

***Guide to Time Projects Model UN Procedure***

Each school will have one chair who, together with the other participating school's chair will act as co-chairs during the Model UN video conference.

Getting started

The chairs will open the proceedings by each chair acknowledging the other schools chair, then each will read out their delegates role and the member nation they represent.

This is done to introduce the participating member nations.

Example: "This is student a representing country 1, student b representing country 2, and student c representing country 3".

Next, one of the Co-Chairs will then read the tabled resolution and state "the floor is open" to begin the discussion session.

Main things to remember

Everyone has the right to speak once if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

The members discuss only one thing at a time.

Members may speak only after recognition by the chairs.

Recognition By The Chair (Step 1 before all other actions)

Each country should have a placard with their country name clearly printed on it making it visible and easy to read by a video camera.

To be recognized by the Chair, a delegate must signal the chair with the placard bearing their name on it and address the chair as "Mr. Or Madame Chair". If recognized, the delegate must state their point, beginning by addressing the Chair and then proceeding.

Chairs response: "the Chair recognises the member from (insert country)."

Speaking Rights

No representative may address the TPMUN committee without previously having obtained the permission of the Chair. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject matter under discussion.

Example: "The Chair calls the member from (insert country) to order"

Voting Procedure

Context: the context is to determine whether the resolution, with or without amendments, is accepted or defeated.

When: Votes are taken after the Chairs have decided sufficient debate has occurred to allow the delegates to understand the resolution on the table and their countries position.

Comment: Each member nation shall have one vote. The vote shall be taken by a role call for votes by the Co-Chairs.

The co-chairs will record the results of the votes by member nation and submit these on-line.

Example: Chairs declare "the floor closed" on the resolution/motion/amendment. "The members will now vote on the resolution/motion/amendment". The Chairs then begin a role call of the member nation delegates. "[Country 1] do you accept or decline resolution [insert number designation, sect, para etc] [read out any amendment already accepted during this vc]". The Chair repeats the answer to verify. "[insert country name] accepts/declines the resolution/motion/amendment." The vote is recorded and reported.



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To end the video conference:

After the vote is taken and recorded the chairs will request a movement for adjournment.

Example: Chair says “ request movement for adjournment” any delegate may motion to adjourn, delegate says “(state country) motions for adjournment” chair replies “(state country) has motioned to adjourn, is there a second” a different member nation delegate may second the motion, saying “(state country) seconds the motion to adjourn” chair then replies “motion seconded by (state country) all those in favour” a vote is taken and if 2/3 accept then Chair states “ the motion is carried and the meeting is adjourned.

How to do things:

1. You want to bring up a new idea before the group. After recognition by the Chairs, present your motion. A second is required for the motion to go to the floor for debate, or consideration.

Example: “(insert name of country) motions for....”

2. You want a motion just introduced by another person to be killed. Without recognition from the Chairs simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.

3. You want to change some of the wording in a motion under debate.

After recognition by the Chairs, move to amend by

- a. adding words,
- b. striking words or
- c. striking and inserting words.

Example: “(insert country) motions to amend by (pick a,b,or c) and substitute”

4. You like the idea of a motion under debate, but you need to reword it beyond simple word changes.

“Move to substitute” your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

Chairs respond “Motion to substitute accepted (if seconded) or denied (if no second).

5. You are tired of the current debate. Move to “limit debate” to a set period of time or to a set number of speakers. Requires a 2/3 vote.

6. You have heard enough debate. Move to “close the debate”. Requires a 2/3 vote. Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.

7. You want to end the meeting. “Move to adjourn”.

8. You are unsure that the Chairs have announced the results of a vote correctly. Without being recognized, call for a “division of the house.” At this point a standing vote will be taken.

9. You are confused about a procedure being used and want clarification. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Chairs will ask you to state your question and will attempt to clarify the situation.



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10. **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.** “Move to reconsider”. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You may INTERRUPT a speaker for these reasons ONLY:

to get information about business – “**point of information**” “

to get information about rules -**parliamentary inquiry**”

if you can't hear, safety reasons, comfort, etc. -**question of privilege**

if you see a breach of the rules – “**point of order**”

if you disagree with the Chair's ruling –“**appeal**”

You may influence WHAT the [members] discuss:

if you would like to discuss something –“**motion**”

if you would like to change a motion under discussion –“**amend**”

You may influence HOW and WHEN the [members] discuss a motion:

if you want to limit debate on something –“**limit debate**”

if you want a committee to evaluate the topic and report back -**commit**

if you want to discuss the topic at another time -**postpone or lay it on the table**

if you think people are ready to vote -**previous question**

| Parliamentary Procedure Motions Chart | | | | | |
|---------------------------------------|---|---|---|-----|---|
| Adjourn | S | | | M | |
| Recess | S | | A | M | |
| Table | S | | | M | |
| Close Debate | S | | | 2/3 | R |
| Limit Debate | S | | A | 2/3 | R |
| Postpone to a later time | S | D | A | M | R |
| Refer to Committee | S | D | A | M | R |
| Amend Amendment | S | D | | M | R |
| Postpone Indefinitely | S | D | A | M | R |
| Main Motion | S | D | A | M | R |

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! S = Must Be Seconded D = Debatable A = Amendable M = Requires A Simple Majority Vote 2/3 = Requires A 2/3 Vote R = May Be Reconsidered Or Rescinded