



A Brief Guide to Parliamentary Procedure

Adapted from the UNA-USA Teacher's Guide

<u>Motion</u>	<u>Description</u>	<u>Vote Requirement</u>
<i>Suspend the Meeting</i>	Suspending the meeting means calling for a moderated or unmoderated caucus. When moving to suspend the meeting, delegates should specify the purpose for and length of the suspension. This motion requires an immediate vote.	Simple majority
<i>Adjourn Meeting</i>	Adjourning the meeting ends the committee session until the next session, which may be held the following year. The motion is most commonly made to end a committee session for the purpose of lunch or dinner. It requires an immediate vote.	Simple majority
<i>Table Debate</i>	This motion must not be confused with the motion to adjourn the meeting. Tabling debate ends debate on the topic. Delegates can table debate, move on to another topic and return to the first topic at a later time. Before going to a vote, two delegates must speak in favor of tabling debate and two speak against it.	Two-thirds majority
<i>Close Debate</i>	Closing debate allows the committee to move into voting procedure. Once a delegate feels that his or her country's position has been made clear, that there are enough draft resolutions on the floor and that all other delegates are ready, he or she can move for the closure of debate. Two delegates usually speak against the closure of debate. None speak for it.	Two-thirds majority
<i>Appeal the Chair's Decision</i>	This motion is made when a delegate feels that the chairperson has made an incorrect decision. The appeal must first be made in writing.	No vote
<i>Point of Order</i>	Points of order are used when delegates believe the chair has made an error in the running of the committee. Delegates rising to points of order may not speak on the substance of the matter under discussion. They should only specify the errors they believe were made in the formal committee procedure.	No vote



<i>Point of Inquiry (or Point of Parliamentary Procedure)</i>	When the floor is open (i.e., no other delegate is speaking), a delegate may rise to a point of inquiry in order to ask the chairperson a question regarding the rules of procedure.	No vote
<i>Point of Personal Privilege</i>	Points of personal privilege are used to inform the chairperson of a physical discomfort a delegate is experiencing, such as the inability to hear another delegate's speech.	No vote
<i>Point of Information</i>	After a delegate has given a speech in formal debate, he or she may yield time to points of information, or questions from other delegates concerning the speech.	No vote

Note:

While this guide attempts to cover some of the more important motions of Model UN parliamentary procedure, it is by no means comprehensive. For more parliamentary procedure resources, please visit the following sites:

<https://sites.google.com/site/hismun/guide-to-parliamentary-procedure>

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/rules-of-procedure>

If you have any questions during the committee sessions, please don't hesitate to ask your chairs. Seeing as MUNAP is partially a training conference for new members, chairs will be relatively permissive in terms of parliamentary procedure, and are always happy to help.