



## Protocol of Debate

1. Calling the roll. Before beginning each session, the Chair will call the roll. If any Delegate is late or absent without justification, they will earn a warning.

2. Establishing the Agenda. The first session will begin with the establishment of the order of the issues to be discussed. Through a motion of procedure, one delegate will propose one of the two topics in the agenda to be discussed. The Chair will establish a Speakers' List of four delegates (two in favor and two against the opening of the proposed topic), with speaking time of 30 seconds. No sooner this concludes, the opening of the topic will be voted.

2.1. The motion to establish a topic must have a least one follower.

2.2. If there are no delegates wishing to speak against the opening of a topic, it will be opened automatically.

2.3. Simple majority (50%+1) is required for this voting.

3. Speakers' List. The conventional process to start the first session, it is the opportunity for Delegates to read their policy statements. Delegates wishing to be in the List will raise their placards, so the Conference Official can register them.

3.1. In case no Delegate raises their placard, the Chair will ask them to participate in alphabetical order.

3.2. Should a Delegate wish to join in the List after the raising of placards, they can inform the Conference through a written message.

3.3. Prior to the establishment of the List, the Chair will set a time limit for the Speakers (2-4 minutes)

3.4. Any Delegate can ask for the change of this time limit, through a motion of procedure when the floor is open.

3.5. Speakers are allowed to yield their time - either to the Chair or other Delegate.

4. *Caucus*. A caucus is a debate during the session, where Delegates can exchange viewpoints in a more dynamic way. There are two kinds:

4.1. Moderated *Caucus*. It is asked by any Delegate, through a motion of procedure - expressing its purpose and suggesting a time limit will be requested. It must have at least one follower.

The Delegate who asks for this *caucus* will retain the floor, having the right to be the first to speak. The following Speakers will be designated by the Chair among those Delegates who raise their placards.

A moderated *caucus* can be extended by a motion of procedure, to no more than the original time limit.

During this kind of *caucus*, Delegates will not be allowed to rise from their seats or leave the room without the Chair's consent.

4.2. Normal *caucus*: Its opening procedure is identical to the moderated *caucus*.

In a normal *caucus*, debate can be informal - its main purpose is lobbying, the establishment of blocs, and the drafting of working papers. Delegates will be allowed to be standing and to establish direct contact with the Chair and among each other. However, they will not be allowed to leave the hall without previous authorization.

5. Motions: The formal way to address the Chair, who has the right to accept them, declare them out of order, or suspend them. All Delegates must raise their placards if they want to throw a motion to the floor.

5.1. Of procedure: This kind of motions will be thrown to modify the conventional course of the debate (the Speakers' List), and will only be allowed when the floor is open. This motions can be used for opening a topic, opening

the Speakers' List and re-setting its time limit, opening a *caucus* and setting its time limit, closing the debate, introducing a working paper, resolution or amendment.

5.2. Of personal privilege: These motions are used by Delegates who require any special need related to the Debate. They are allowed to interrupt other Delegates during their Speech -- as long as the Chair considers it pertinent -. Motions of personal privilege are used for asking a Speaker to raise their voice louder, requesting permission to leave the committee for personal reasons, among others. They will be attended at the Chair's discretion, who might suspend them if necessary. It is strongly suggested that they are submitted by writing, for the sake of the debate's fluency.

5.3. Of parliamentary enquiry / information: Were a Delegate to have any doubt about the debate's procedure (concerning the opening of a *caucus*, the introduction of a working paper or a resolution...), they can request the Chair's assistance whenever the floor is open.

6. Voting procedure: There are three options open to Delegates, when voting: to vote in favour, when the Delegation agrees and supports a proposal, to vote against when the Delegate prefers not to, or to abstain when the country's policy stands neutral on that particular question. All votings will be held openly by the raising of placards, so the Chair can register them properly.

6.1. Voting a motion of procedure: It will be subject to voting, unless the Chair considers it unnecessary. Only with 50%+1 of the votes will a motion of procedure pass. The Chair can both recommend procedural motions or dismiss them.

6.2. Resolutions: A Resolution must be supported by at least two thirds of the committee in order to pass. The voting process is divided in three steps. Firstly, the Chair will register the votes in favour, against, and the abstentions, following the alphabetical list. Secondly, the voting will be repeated; this time the Delegates have the right to justify their vote, once the Chair grants them the floor. Thirdly and finally, the definite votes will be publicly casted by alphabetical order. If the Resolution passes, the debate can be suspended or be

continued later; should there be no other topic to be discussed, the Chair can officially declare the committee's activities concluded.