



CancunMUN

START THE WAVE

by International American School of Cancun

Parliamentary Procedure

Points:

Point of Order	Object/Question session procedure.
Point of Information	Question the speaker (during the speaker's list) through the Dais.
Follow-up	Ask another question after the speaker has responded to the original point of information.
Point of Inquiry	Request information from the chair (the time, breaks, procedure, etc.).
Point of Personal Privilege	Request privileges unrelated to the debate (e.g., bathroom, noise, room temperature).

Motions:

Motion	How to say it	Purpose
Motion to Open/Reopen the Session	"The delegation of (country) makes a motion to open the session."	Officially put the committee in session. Must be done after every roll call including after breaks.
Motion to Set the Agenda	"The delegation of (country) makes a motion to set the agenda to topic (topic letter and topic name)."	Declare which topic will be discussed first.
Motion to Open the Speaker's List	"The delegation of (country) makes a motion to open the speaker's list for the time of..." (Set speaker's time, number of questions, and the number of follow-ups given after <u>each</u> question)."	Open the speaker's list. Delegates may be added by raising their placards when the chair asks, or by sending a note to the Dais afterwards. The Speaker's list will remain open unless it is closed by a motion.
Motion to Open an Extraordinary Session of Questions	"The delegation of (country) makes a motion to open an extraordinary session of questions with (number of questions)."	Open a series of questions for a speaker after the set number of questions has been reached, and delegates still want to ask more. The number of follow-ups will remain the same. This series of questions must also be accepted by the speaker.

Motion to Open a Moderated Caucus	“The delegation of (country) makes a motion to have a moderated caucus for the time of...(time).”	Debate among delegates with guidance from the Dais. The delegate must raise their placard and wait to be called on. When called upon, delegates must rise and speak.
Motion to Open an Unmoderated Caucus	“The delegation of (country) makes a motion to have an unmoderated caucus for the time of...(time) with the purpose of... (purpose).”	Free debate among the delegates supervised by the Dais. It is a time in which delegates can work on their resolution. The delegates can move freely around the room and gather others to become signatories or sponsors.
Motion to Close the Speaker’s List	“The delegation of (country) makes a motion to close the speaker’s list.”	Close the speaker’s list and move on. It can be reopened later, but speakers cannot repeat if they have already passed.
Motion to Introduce a Working Paper	“The delegation of (country) makes a motion to introduce a working paper.”	Turn in the working paper to the dias for comments and authorization to begin the draft resolution. The same paper may be edited and introduced again.
Motion to Introduce a Draft Resolution	“The delegation of (country) makes a motion to introduce a draft resolution.”	Turn in the draft resolution to the dias for revision and authorization to begin writing on a device. The same draft may be edited and introduced again.
Motion to Present Resolution(s)	“The delegation of (country) makes a motion to present resolution(s).”	Present the resolution to the committee.
Motion to Open Roll Call Vote on the Resolutions	“The delegation of (country) makes a motion to open a roll call vote on the resolutions.”	Open the voting procedure and begin voting on different resolutions.
Motion to Table the Topic	“The delegation of (country) makes a motion to table the topic.”	Close the topic being discussed so the committee may move on to the next

		topic. This motion only applies after a resolution has been written.
Motion to Adjourn the Session	“The delegation of (country) makes a motion to adjourn the session until... (set time for next meeting).”	Close the session until the time set for the next meeting.
Motion to Close the Session	“The delegation of (country) makes a motion to close the session.”	Close the session indefinitely. Used only at the end of the conference.

The dais must approve of the point or motion before the delegate continues

Yields:

Yield Time to Chair	“The delegation yields its time to the chair.”	Eliminate the time remaining after you finish a speech before your time runs out during the speaker’s list.
Yield Time to Questions	“The delegation yields its time to questions.”	Use extra time for questions in addition to the number of questions previously established during the opening of the speaker’s list.
Yield Time to Delegate	“The delegation yields its time to the delegate of (country).”	Give the remaining time to another delegate so that he/she may speak. This time must be accepted by the delegate who will receive the extra time.

These yields only apply when the Speaker’s List is open

Notes:

- ❖ The Dias (pronounced die-as) is a way to reference the chairs collectively.
- ❖ Delegates may not use personal pronouns, as they represent countries and not individuals. So, when stating a motion or yield, they will use their country's name instead of "I" and speak in the third person.
- ❖ Delegates may send notes to the dias to ask to be on the speaker's list, stating they are present and voting if they missed the roll call, or for points of personal privilege. Conference pages will assist in passing notes.
- ❖ In addition, delegates may send notes to each other to form alliances or discuss ideas during the moderated caucus. These notes must first be sent to and approved by one of the chairs.
- ❖ For any motion to take place, all delegations present must be at their assigned seats and in order (except for introducing documents to the dias). If an unmoderated caucus ends, delegates must return to their places.
- ❖ If a delegate does not know the appropriate amount of time to set for a motion, they may say "for the time the dias/chair recommends" and later restate their motion after the dias responds.