

# PARLIAMENTARY PROCEDURE GUIDE SHORT VERSION

**NOTE:** THIS IS NOT A COMPLETE VERSION OF THE OFFICIAL PARLIAMENTARY PROCEDURE GUIDE (PPG) TO BE USED FOR MARIST MODEL UNITED NATIONS. THIS GUIDE SIMPLE REPRESENTS SOME OF THE MORE IMPORTANT INFORMATION DELEGATES MUST BE FAMILIAR WITH INORDER TO PARTICIPATE IN MUN GENERAL ASSEMBLY SESSIONS.

## **GENERAL POWER OF THE CHAIRS:**

### PRESIDENT

The President of the General Assembly is responsible for presiding over the General Assembly and any other administrative duties associated with the General Assembly. The President declares the opening and closing of each meeting, directs discussions, recognizes delegates, puts all questions to a vote, and announces decisions. Only the President has the responsibility to recess and adjourn the General Assembly. The President can accept a point of personal privilege for caucusing by any delegate of the General Assembly. The President does have the right to deny any motion or request, if considered inappropriate.

### PARLIAMENTARIAN

The Parliamentarian of the General Assembly ensures and enforces observance of all rules of Parliamentary Procedure and any other administrative duties associated with the General Assembly. He/she rules on all points of order; monitors the time allotted to each speaker at the podium, and the time allotted for each resolution.

### SECRETARY

The Secretary of the General Assembly is responsible for taking roll call, determining the number of votes necessary for a simple majority vote and a 2/3's vote, keep accurate record of the proceedings in the General Assembly, read the amended resolution prior to the roll call vote, administer the roll call vote, and perform other administrative duties associated with the General Assembly.

**PARLIAMENTARY PROCEDURE COMMITTEE:** The Parliamentary Procedure Committee is the governing body of the MBIS MUN during the three-day session. The Committee makes sure the parliamentary procedure is followed, clarifies parliamentary procedure for members of the General Assembly, works out problems that may occur during the three-day session, and helps maintain a cooperative spirit among the delegates of the General Assembly or Regional Committees.

All decisions of the Parliamentary Procedure Committee, with the approval of the MBIS MUN Director, become binding and incorporated in the MBIS MUN General Assembly Procedures.

**RESPONSIBILITIES OF DELEGATES:** Delegates have the responsibility of conducting business themselves in a diplomatic manner. Any undiplomatic behavior will be looked upon with extreme disfavor by the Chair (President, Parliamentarian, and Secretary), and by other members of the General Assembly. Undiplomatic or inappropriate behavior will constitute a warning from the President.

**OPENING CEREMONY AND ROLL CALL ATTENDANCE:** “*PRESENT AND VOTING*”, for all delegates except for the Observer States who say only, “*PRESENT.*”

For an Observer State to obtain voting rights, the delegate must rise to a “*POINT OF PERSONAL PRIVILEGE*”, then say “*THE DELEGATE OF \_\_\_\_\_ WISHES TO REQUEST VOTING RIGHTS ON THE ISSUE OF \_\_\_\_\_*”. Delegates will be allowed to speak for / against the granting of voting rights. A simply majority vote is used to grant voting rights.

**BASIC GENERAL ASSEMBLY PROCEDURE:** General Assembly sessions will follow the same basic procedure.

- **call to order by the President**
- **roll call attendance by Secretary**
- **reading of the resolution**
- **points of clarification**
- **speakers for and against the resolution**
- **open debate**
- **formal amendments**
  - vote on entering debate for amendment
  - debate amendment
  - propose to end debate on amendment
  - vote on amendment
- **re-enter open debate**
- **roll call vote**
- **closing of session by President**

**FOR RECOGNITION FROM THE FLOOR:** A delegate raises their placard and waits for recognition from the President. The President will say “*THE DELEGATE OF \_\_\_\_\_.*” The delegate stands, thanks the chair, *THANK YOU MADAME / MR. PRESIDENT.*” The delegate then proceeds with his / her point of business “*THE DELEGATE OF \_\_\_\_\_*”.

**POINT OF CLARIFICATION:** Points of clarification are questions regarding grammatical content and the meaning of words or phrases. Points of clarification cannot be a type of question that could generate discussion or debate. The Parliamentary Procedure Committee decides on the number of points of clarification.

**POINT OF ORDER:** After discussion of any matter, a delegate may rise to a point of order to complain of improper parliamentary procedure by the Chair (President, Parliamentarian, Secretary) or other delegates. The Parliamentarian in accordance with these rules shall immediately decide the point of order. A delegate rising to a point of order may not speak on the substance of the matter under consideration. The Parliamentarian has the right to rule out of order those points, which, in his/her judgment are improper.

**POINT OF PARLIAMENTARY INQUIRY:** During the discussion of any matter, when the floor is open, a

delegate may rise to a direct point of inquiry to the President, concerning parliamentary procedure. A point of parliamentary inquiry may not interrupt a speaker.

**POINT OF PERSONAL PRIVILEGE:** Used by a delegate when experiencing personal discomfort, which hinders his/her ability to follow the proceedings. The delegate will raise placard and say "*POINT OF PERSONAL PRIVILEGE*".

- A delegate may interrupt a Speaker
- A delegate may not interrupt a speaker to ask for caucusing time
- Used by an observer state to obtain voting rights

**NOTE PASSING:** Delegates are not permitted to pass notes between themselves while the GA is in session. Notes may only be passed to the chair in the form of a proposed amendment.

**SILENCE:** NO speaking from the floor unless you have been recognized by the chair, this includes during open debate, while a speaker is at the podium, during roll call vote and attendance.

**RIGHT TO REPLY:** All requests for right to reply will be dealt within the following manner:

- A. Any delegate whose national integrity has been insulted should immediately stand as soon as the offensive statement has been made.
- B. The delegate stands and is silent.
- C. Upon completion of the speech, the President determines if the insult warrants a verbal right to reply or not.
- D. The President can say one of two things:
  1. *"Delegate, you may respond. You have \_\_ seconds"*
  2. *"Delegate, it has been duly noted that your national integrity has been insulted. We apologize to you, but we feel the insult does not warrant a right to reply. Please sit down."*
- E. The President may issue a warning at his / her discretion.

#### **TIME LIMIT ON SPEECHES**

The maximum time allotted to each speaker is 100 seconds. The speaker's time begins after the President says: "**Delegate, please begin.**" The Parliamentarian monitors the allotted time given to speaker. The Parliamentarian tells the delegate when he/she has 10 seconds remaining by either banging the gavel or the Parliamentarian saying: "**10 seconds.**" If a delegate exceeds the time limit, the Parliamentarian shall call the delegate to order without delay by stating: "**Delegate, your time is up, please conclude now.**"

**CAUCUSING:**

One caucus session will be allowed per resolution.

Members who wish to call for caucusing may rise to a point of personal privilege at any time other than when another member has the floor. The President has the right to reject the request, if it seems inappropriate.

Caucusing will take place in the General Assembly Room.

The President will determine the amount of time allotted for caucusing while keeping in mind the need to complete all agenda items on time.

**WARNING SYSTEM:** Since there is only one General Assembly Session held for three-days, warnings by the President are accumulative.

The Secretary of the General Assembly records and keeps track of all warnings.

The President of the GA Session may at any time, at his/her discretion, place warnings on delegates for acts considered undiplomatic or inappropriate. These warnings cannot be appealed.

The penalty system follows:

- A. First Warning: No Penalty
- B. Second Warning: An apology to the members of the General Assembly
- C. Third Warning: Will be dealt with by the MUN Director and the respective MUN Faculty Advisor
- D. Fourth Warning: Speaking and voting privileges suspended for the remainder of the GA Session

**DRESS CODE:** Each delegate is to be professionally dressed during the entire three-day session.

Professional dress is as follows:

- MALES:**
- 1. Native costume of the country of representation, or,
  - 2. Dress trousers, shirt, tie, and suit or sport coat, or,
  - 3. The school uniform, if your school has one.
  - 4. Jewelry shall be worn conservatively

No turtleneck or collarless shirts are to be worn, unless part of the national costume. *Suit or sport coats must be worn in the GA Room or in the Regional Committee Room, if the delegate is warm.* Tennis shoes, jeans and jean material are NOT ACCEPTABLE.

- FEMALES:**
- 1. Native costume of the country of representation, or,
  - 2. Dress skirts, trousers, blouses or dresses;
    - a. skirts must be at or below the knee
    - b. blouses and shirts must be appropriately buttoned
  - 3. The school uniform, if your school has one.
  - 4. Makeup and accessories shall be worn conservatively

No mini skirts or very short dresses. Dress shoes, preferably with hosiery. Girls representing Middle East nations are reminded to dress very conservatively.

**VOTING:**

Each member nation shall have one vote. "Members Present and Voting," shall be defined as those members casting an affirmative or negative vote.

A 1/3 vote is used in the General Assembly for entering into debate on a formal amendment.

A simple majority vote is used in the General Assembly for

- Passing a formal amendment
- Closure of debate on a formal amendment
- Granting observer states voting rights

A 2/3's majority of voting delegates is required to pass a resolution. Delegates who abstain shall not be counted as voting.

The chair counts a simple majority vote. Delegates voting raise their placards.

A roll call vote is used when voting on the entire resolution.

All delegates are encouraged to have their final vote be either a "yes" or "no" vote. A final "abstain" vote should be used only when it is vital to their national interests.