

Overview of Parliamentary Procedure

**Cleveland Council on
WORLD AFFAIRS**





Overview of Parliamentary Procedure

**Please Note: this is not a comprehensive list of procedures, motions, or purposes. Please consult the Rules of Procedure document on the CCWA website for more in-depth information.*

Following the Opening Ceremony, each delegation will go to their assigned committee. The first session of the committee meeting is known as the Opening Session during which time delegates will decide the order in which the agenda will be addressed.

- **Beginning the first session:**

1. Roll Call – the Chair will take roll call. When called on, delegates may respond “Present” or “Present and voting”.
2. “Motion to open debate.”
3. “Motion to set the agenda to Topic ____, followed by Topic ____”
 - a. Process: The Chair will ask for dissent. If there is any, the Chair will open a Speaker’s List with bias, meaning that they will call on two delegates to speak in favor of this agenda and two to speak against it.
 - b. Following these four speakers, the entire body will vote on the agenda.
 - c. After the agenda is set, a speaker’s list will automatically open.

- **Normal Debate:**

1. The Speaker’s List is considered “Normal Debate” and is the default state of committee.
 - a. Chairs will ask “All those wishing to be on the Speaker’s List” and delegates wanting to be on the List should raise their placards. It is highly advised to join the Speaker’s List. If at any point after this delegates want to be added or readded, they may send a note to the Chair.
 - b. The speaking time is automatically set at 30 seconds, but delegates may motion to change it by saying “motion to modify speaking time to ____ seconds.”
 - c. This is a good time to make introductory speeches.
 - d. Speaker’s may not yield time. Time is automatically yielded to the Chair.
 - e. No cross-talk is allowed. Delegations may communicate through note-passing.

- **Informal Debate:**

1. Moderated Caucuses (mods) – “Motion for a Moderated Caucus of a total length of ____ minutes, with a ____ second speaking time, for the purpose of ____.”
 - a. If passed, the Chair will ask those wishing to speak to raise their placards. The Chair will call on speakers who will speak one at a time.



- b. Delegates may yield any remaining time to the Chair or another delegation.
 - c. A primary benefit of the Moderated Caucus is to limit debate to a specific topic within the main topic.
 - d. No cross-talk is allowed. Delegates may communicate through note-passing.
- 2. Unmoderated Caucuses (unmods) – “Motion for an Unmoderated Caucus of ____ minutes.”
 - a. If passed, formal rules are suspended for the period of time, and delegates are free to move around the committee room
 - b. Primary benefits of Unmoderated Caucuses is to build alliances, or “blocs”, and begin working papers.
- **Introducing Draft Resolutions:**
 - 1. Working Papers – early-stage resolutions begin as working papers. These are in the editing stage where they can be added to or edited by delegates freely.
 - a. Debate may not be narrowed to working papers. This means that a Moderated Caucus cannot be on the topic of a specific working paper.
 - 2. Chair Review – Once working papers have been finalized and put in correct resolution formatting, they may be submitted to the Chair for review.
 - a. For specifics on formatting and requirements for submission, please see the Resolution Writing document on the CCWA website.
 - b. Delegates should transfer ownership of the document to the Chair.
 - c. Delegates may no longer edit the document in any way will the Chair is reviewing it.
 - 3. Introducing Draft Resolutions – If the Chair approves the paper, it may be introduced to the committee: “Motion to Introduce Draft Resolution [Name of draft resolution].”
 - a. Only 2-3 draft resolutions may be introduced to committee per Topic.
 - b. The Sponsors will come to the front of committee and read the resolution.
 - c. Typically, a delegation will “Motion for a Q&A on the draft resolution for ____ minutes,” at which point the Sponsors will take questions from the committee on the resolution while the Chair keeps time.
 - 4. Amendment Process – Following this, the only way to edit the document, for any reason, is to write amendments which must be submitted to the Chair. “Motion to Introduce all amendments before the Chair.”
 - a. Any delegation may write an amendment for the draft resolution



- b. Friendly amendments: all the Sponsors and Co-Sponsors have agreed to the amendment and the amendment is automatically adopted into the resolution (by way of the Chair editing the document).
- c. Unfriendly amendments: one or more of the Sponsors or Co-Sponsors have not agreed to the amendment. The entire committee votes on adding the amendment to the draft resolution. This vote will not be presented to the committee until the committee has entered Voting Procedure.

- **Voting Procedure:**

1. "Motion to enter Voting Procedure."
2. The Chair will present unfriendly amendments to the committee to be voted on in the order they were introduced.
3. The only motion that may be taken is a motion pertaining to the method of voting, e.g. a "Motion to vote by roll call."
4. The default voting style is a vote by placard, in which the Chair will ask "All those wishing to vote yes, no, and abstain," and delegates will raise their placards for one of the options.
5. Roll call vote – the Chair will call on delegations individually for their votes. Delegates may respond "yes, no, no with rights, abstain, or pass."