

# **MUN Parliamentary Procedure and Terms**

## Parliamentary Procedures

Parliamentary procedure is the procedure or method in which order is sought by both the Chair AND the delegates in a formal conference. It is composed of many rules and motions created to make a conference easier for everyone.

### **1. Modes of Address**

First we'll start with the obvious: do not use slang when speaking in a conference, all speeches should begin with "Mr./Ms. Chair, ladies and gentlemen of the house..." and not: "Yo wutup?!" Remember, you are trying to solve a world issue, not hosting a party with all your friends.

Here's perhaps the most important aspect of parliamentary etiquette: NEVER REFER TO YOURSELF IN THE FIRST PERSON. That also goes for your peers. When speaking, use the name of your delegation: e.g. "The delegation of China does not understand" or "will the (honourable) delegate of Russia please clarify..."

The following are some phrases that can be used by delegates:

- Mr./Ms./Madam/Honorable Chair...
- The delegation of \_\_\_\_\_ has a point of \_\_\_\_\_ (see below under motions of parliamentary procedure)
- Is the delegate of \_\_\_\_\_ not aware...
- Does the speaker not realize that ...
- We yield the floor to the char/to the delegate of \_\_\_\_\_
- Does the speaker not agree....

### **2. Motions of Parliamentary Procedure**

A motion is a point or request that a delegate would like to bring to the Chair's attention. These should never be used to interrupt a speaker (at least wait until s/he has finished his/her sentence). Here are the most common and most often used motions:

- **Point of Personal Privilege:** This is a motion used to let the Chair and the speaker know that something is bothering you (the speaker is too loud, too quiet, too fast, too slow or unclear). When wishing to bring across a point of personal privilege simply raise your country's name card and say "Point of Personal Privilege" and the Chair will determine whether or not it is in order and s/he will ask the delegate to rise and state the reasoning behind his/her point.
- **Point of Information:** This is a question a delegate might have for the speaker after s/he has finished his/her speech. A Point of Information can only be brought forth when the Chair has asked for them (after a speaker's speech, s/he may or may not

agree to be open to points of information.) When the Chair has authorized points of information, simply raise your country's name card and wait to be called on. Here are some tips to Point of Information:

- Use proper etiquette and stay respectful.
  - Only ask ONE question when called on
  - If the delegate has not answered the question to your satisfaction you may ask for a follow-up question by saying "Request Follow-up." The Chair rarely recognizes these.
  - Points of Information are not only used to make the speaker look like s/he has said something wrong; it is very helpful to an argument if the delegate agrees with the speaker but do it in a form of a question. E.g. "Does the delegate of \_\_\_\_\_(speaker) not agree...."
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- Point of Order: This is the motion used when you want to bring the Chair's attention to a speaker's or another delegate's mistake in or violation of parliamentary procedure. If a delegate breaks any of the rules or regulations stated above or in following sections, wait for the speaker to finish his/her sentence then raise your country's name card and say Point of Order. The Chair will determine whether this is appropriate or not. If appropriate, s/he will ask you to rise and state your point, i.e., "is it in order for the Delegate of Kuwait to do a cartwheel?"
  - Point of Parliamentary Inquiry: This is a question directed to the Chair concerning parliamentary procedures in regard to time and related issues.
  - Motion to Move into time For/Against: This motion is directed to the Chair. If the meeting is going slowly (e.g., no one is speaking) then you may say "Motion to move into time for/against this resolution. If the house agrees, something will second this motion. If there are no objections, the Chair will suspend that time frame and move into the next.
  - Motion to Move into Voting Procedure: Again, if the meeting seems not to be productive, you may raise your country's name card and say "Motion to move into voting procedure" if another delegates agrees, s/he will second this motion. If there are no objections, then voting procedure will take place.

### **3. Amendments**

An amendment is a fixture you want to make to the resolution at hand. You can fix a clause of the resolution, strike a clause, add a clause etc. To propose an amendment, you first write it clearly on note paper and send it to the Chair. When s/he asks for a speaker, raise your country's name card and the chair will call on you. Rise and say "The Delegates of \_\_\_\_\_ has proposed an amendment." Then you will read your amendment and the chair will set time for and against it. When time has elapsed for the amendment, there will be a vote on it.

### **4. Behaviour**

Behaviour in an assembly is very important. NO TALKING BETWEEN DELGATES WILL BE TOLERATED. All communication between delegates will be through notes passed. MUN meetings are very serious and is a forum to discuss world issues such as declaring war on another nation and therefore is not funny and laughing is out of order. Respect must be kept when speaking as well. If the Chair deems it necessary, s/he may issue a warning to a delegation who repeatedly breaks parliamentary procedure. After three warnings, a delegation will be asked to leave the conference.

## MUN QUICK REFERENCE TO PARLIAMENTARY PROCEDURE AND TERMS

<u>Rule Name</u>	<u>Comments</u>
Amendments	Presented with Point of Order by speaker, written copy to Chair
Censure	Presented with Point of Order to remove disorderly delegate or breach of foreign policy
Points of Order	Used for introducing motions and other procedural matters
Points of Personal Privilege	Physically discomfort affecting the Assembly
Right of Reply	Slandered or misconstrued by the speaker on the floor
Points of Information	Question speaker or the procedure of the Chair
Supplementary	May only be granted by Chair to delegate who wishes to clarify him/herself
Limitations of Motions and Points	Chair reserves right to limit motions and points to save time
Speaking Rights	Must receive permission from Chair to address Assembly
Speaker's List	When declared opened by chair, delegates must write notes to Chair