Chair will read them out in the order that they were received on the table. Delegates must motion to introduce directives before motioning to vote on directives.

**Motion for a Question and Answer Session:** After the directives or working papers have been introduced, you may motion for a quick Q&A period. Many times,



delegates present the compound motion of **“Motion to introduce a/all directive(s)/ working paper(s) on dais AND enter a Q&A session.”** If this motion is introduced, the Chair must be given the overall time and speaking time. If the motion passes, the Chair will allow the sponsors (up to 3-4) to come up to the front of the room. It is up to the Chair’s discretion to either allow the sponsors to pick on interested delegates to ask questions, or to have the Chair’s pick the questioners themselves for the allotted overall/speaking time.

**Motion to Divide the question:** Delegates can break up clauses of the directive or working paper and vote separately if there is a controversial portion. If this motion is introduced, the Chair must ask how the question is being divided, i.e. which part of the directive or working paper you want voted on separately from the rest.

**Motion to Introduce a Friendly/Unfriendly Amendment:** an amendment is a change made to any clause of a directive or working paper (add, delete, or change a clause). If this motion is passed, the Chair will ask if the amendment is...

**Friendly Amendment:** If it is friendly, that means it was either written or approved by the sponsors and is automatically included into the original directive.

**Unfriendly Amendment:** If it is unfriendly, it is not approved by **ALL** of the sponsors. Following its introduction, there must be a motion to vote on adding the unfriendly amendment to the original directive. If this motion to vote passes, then you enter voting procedure on the unfriendly amendment. To add it to the original directive or working paper, a **2/3 majority** is required.

**Motion to enter voting procedure on a directive/all directives:** When you vote on directives/working papers and all attached friendly amendments. A simple majority is necessary for a directive/working paper to pass. If the vote is a tie, the directive/working paper fails. Delegates can vote “in favor” or “against” a directive/working paper. You can “abstain” if you declared yourself as “PRESENT” during attendance at the beginning of the respective committee session. There a few variations on this motion that you should be familiar with.

**Motion to enter voting procedure on a directive/all directives (WITH A PLACARD VOTE):** If you don't specify what type of voting procedure, the Chair will assume you mean a placard vote/normal voting. This is when all delegates raise their placards to vote "in favor," "against," or "abstain".

**Motion to enter voting procedure on a directive/all directives BY ROLL CALL:** The Chair will call delegates one by one to vote. Chairs do not usually love this voting method because it can take a long time, especially in a GA.

**Motion to enter voting procedure on a directive/all directives BY ACCLAMATION:** If this motion passes, the Chair must say "All those in favor of this directive/working paper, say AYE. All those against this directive/working paper, say NAY." If there is a single NAY, then the Chair must proceed with a ROLL CALL vote (explained previously). This is not a common method of voting.

**Motion to enter voting procedure on a directive/all directives with a X for and X against:** voting with 1 or 2 speakers for and against. If this motion passes, the Chair must pick X number of speakers for and against the directive. The Chair must then call on the speakers, alternative. For example, the first speaker can be the speaker FOR the directive, the next speaker can be the speaker AGAINST the directive, etc. Once these speakers are done speaking, you move directly into voting procedure. When picking the FOR speaker(s), the chair will try to pick the sponsor(s) of the directive. If you would like to use this method of debate after a directive/working paper is introduced, but don't want to move immediately into voting procedure so that there can be time to add any amendments, then you can simply **Motion for a X for and X against**, without the voting part.

**Motion to Table a Directive or Topic:** to put something aside and deal with something more pressing (in crisis) or relevant. This motion is usually not formally addressed, but if it does come up, it is a good idea for you to know what it means.

## Some important MUN lingo:

- **Sponsors:** delegates who authored the directive/working paper or actively gave ideas
- **Signatories:** delegates who wish to see the directive debated. A minimum (set by chair) is required to introduce a directive.
- **Merging:** combining two or more directives to make a bigger or new directive
- **“Decorum, delegates!”:** The Chair may say this if the room is being disruptive, or if delegates are speaking when they do not have the floor. The gavel will be banged if you are loud or disrespectful to get your attention
- **“Chair is going to rule that dilatory”:** The Chair may say this if a motion or directive seems inappropriate or not relevant
- Giving someone a **“right of reply”:** If you have been personally offended by another and request a right of reply, the Chair may grant it; You will only be given the right of reply if the attack was personal. i.e. if you were called “ugly/dumb.” However, MUNCH believes that our delegates will be respectful, young adults and that this will never come up. However, if you are repeatedly disrespectful to another delegates, your adviser will be notified and you could be disqualified from awards.
- **“I yield my time to...”:** When you are finished speaking during a moderated caucus, you can decide to give up your remaining time to
  1. **the Chair:** means you give up the rest of your time and it is absorbed by the chair; the chair will call on the next speaker,
  2. **another delegate:** means you give up the time to another delegate,
  3. **questions from other delegates:** means you open the floor up to take questions for the remainder of your time (only the time you take to answer questions will be counted in your remaining speaking time).

*Reminder:* if you yield your time, that does not renew the speaking time for that segment. For example, if you are in a 6 minute moderated caucus, with 30 second speaking time, and you speak for 10 seconds and yields your time to the Minister of Transportation, then the Minister of Transportation has 20 seconds to speak, NOT a fresh 30 seconds.

The following list is the order of disruptiveness that the Chair will be use to evaluate which motions/points to entertain in which order, with 1 being the most disruptive, and 12 being the least disruptive.

1. Points
2. Motion to Adjourn
3. Motion for Recess/Suspend Debate
4. Motion to Suspend the Rules for a Round Robin OR a COMPOUND MOTION  
A compound motion is when a delegate motions for two or more things to occur consecutively. For example, a “motion to do a 1 for 1 against, 30 second speaking time, and then move immediately into voting procedure.” Note that the more motions you bundle, the more disruptive it gets, and the more you risk the chance that the Chair rules it dilatory.
5. Motion to Extend the Moderated Caucus  
Remember that an extension can only be up to half of the overall time of the original moderated caucus. You cannot do an extension to an extension.
6. Motion to Enter Voting Procedure  
Roll call and Acclamation are more disruptive than a plain motion to enter voting procedure.
7. Motion for Unmoderated Caucus
8. Motion for Moderated Caucus  
The caucus with longest overall time is more disruptive. If there are multiple caucuses with longest times, the one yielding the most speakers is most disruptive.
9. Motion to Table Topic
10. Motion to Divide Question
11. Motion to Introduce a Directive
12. Motion to Introduce an Amendment