

## **Procedures, Points, and Motions list**

### **Motion to Open Debate -**

As the name implies, this motion is used to open the floor for debate at the beginning of a session.

### **Motion to Open the Speakers' List -**

The speakers' list is the cornerstone of the committee, as it is the starting point of all debate. This is a list of all delegates wishing to speak about the topic at hand. This motion only needs to be made once per topic, as the speakers' list remains open throughout the session to allow delegates to add their names to the list so they can have an opportunity to speak.

### **Motion to Set the Speaking Time -**

After opening the speakers' list, the committee must establish the time limit that each delegate is allowed to speak on the speakers' list. You are free to make the time limit whatever you like, but remember to keep it within reason. Common speaking times for the speakers' list range from one minute to two minutes. To make this motion state, "The Delegate of Mexico motions to set the speaking time at one minute and thirty seconds." You can also make this motion a little more complex by adding amenities for questions or comments. Making a motion for a "one minute speaking time with two questions," will allow delegates to ask the speaker two questions in formal debate after she has finished her one minute speech. Making a motion for a "two minute speaking time with one comment" will allow delegates to make one comment after she has finished her two minute speech.

### **Motion for a Moderated Caucus -**

A moderated caucus is basically a faster version of the speakers' list. A motion for a moderated caucus consists of three parts: The motion for the moderated caucus, the speaking time for each speaker, and the duration of the caucus. To make this motion state, "The Delegate of Ghana motions for a five minute moderated caucus with thirty second speaking time," or a similar variation. Try your best to allow speaking time to evenly divide into the duration for the caucus. For example, make a motion for a five minute moderated caucus with thirty second speaking time.

### **Motion for an Unmoderated Caucus -**

An unmoderated caucus is a break in debate to allow delegates to get up from their seats and discuss the issues in an informal manner. Depending upon the pace and feel of your committee, chairs will accept unmoderated caucus that are generally no more than five minutes in length. To make this motion state, "The Delegate of Sweden motions for a five minute unmoderated caucus." Remember, you can always motion for an extension to the unmoderated caucus after it has concluded, so if more time is needed, it usually is given.

### **Motion to Suspend Debate -**

A motion to suspend debate is used only at the end of a session, and cannot be used at the end of the last session.

**Motion to Adjourn Meeting -**

A motion to adjourn is used at the end of the final session, signaling the end of your committee's time together. To make this motion state, "The Delegate of Chile Motions to adjourn the meeting," and you are off to closing ceremonies.

**Point of Inquiry -**

Many times during a session, delegates have questions for the chair regarding events in the committee. These questions range from when the session is scheduled to end, to how many resolutions are on the floor, to the duration of the unmoderated caucus motioned for by Paraguay. Unfortunately, you cannot just ask your question, you must first say, "Point of Inquiry." You can really say this at any time in committee, just try to refrain from talking over someone who is speaking. At an appropriate time, raise our placard and say, "Point of Inquiry." The chair will then look your way, recognize you, and then you are free to ask a question to your heart's desire.

**Point of Order -**

Points of orders are used when a delegate feels that the chair has made an error in the running of the committee. Delegates rising to points of order may not speak on the substance of the matter under discussion. They should only specify the errors they believe were made in the formal committee procedure.

**Point of Personal Privilege -**

If for any reason you have a personal issue you need resolved, use this point of personal privilege. This is an opportunity to respond to an attack from another delegate.

**Motion to Table the Topic -**

In rare occasions, there might be consensus in the committee that a break from a resolution may be needed to defuse tension and/or inertia and by bringing it up at a later time may increase the level of debate on the resolution. This often requires a 2/3 vote.

**Motion to Close Debate -**

As the name implies, this motion is used to close the floor for debate. This often requires a 2/3 vote.