

4th Youth Workshop on International Dialogue

PROTOCOL MANUAL

Parliamentary Rules of Procedure

1-LEGALITY: These rules apply to all committees of the Congress and will be in effect during all sessions.

2-LANGUAGE: The official language of the model is Spanish. The working language of the conference is only English and Spanish.

3-CREDENTIALS: The credentials of all delegations will be given upon registration. Actions related to the modification of the rights, privileges, or credentials of any member may not be initiated without the prior consent of the Secretary General.

4-GENERAL POWERS OF THE ORGANIZING COMMITTEE: The Chairman of the Commission declares the opening and closing of each meeting and may propose the option of any procedural motion to which there is no significant objection and will have complete control of the proceedings at all sessions. His decision is final. The Adviser will have the academic support function to the Commission. The Moderator is responsible for giving the word to any member of the Commission if the forum is open or in accordance with the list of speakers. You can temporarily transfer their duties to another member of the Board or the Secretariat. The Conference Officer will be in charge of making a record of the activities and statements filed with the Commission. Members of the Secretariat may also make recommendations on the possible course of the debate.

5-QUORUM: The President may declare a meeting open and permit the debate to proceed when at least a quarter of the delegates of the Commission are present. They require the presence of a simple majority of members to vote any important Motion. It will be assumed that no quorum unless specifically note the absence of more than three-quarters of the delegates. No roll is required to determine the presence of a quorum.

6-COURTESY: Delegates will show courtesy and respect to other officers and delegates. The Moderator will appeal to any delegate who fails to comply with this rule. Any serious misconduct may be grounds for a warning. The delegate who meets two warnings in the same session will be suspended from it; to meet three, will be suspended from the Forum.

7-DEBATE: After opening the forum, any motion or point can be proposed or requested by a delegate. The general debate starts when you set a list of speakers. Throughout the sessions, they may propose motions for Caucus, Caucus Moderate, Session Questions, Round Table, Worksheet Introduction and Introduction of Resolution. Delegates also may ask Points of Order, Personal Privilege and Parliamentary Information should they see fit. The debate ends when the

topic discussed resolution is adopted or rejected by the committee and a motion to close the debate on this topic has been voted on and approved.

8-MOTION: Any proposal concerning the proceeding shall be made by a motion to the chair, explaining the reason for the same. A motion is in order only when the floor is open, subject to approval simple vote, except as provided in these rules.

9- SIMPLE VOTING: This vote is carried through the placards. The vote of the Delegates may be, "for", "against" or "abstain". All delegates, without exception, must vote, otherwise the vote be nullified and there will be another.

After the Moderator has announced the beginning of voting, no delegate can interrupt it, except in cases of Motion of Personal Privilege or Motion of Order (related to the conduct of the vote). Some procedures require approval by a simple majority (50% + 1 votes in favor by the members present) or a total of 2/3 of affirmative votes. Should a delegate be in doubt about the outcome of a vote, a motion will be in order to reconsider the vote.

10- AGENDA: The first motion in order within the Commission is to set the agenda. To do this you need to follow this procedure:

- A motion to open the Topic A or B (depending on your preference). This motion (like any other), must be seconded.
- Establish a list of speakers to discuss four delegates, two for and two against the topic, motion with a time of 30 seconds per speaker.
- Once the two delegates in favor and two against the motion have spoken, the Commission immediately votes for and against opening the topic proposed. It needs a simple majority to pass. If the motion fails, another topic automatically becomes the first in the Agenda. Should not be any delegate wishing to speak against the opening of the topic in question will proceed directly to the vote.
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The Commission may discuss the second topic only if you have already been adopted or rejected a resolution on the first topic. In this case, you should propose a motion to proceed to the second

topic of the agenda after a resolution has been voted on. It must be seconded and debated the same procedure set forth above.

11-List of speakers: Once the Agenda and open forum, you should propose a motion to open a list of speakers with a minimum of 30 seconds and a maximum of three minutes. It will open at the request of a majority of the Committee and the floor will be allocated according to the place in that list, in turn, be made in the order in which the delegates raise their placards. The first to be recognized to speak at the Forum will be the one proposing the motion, which endorsed the second. Speakers will discuss the topic in general. Lists of speakers will be established

separately, as needed, for procedural motions and debate on amendments. An accredited observer may add your name to the list of speakers by sending a written request to the Board (if not already recorded in the list of speakers). The names in the list of speakers are always registered for the convenience of the Commission. This list usually never closes.

12-SPEECHES: The Delegate will address the Commission after obtaining permission from the Moderator. The Moderator may request the Delegate to keep order if his remarks are not relevant to the subject under discussion or are offensive to members of the Commission or Bureau.

14. SPEECH TIME LIMIT: The Moderator may limit the time allotted to each delegate. The minimum timeout is 30 seconds and maximum of 3 minutes (according to the terms at the beginning of the assembly). When the delegate exceeds the allotted time, the moderator may ask the Delegate to conclude. When the floor is open, you can file a motion to increase or decrease the time of the list of speakers.

15-YIELDS: A delegate that has been given the floor by the list of speakers can give his time in one of four ways:

- Yield to another delegate: The remaining time will be assigned to a single delegate elected, who cannot reassign time. The delegate that will be given time has the right not to accept. And in this case you will be given a warning.
- Yield to questions: The interrogators will be selected by the moderator and may only ask a question. The subsequent questions will be permitted only at the discretion of the moderator. The time given is deducted from the time taken to answer the question delegate.
- Yield to comments
- Yield to the Chair: If the delegate does not want his speech to be subject to review, he should assign his time to the Chair. The Moderator will then call the next delegate of the list of speakers.