

Rules of Parliamentary Procedure

Second Edition

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YUDMUN RULES OF PARLIAMENTARY PROCEDURE

YUDMUN is an academic simulation around current topics of global relevance. In this sense, we implement a debate structure and decision-making process closest to the real-life procedure used by the United Nations Organization.

The following document has been developed using the guidelines established and applied by the National High. School Model United Nations, Model United Nations and our own debate practices developed by Foundation YudLeads in its different conferences. Additionally, we incorporate some debate elements from various countries of the region, particularly from Ecuador.

THE DEBATE

The debate will take place in three sections:

- 1) **General Debate:** The main topic of the debate (if there is one) as well as the specific ones are debated. The objective of this debate is to set the order of the agenda to begin treating a specific topic, leading to the creation of a working paper.

SUGGESTED MOTIONS		
Motion to open the debate. (Equivalent motion) Motion to open the speakers list	Motion to set the speakers time	Motion to set the order of the agenda as (Y, X)
Motion to suspend the meeting for x minutes. (Equivalent motion) Motion for an Informal Caucus of x minutes.	Motion to set a Moderated Caucus.	
Point of information to the chair. (Equivalent motion) Point of inquiry	Point of order	Right to reply

- 2) **Specific Debate:** According to the order of the agenda, the first topic is discussed. During this time, the delegates are expected to suggest solutions to the topic of debate and develop resolutions accordingly. Once the debate is over, the debate around the resolutions takes place.

SUGGESTED POINTS AND MOTIONS		
Motion to set the speakers time	Motion to suspend the meeting for x minutes. (Equivalent motion) Motion for an Informal Caucus of x minutes.	Motion to set a Moderated Caucus.

Point of information to the chair. (Equivalent motion) Point of inquiry to the chair	Point of order	Right to reply
Motion to close the speakers list	Motion to close the Debate	Motion to postpone the debate

- 3) **Debate about the resolutions:** Each of the draft resolutions (resolutions approved by Chair) are debated. In this space, there will be time in favor, time for amendments and time against each draft resolution. The approved draft resolutions will become the committees resolutions.

NOTE: All the draft resolutions will be debated at the end of the specific debate time.

SUGGESTED POINTS AND MOTIONS		
Motion to adopt the (resolution or amendment) without a vote. (Equivalent Motion) Motion to adopt the (resolution or amendment) by acclamation	Point of information to the speaker	Motion to proceed to voting procedure
Motion to shorten the time of debate	Motion to extend the time of debate	Point of information to the chair. (Equivalent motion) Point of inquiry to the chair
Motion to vote by list	Motion to suspend the debate. (Equivalent motion) Motion to adjourn the debate	Closure of Debate

ABOUT THE DEBATE

PHASES OF THE GENERAL DEBATE:

1. **Attendance:** The Dais of each committee will take the attendance list. The categories to register from are:
 - a. **Present:** The State that is Present may vote in favor, against or in abstention of a resolution.
 - b. **Present y Voting:** The State that is Present and Voting may only vote for or against a resolution.

2. **Opening speeches:** Depending on the type of conference, there might or might not be 'Opening speeches.

- a. **In person conferences** have Opening Speeches at the beginning of the Plenary Session.
 - i. The speeches will be delivered by the Head delegate of each State in alphabetic order. The established time for the opening speech is 1m 30s.
 - ii. There will be a block of 5 speeches and 3 replies. Each reply will take a maximum of 30s.
- b. **Online conferences** don't have Opening Speeches in the General Assembly since they directly begin with each committee session.
 - i. The first speech done by delegation in the committees' speakers list can be considered as an 'Opening Speech' during online conferences.

3. **Opening of the speakers list:** The speakers list registers the delegations wishing to deliver a speech or a State policy. It opens once the Dais announces it with the question: "Are there any delegations wishing to be added to the speakers list?"

Once the question is made, the delegations will add themselves according to their request by raising their placard (physical or virtual).

Chair will select randomly the delegations, but it will take into consideration the principle of alternativeness and regional representativeness.

A delegation can only be once in the speakers list. Once it has delivered the speech according to the list, it can add itself again.

4. **Right to Reply:** The right to reply depends on the type of conference (online or in-person).

- a. **In person conferences:** Right to reply is given after a written request to Chair. The request must include a short argument to expose the reason why you request the reply.

If allowed the delegation who requested the right to reply will immediately be added to the speakers list. There is no need to wait for the last turn of the list.

- b. **Online Conferences:** Once the speaker has finished the intervention, the delegation wishing to make a reply must immediately activate the microphone and request: "Right to reply". Chair will allow for one or 2 replies.

Note: Allowing or denying the right to reply is up to the Chair's discretion. Similarly, Chair can recognize a right to counter reply if necessary.

IMPORTANT: In this conference, motions such as "motion for a subsequent question" or "right to reply to the counter reply" are not allowed.

5. **Suspension of the meeting:** With the request of a delegation, the meeting can be suspended in order to negotiate and reach agreements of the order of the agenda.

The delegate can request it through the “Motion to suspend the session for X minutes” or “Motion for a moderated Caucus of X minutes”. (See the next chapter for further explanation of the motions).

6. **Setting the order of the Agenda:** The general debate ends with a set order of the agenda, adopted by a simple majority vote in favor. This takes place after a delegate has stated a “Motion to set the order of the agenda”.

If at the end of the first session the agenda hasn’t been set, it will automatically stay as proposed by Chair in the committee’s guide. As such, topic A will be discussed first, and the other topics will follow.

PHASES OF THE SPECIFIC DEBATE:

1. **Speaker’s list:** A new speakers list will be open for each new topic. The same rules from the last chapter apply here.
2. **Right to Reply:** The same rules from the General Debate apply.
3. **Suspension of the meeting and caucus:** The meeting can be suspended, or a caucus (informal or moderated) can take place by the delegate’s request. The activities done in each caucus will depend on the type of motion presented.

- a. **Motion to suspend the meeting or Motion for an informal caucus:**

Its aim is to allow delegates to negotiate, create working papers or investigate.

Delegates can create groups as they wish.

Online conferences: ‘Breakout rooms’ will be opened for delegates to join and keep their negotiations independently from the main room. Delegates should request Chair to open such room for the purpose of negotiations.

- b. **Motion for a Moderated Caucus:**

It allows delegates to debate of a specific sub-topic derived from the chosen topic on the agenda. For example:

Topic A (As set on the agenda): Migratory situation in the Mediterranean Sea.

Sub-Topic (for the moderated caucus): Measures to prevent migrants’ deaths by shipwreck.
Who proposes the motion must specify the following:

- Sub-topic to debate
- Total time for the Caucus (Ex.: 15 minutes)
- Example of the Motion: “Motion for a moderated caucus of 8 minutes to talk about ‘Measures to prevent migrants’ death by shipwreck.’”

In case the motion is adopted, the delegate who proposed it has the right to decide if he/she will talk first or later on.

IMPORTANT NOTE: Who moderates the caucus is always Chair.

4. **Making if the Resolutions:** Resolutions are made during the specific debate. They should establish solutions or actions related to the topic of debate.

The process of developing the resolutions is as follows:

- a. **Working Papers:** The different working groups will write *Working Papers* which will be sent to Chair once they are finished. Chair will review them and request changes and corrections for its improvement.
- b. **Draft Resolutions:** Once the Chair considers the Working Paper is ready to be presented to the committee, it will become a Draft Resolution and it will start the process of signatures of support from other States.

The Draft Resolution will move to the next phase of the conference only if it has 30% of the signatures of the delegations present in the meeting.

This percentage includes – indistinctively- the signatures of the countries that presented the project as well as the country supporting the working paper.

5. **End of the Specific Debate:** The specific debate will end with the presentations and adoption of any of the following motions.

- a. **Motion to close the speakers list:**

This motion forbids speakers to add themselves to the speakers list, but the remaining delegations will deliver their speeches.

Once the last delegate has delivered the speech, the committee will move to the Debate on Resolutions and voting procedures.

- b. **Motion to close the debate:**

It is used to close the debate directly and exclude all the pending speakers in the list.

Once the motion has been approved, the committee will proceed to the Debate of the resolutions and later the voting procedure.

- c. **Motion to postpone the debate:**

This is a motion to directly change the topic without finishing with the speakers on the speakers list not debating any resolution.

We do not recommend using this motion or limiting it to three cases:

- i. When the debate of the topic has been fruitless, and no group has achieved a Working Paper.
- ii. When there is a Crisis organized by the directives of the conference.
- iii. When there is a REAL CRISIS (in the real world) related to one of the committees' topics and it is competent to solve it.

Note: This motion is the equivalent to the “Motion to amend the Agenda”.

PHASES OF THE DEBATE OF RESOLUTIONS:

1. **General aspects:** The debate around Draft Resolutions takes place in blocks. This means that all Draft resolutions will be debated in the order they were approved by Chair.

To be approved, the Draft Resolution must:

- a. Be approved by Chair.
- b. Have 30% of signatures of the present delegations supporting it.

2. **Debate of the draft resolution:** The debate procedure goes as follows:

- a. **Reading of the Draft Resolution:** Chair will read the Draft resolution before the committee.
- b. **Motions:** The following motions can be proposed:
 - i. **Motion to adopt without voting / Motion to adopt by acclamation:** It requires a unanimous vote. One objection is enough to proceed to normal voting procedure of the resolution/amendment.
 - ii. **Motion to move to time in favor.**
- c. **Time in favor (10 min):** One representative of the signatory States from the Draft Resolution must talk in favor of it for 10 minutes. In case the time has not been completely used, the delegate can:
 - i. **Yield the floor to another delegate representing the Draft Resolution:** You might yield the floor up to a maximum of 4 times.
 - ii. **Open the floor to points of information to the speaker:** The delegate can determine a number of points of information or as many as the time allows.

Chair will pick the delegations to make the points of information to the speaker. Direct dialogue between the delegates is not allowed. Only the Chair can recognize delegations.
 - iii. **Propose the “Motion to shorten the debate time”** if he/she doesn’t yield the floor to another delegate nor open the floor for points of information to the speaker. With said motion, the debate will continue to the next phase.

No voting is needed for this motion; however, no objections must be presented.
- d. **Amendment’s time:** After the time in favor, amendments will be debated. Chair will decide the number of amendments to be debated.

Note: An Amendment is a written proposal which modifies specific parts of the Draft Resolution.

Amendments' debate follows the scheme:

- i. **Motions:** Rules from section 2.B apply here.
- ii. **Time in favor:** Rules from section 2.C apply here, with the exception that time in favor of amendments is 2 minutes.
- iii. **Time against:** Rules from section 2.E apply here.
- iv. **Motions:** Rules from section 2.F apply here.
- v. **Voting Procedure:** Rules from section 2.G apply here.

The same process will repeat for all amendments. Once the last amendment has been debated comes the time against the Draft Resolution.

- e. **Time Against:** Chair will pick a delegation wishing to speak against the Draft Resolution.

This delegation shall speak against the resolution for 10 minutes. In case he/she doesn't use the total time, the same rules of the Time in Favor can be applied (yield the floor to another delegate or points of information to the speaker).

- f. **Motions:** Once the time against has finished, the following motions can be proposed:

- i. **Motion to extend the time of debate:** Adds X minutes to the time 'In Favor' and 'Against' the Draft Resolution.

IMPORTANT NOTE: It is not possible to extend the time to exclusively speak 'In favor' or 'Against'. The added time will be equally amounted to both sides.

- ii. **Motion to move to voting procedure:** It is the normal procedure; it does not need consulting the room.
- iii. **Motion to Roll Call vote:** It is automatically put into practice, with our consulting the committee. Each delegation will be called out and it will express its vote (in favor, against or abstention, whether they are present or present and voting).

- g. **Voting Procedure:** In the conferences using the YudMUN rules of procedure, Draft Resolutions are adopted with 2/3 of votes in favor. Only in the Security Council is applied the '9 votes' special rule which includes the vote in favor (or abstention) of the 5 permanent members.

END OF THE DEBATE OF RESOLUTIONS AND GENERAL DEBATE:

1. **End of the Debate of Resolutions:** Once all draft resolutions have been debated and voted the phase of the debate is finished. The committee will go back to the general debate until Chair decides to open the Specific Debate for the next topic.

NOTE: This decision will be taken by the Chair, as long as there is enough time to treat the following topic.

2. **End of the General Debate:** This marks the end of the debate and can automatically take place if there are no more topics to debate. Alternatively, delegates can propose the 'Motion to end the debate'.

MISCELLANEOUS

- **USAGE OF ELECTRONIC DEVICES (only applies to in-person conferences):**

The use of electronic devices is allowed only during informal caucus. They can't be used during formal session. The usage of electronic devices during forbidden times will result in a formal ammonization.

- **AWARDS:**

YUDMUN is aligned to the conferences whose objective is not to establish a contest style competition. Nevertheless, a formal recognition will be awarded to three categories of delegates according to their participation in the committee:

- a) Best Delegate (1 delegate) Delegado/a (1 DELEGADO/A)
- b) Honorable mention (2 DELEGATES)
- c) Verbal mention (2 DELEGATES)

SUMMARY OF MOTIONS FOR YUDMUN

POINT OR MOTION (Listed in order of precedence)	DEBATE	VOTE	Explanation
Point of information to the Chair (Equivalent motion) Point of inquiry to the Chair	N/A	N/A	Used to ask a question to the Chair
Point of order	N/A	N/A	Used to point out a mistake made by the Chair
Point of information to the speaker	N/A	N/A	Used to ask a question to the Speaker
Right to reply/ counter reply	N/A	N/A	Allows the delegate to answer directly the speech delivered by another delega
Motion to open the debate. (Equivalent motion) Motion to open the speakers list	NONE	No voting needed. Directly applied	It opens the first session. If it is not proposed, the Chair will automatically open debate.
Motion to set the speakers time	2 IN FAVOR 2 AGAINST	Simple majority	Modifies the speakers' time set by the Chair.
Motion to suspend the meeting for x minutes. (Equivalent motion) Motion for an Informal Caucus of x minutes.	NONE	Simple majority	Suspends the meeting to negotiate, write working papers or investigate. IT can a proposed when the suspension is due to a break, lunch or the end of the day
Motion to set the agenda as ((X, Y)	NONE	Simple majority	Sets the order in which topics will be discussed
Motion to set a Moderated Caucus.	NONE	Simple majority	Starts a moderated debate by Chair around a specific sub-topic. The delegate must specify the topic and duration time. NO more delegation can join the speakers list during the meeting.
Motion to close the speakers list	NONE	Simple majority	Once a closed list is exhausted, the committee goes directly into voting proced
Motion to Close the debate	2 IN FAVOR 2 AGAINST	2/3 Majority	Ends the speakers list as it is, and no more speeches are delivered. The commi moves to an immediate vote on resolutions.
Motion to adjourn the debate	2 IN FAVOR 2 AGAINST	Simple majority	End the debate on the topic without a substantive vote on resolutions. Move dire the next topic on the agenda.
Motion to adopt the resolution/amendment without a vote (Equivalent motion) Motion to adopt the resolution/amendm acclamation.	NONE	No voting needed. Directly applied if there are no obje	Used to adopt a resolution or amendment directly. There is no need to undergo voting procedure.
Motion to move to voting procedure	NONE	No voting needed. Directly applied	Used to move to the voting procedure. It is not mandatory because Chair wi automatically move to voting procedure if the motion is not proposed.

Motion to shorten the time of debate	NONE	No voting needed. Directly applied if there are no objections.	If no delegation wishes to use the time of debate, it might be shortened and move to the next phase.
Motion to extend the time of debate	NONE	Simple majority	Can only be proposed after the time in favor and against have finished. The extra time applies to both sides. You can only extend the debate for half its original time.
Motion to roll call vote	NONE	No voting needed. Directly applied.	All delegations have this right. It's a request to cast each vote individually as Chair calls each delegation present or present and voting.
Motion to end the general debate.	NONE	Simple majority	Closes the committee

Additional Rules for the motions:

1. Motions will be discussed according to its disruptiveness. If there are two identical motions proposed at different times, only one will be adopted.
2. Motions to suspend the meeting will always have precedence over any other.
3. The motion for a Moderated Caucus abides by additional rules:
 - a. The debate is moderated by Chair
 - b. The delegate should propose a sub-topic and duration time of the caucus
 - c. The time limit is 15 minutes for the caucus
 - d. The delegate who proposes the caucus has the right to choose if he/she will speak first or later (when raising the placard, he/she will have preference)
 - e. A motion to extend the caucus can be proposed only for half of the original time proposed. This doesn't apply if the caucus requested was of 15 minutes.
 - f. Each speaker will have a maximum time of 1 minute.