



PARLAMENTARY PROCEDURE
MANUAL: MOTIONS AND POINTS



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WELCOME!

The protocol area is pleased to offer you a warm welcome to MUN ESEN 2019. This event is held thanks to a team of students of Escuela Superior de Economía y Negocios (ESEN) who believe that it is possible to make a change in society through dialogue, negotiation and leadership. The main objective of the Model is to expand your knowledge on different and controversial topics of international conjuncture.

In addition, this edition of the Model is intended to provide a space where you can develop problem solving techniques and search for the common good. Therefore, our mission is for you to have a unique experience and personal and academic growth as well. Likewise, it is a pleasure to share with you this great challenge of being part of MUN ESEN 2019. This document contains the motions and points that will serve you as the tools to express and develop your ideas inside your committee.



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MOTIONS AND POINTS

MOTIONS

Motions are the tools with which delegates can make the debate progress. In this section, the motions that will be used in MUN ESEN are presented. These motions include:

I. Motion to open session:

This motion is used to initiate the first session of the committee. It is only used at the beginning of the model. Afterwards, a motion must be proposed to read the opening statements.

II. Motion to start reading opening statements:

It is used so that all the delegates of the committee can put forth their stance regarding the themes and sub-themes that will be discussed. The delegates will intervene in alphabetical order.

III. Motion to open agenda:

It is used to establish the topic that will be discussed in the committee's session. The agenda is opened at the beginning of each session and is closed at the end of the session that ends a specific theme. The committee can use this motion discretionally.

IV. Motion for unmoderated Caucus:

An unmoderated Caucus allows for a more agile debate of the critical points in each theme. The delegate who proposes this motion must establish the duration of caucus. As well, that delegate must be the first to intervene in case the motion is passed. It is compulsory that the delegate who proposes this motion establish the purpose of the debate, indicating which sub-theme or topic is to be discussed. There is no time limit for the intervention of each delegate. However, the Board may intervene if it considers that some delegates are being unreasonably lengthy or are interrupting the course of the debate. Delegates must lift their placard to be

recognized by the Chair. Motions can be used to extend the time of this debate once it is over; this is left to the discretion of the committee.

V. Motion to open moderated Caucus:

A moderated Caucus consists of the individual intervention of different delegations regarding the established topic for the session. The delegate who proposes this motion must establish the length of the caucus and the time limit for the intervention of each delegation. During the moderated caucus, the other delegates must respect the delegate who is speaking. Otherwise, they may be sanctioned with points of order by the Board or by other delegates. Once the motion is approved, the Conference Official will proceed to open the "List of Orators." Delegations that wish to intervene may ask the Board to include them in the list by raising their placard. A delegate is not obliged to use the entirety of the time; if the delegates finishes before the time is over, the remainder of the time should be conceded to the Chair. If there is still time left after the caucus, after all delegations have intervened, the Board may consider reopening the list so that more delegation can intervene, until the total time of the debate is finished. If the time for the caucus finishes before all delegations have intervened, the debate will be concluded, and the remaining delegates may not intervene, unless there is a motion to extend the time of the debate. It is compulsory that the delegate who uses this motion establishes the purpose of the debate or the sub-theme that is to be discussed during this debate.

VI. Motion for the consultation of the whole:

This motion allows the momentary suspension of the formal rules of procedure and gives start to an informal discussion. The delegate that proposes this motion must state the length of the debate and its purpose or the sub-theme that will be discussed. Once the delegation that used this motion finishes its intervention, the delegations that wish to intervene will raise their placard and the delegate who used the motion will choose which delegation is to continue. When a delegate is speaking, all other must be respectful and remain seated.

Neither the number nor the length of the interventions is fixed; it depends on the duration of the debate. The delegate who proposed this motion must be the first to speak.

VII. Lobby time motion:

This motion suspends the parliamentary procedure momentarily; however, the general rules of the simulation still apply since it is a part of the debate session. The delegate who proposes the motion must state the length of this debate. Delegates may move freely in and out the room without soliciting permission from the Chair; however, they must be back by the time the debate is over. As well, they may use electronic artifacts, if the Chair allows it. The board's directive must monitor the time of the discussion and, if it is not used properly, they can suspend it. It is compulsory that the delegate that proposes the motion establish the purpose of debate as well as the sub-topic that will be discussed.

Note: During this time, the delegates will be able to meet with their respective academic advisers for guidance and resolution of doubts. There is no need to make a point of personal privilege to exit the table as long as the delegates is in the session at the moment before the end of settled time.

VIII. Motion to suspend or resume the session:

This motion is used to suspend the activities of the committee so that a recess can be made to end the sessions for the day. Upon returning from the recess, the activities must be reopened through a motion to resume session.

IX. Motion to extend the time of the debate:

This motion can be used to extend the time of caucus, in case the committee did not reach solutions or if the delegates wish to continue the caucus. The time must be less than the previous time. This motion can only be used once.

- X. Motion to adjourn the debate:**
This is the only motion that can be used before the debate type is over. It is used in case a delegate wishes to change the type of debate or change the dynamic with which it is being handled.
- XI. Motion to adjourn agenda:**
This motion is used to adjourn with the proposed topic for the session. This motion is only used when the delegates consider that all the sub-themes of discussion have finished or when a possible document of resolution for the topic. This motion will be addressed discretionally by the Chair.
- XII. Motion to adjourn session:**
This motion is used to close the committee's session the last day.
- XIII. Motion to introduce draft resolutions:**
This motion is used so that the blocks may present their draft resolutions to the committee. Each block must give a copy of this draft to the Chair. Afterwards, each group will have a fixed time to read the document. Then each block will choose two delegates to present and explain the document. The Chair will establish the time for this process.
- XIV. Motion to present resolution document:**
This motion is used so that a block or allegiance may present a resolution project to the Chair. A copy of this must be given to the Chair, either physically or digitally. The motion must establish which document is going to be introduced in the discussion, or it can state that all resolution documents are presented. Once this motion passes, two delegates must present a summary of the document. The time for the presentation will not exceed five minutes. After the presentation, two delegates will ask questions for each resolution presented. The time for questions will be established by the Chair. A compound majority is needed for this resolution to pass.

XV. Motion to introduce and discuss amends:

This motion allows for time to make amends (modification to the resolution documents). This motion must state the time that this procedure will last. It can only be used once for each document.

Note: The amends must be sent through diplomatic notes sent to the Chair, stating their content and the approval of one-fourth of the delegations that redact or sign. If the amends passes it can be explained by the delegation that proposed it.

XVI. Motion to vote on resolution documents:

The resolution document is the project accepted by the majority of the voting countries. For the document to be valid, it must be accepted by compound majority. The delegates may vote for the following options.

- **Yes:** It implies the absolute acceptance of the document as a project resolution.
- **Yes, with reserves:** the delegation accepts the document, but wishes a brief moment to explain their vote. This may not exceed five minutes.
- **No:** It implies the absolute rejection of the document as a project resolution.
- **No with reserves:** the delegation rejects the document but wishes a brief moment to explain their vote. This may not exceed five minutes.

GENERAL RULES FOR THE USE OF MOTIONS

- Motions are classified as procedural or substantive. Substantive are those that involve resolution document while procedural motion does not involve documents.
- All motions must be seconded by at least one delegation present, apart from the one presenting it; if no delegation seconds the motion, there will be no voting on that matter.

- Most motions are approved by simple majority (the half of the voters plus one of the delegates present). The Chair will call for “Delegates in favor” and “Delegates Against.” As well, the Chair must establish in each session the votes that require a simple majority and those that require compound majority.
- It is the obligation of each delegation to know whether their country is voting or only observing.
- Each delegation will only have one vote, which can be used in each voting procedure (substantive or procedural). Los estados observadores no tendrán derecho a votar en cuestiones sustanciales, por ejemplo: las votaciones de un proyecto de resolución.
- Each delegation must state at the beginning of each session whether it is present and voting or only present. **In case the delegation is present and voting, it may not abstain from any voting procedures.**
- No delegate may address the committee to propose a motion or point without being previously recognized by the Moderator. If a delegate strays from the topic of discussion, or is offensive or exceed the time allowed, the Chair may call his attention.
- Academic advisors may ask the Chair for time to counsel delegates through a point of personal privilege. As well, the delegate may ask for time to counsel with the advisors through a point of personal privilege.
- The conference official will establish the official quorum at the beginning of each day. As well, the conference official will establish how many votes are needed for simply majority and how many form compound majority.

- POINTS AND PRIVILEGES

- I. **Point of order:**

It is Used to correct any failure or violation of the parliamentary code. Once this point has been proposed, the Chair will dictate and take the pertinent actions. When a delegate makes this point, he/she cannot interrupt another's speech; he/she must wait for the moderator to give him the floor. The Chair may suspend the use of points in case it is indiscriminate on the part of the delegates and does not allow the development and normal flow of the debate.

Note: The accumulation of seven points of order in one day will be taken as an admonishment

- II. **Point of personal privilege:**

The delegate presents a point of personal privilege when it is considered affected or diminished by a question external to the debate and the formal procedure. It cannot be denied before it has been heard. Its indiscriminate or inappropriate use can cause the suspension of this. On the other hand, the delegate who uses this point cannot interrupt the speaker but must wait for the moderator to yield the floor. The proportions of respect must be kept. The delegate must notify the Board through a message if he/she wishes the privilege point to be known privately.

- III. **Point of parliamentary doubt:**

It is used in order to clarify any doubt regarding the procedure or dynamics that are being handled within the room. The point of parliamentary doubt can be public (the presidents have the duty to answer the doubt that the participants have) or private (through a note directed towards the Chair). The question has to be concrete. This point is not interruptible

- IV. **Information point to the speaker:**

This point is used to ask questions to a delegate once their intervention is over. The delegate who uses this point must state to which delegation the questions are directed and how many

questions will be asked (the maximum is two). The Chair will ask the delegate who just finished the intervention if it is willing to take questions. If the answer is negative, the point will not be considered, and the debate will continue. If the answer is positive, then the questions will be asked without prologues and in the time stipulated by the Chair.

V. Right to reply:

This is a right every delegate or delegation has to make a statement against a speech or communication a delegate or delegation has made that is detrimental to its external or internal policy. The delegate that wishes to exercise this right, will send the reasons for it in writing to the Chair. If it is accepted, the delegate will expose the reasons to the committee and the delegate who made the intervention must explain. After hearing both arguments, the Chair will deliberate and decide whether or not to accept, object or veto the reply. This must not last more than five (5) minutes. No delegate may interrupt this with any point or motion.