MAL Procedure Guide

A short guide for all Model Arab Leagues

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Who's Who Of Model Arab League: Roles

Council Roles
- **Delegate:** An individual participant representing a county in a given Council; may or may not have a partner
- **The Chair:** Student officer responsible for moderating Council proceedings
- **Elected Roles:** Additional roles to support the flow of debate in each Council, elected by the delegates in the room. Delegates elected to these roles will still represent their country and serve as a delegate
    - *The Vice Chair:* Steps in as Chair when needed and may assist in other tasks, such as keeping time, organizing amendments, and reformatting draft resolutions
    - *The Rapporteur:* Helps count votes and maintains speakers lists as needed
    - *The Parliamentarian:* Typically has extensive knowledge of parliamentary procedure, who the Chair can call on with questions on procedure

Conference Roles
- **Upper Secretariat:** Student leaders responsible for conference logistics, working closely with Chairs, faculty, and NCUSAR to facilitate the conference
    - *Secretary General:* The highest student authority of a conference, responsible for leading the Secretariat, presiding over conference activities, managing Council drafts, and upholding policies of procedure and conduct
    - *Assistant Secretary General:* Assists the Secretary General in their responsibilites
    - *Chief of Staff:* Assists with administrative duties of the Upper Secretariat
- **National Council (NCUSAR) Representative:** Serves as the liaison between the National Council on U.S.-Arab Relations and conference participants and upholds policies of procedure and conduct

Conduct
- Discrimination and misconduct of any kind **are not tolerated**
- Conduct violations should be reported to the **conduct form** at tinyurl.com/MALConductForm and the QR code (pictured)
- Conference attendees may also raise conduct concerns with the Secretariat and the NCUSAR Representative(s) directly, if comfortable
- Chairs who observe or are informed of conduct violations will report to the Upper Secretariat and the NCUSAR Representative(s)

Getting Things Started: Plenary

Introductions
- The Chair will bang the gavel for delegates' attention and introduce themselves
- Delegates will be asked to introduce themselves and the Chair may propose an icebreaker

Opening Formal Proceedings
- The Chair states "I call this meeting of the __ Council to order" and bangs the gavel once
- Roll call is taken alphabetically, with member states responding "Present and voting" and observer states responding "Present"
- Roll is recorded in the tally sheet by the Chair, who announces the majority and supermajority

Council Elections
- The Council elects the Vice Chair, Rapporteur, and Parliamentarian, who serve according to the guidelines in the "Elected Roles" section
- Starting with the position of Vice Chair, the Chair will take self-nominations or nominations of others (who can decline)
- If a role has multiple candidates, each will have 30 seconds to speak to their merits
- Candidates will leave the room and a simple placard vote is conducted
- Roles with only one nomination are simply appointed by the Chair

Automatic Unmoderated Caucus
- Following the opening of formal proceedings and council elections, an immediate suspension of the meeting for a 5-minute unmoderated caucus is conducted
- Delegates have an opportunity to discuss changes to the agenda

Adopt the Agenda
- At the conclusion of the unmoderated caucus, a Motion to Adopt the Agenda is in order

Please see the MAL Handbook for a detailed script of Plenary steps (p.17)

Moving Along: General Debate

Establish a General Speakers List
- The first speakers list is created immediately after adopting the agenda
- Delegates raise their placards to add their country to the speakers list. The speakers list should never be empty, or else debate closes on whatever it is currently limited to
- The speaking time is automatically set to 1 minute and the Chair will take the first 3 speakers off the speakers list. The speaking time can be changed in later Council Sessions
  Yields: Delegates must end speakers list speeches with one of three yields:
  - *Yield to the Chair:* The easiest and most common yield, which cancels the remaining time to move to the next speaker
  - *Yield to Another Country:* Offers the remaining time of the speech to another delegation, which they have the opportunity to accept or decline
  - *Yield to Points of Information:* The Chair asks if there are any questions for the speaker. Questions are directed at the Chair, who asks the speaker whether they accept the question. Delegates may not make statements, only ask questions. Questions do not count towards the clock, only answers
- **Tally Sheets:** Chairs will use tally sheets for the speakers' list, motions, points, and moderated caucuses. This creates a record and ensures fairness
- **Gavel taps:** Chairs will provide a 10-second warning for speeches

Setting the Order of the Agenda
- Delegates will use the general speakers list to discuss the order of the agenda
- Motions to Set the Order of the Agenda are heard until one passes (second, majority vote)
- After the first one passes, delegates have to use a Motion to Change the Order of the Agenda if they want a new order (second, speakers against and for, super-majority vote)

Calling for Points and Motions
- Chairs will call for multiple motions, allowing for up to three on the floor at any given time. Motions will not need to be preceding in order to be accepted.
- Motions will be voted on in order of precedence and will stay on the floor for a maximum of two rounds of voting (if another motion voted upon first passes, a motion will have an opportunity to be voted on when motions are called for next. If another motion passes first again, it will be dropped)
- Please see the MAL Handbook for a list of motions in order of precedence (p.34)
- If multiple suspensions of the rules are motioned, longer suspensions are awarded precedence. If suspensions of the rules are the same length, those with more speakers (shorter speaker time) are awarded precedence. However, straw polls will be voted on before other suspensions of the rules

- **Points:** Each has a different purpose. Points can never be used to make a substantive statement or respond to another delegate's comments
    - *Point of Order:* For correcting parliamentary procedure, for example, if the Chair forgot to take a second on a motion.
    - *Point of Personal Privilege:* For correcting a distraction that is taking away from a delegate's ability to participate. Common examples include noise or talking, inability to see the Chair or speakers list, or not having been given an introduced draft resolution
    - *Point of Parliamentary Inquiry:* For clarification on the rules, like when a delegate is confused or lost. It must always be phrased as a question
    - *Point of Reconsideration:* For informing the Chair that the state raising the point wishes to change their vote, only after substantive votes. This point is to be used after a vote on a substantive document and before the committee moves on to other business. The state may vote "Yes", "No", "Abstain", or "No With Rights".
    - *Note:* "Point of Information" is not a point, but a yield

Suspensions of the Rules
- **Five Types:** Moderated caucuses, straw polls, popcorn debates, round robins, and Q&A sessions. Please see the MAL Handbook for more information (p.29)
- **Calling Speakers:** During moderated caucuses, the most common suspension of the rules, the Chair will call on one speaker at a time
- **Note:** Motions for popcorn debates will require both a total time and speaking time

Suspensions of the Meeting
- Used to enter an un-moderated caucus or recess for scheduled breaks
- Time for un-moderated caucuses is capped at 25 minutes per hour and up to 10 minutes at a time, with an extension of up to 5 minutes. Chairs may exercise discretion

Limiting Debate
- Debate can be thought of in layers: General - Topic - Resolution - Amendment. Limit debate to go down a layer and expand debate to go back up. You can't just jump around, you have to navigate through. Chairs are responsible for guiding the flow of debate
- Every time debate is limited, a new speakers list is formed. However, the previous speakers lists must be saved, for when you expand debate again. Speakers lists never die unless a Motion to Close Debate passes (or a Motion to Close the Speakers List)
- It is not required to limit debate to a resolution to discuss, amend, or pass it. Speakers lists simply help facilitate and organize the debates, allowing the Council to focus on one thing at a time
- Please see the MAL Handbook for a visual guide to limiting and expanding debate (p.19)

Real-Time Writing: Working Papers, Draft Resolutions, and Amendments

The Life of a Resolution

STEP	EXPLANATION
1. Draft a Resolution	Like-minded countries co-author a resolution; all authors are called Sponsors.
2. Build Support	Convince other countries to become Signatories, i.e. countries that support your resolution *generally* and are not Sponsors, until ¼ of all present delegates are either Sponsors or Signatories, with a minimum of three combined.
3. Chair Approval	The Chair must approve the formatting of all drafts, confirm the correct number of Sponsors and Signatories, and give it a designation (I/A, I/B, II/A…). The Chair will inform the Sponsors when the draft has been approved.
4. Introduction of the Draft Resolution	*"Morocco moves to introduce Draft Resolution x/x before the Chair."* Requires only a second. Introduce the draft only while discussing the topic it addresses. After the motion passes, ensure access for all countries; the draft may now be discussed by all delegates using the current speakers list.
5. Chair Verification	Chair verifies that all countries have access to a copy of the draft language, and verbally confirms each of the Sponsors and Signatories.
6. Read the Operative Clauses	The Chair directs the Sponsors to stand and read the operative clauses of the draft before continuing with the speakers list.
7. Limit Debate	*"Tunisia moves to limit debate to Draft Res. x/x."* Requires second, majority vote In most cases, it is in the Sponsors' interest to limit debate to their draft resolution immediately or very soon after it is introduced, as to exclude competing drafts.
8. Sponsors' Rights	After debate has successfully been limited, the Chair will recognize the Sponsors for 3-5 minutes, called Sponsors' Rights, during which the Sponsors may discuss the resolution at length and/or yield to points of information.
9. New Speakers List	After Sponsors' Rights conclude, the Chair will begin a new speakers list for the Draft Resolution, and the debate will continue.

Please see the MAL Handbook for an example of a complete draft resolution (p.23)

Amendments
- Require at least ⅛ of the countries present as sponsors, with a minimum of two
- After Chair review, introduced with a Motion to Introduce an Amendment (second only)
- The Chair will copy the amendment text into the resolution using a different color
- **Gauge Friendliness:** The Chair determines if an amendment is friendly or unfriendly
    - If all of the draft resolution's sponsors agree to the changes, the amendment is **friendly** and may be added to the draft resolution immediately without a vote
    - If one or more sponsors disagree with the amendment, the amendment is deemed **unfriendly**, and the council may continue to discuss the amendment and the amendment is put up for a substantive vote
- Please see the MAL Handbook for an example of a completed amendment (p.25)

Coming to a Close: Voting Procedure

Entering Voting Procedure
- **Two Methods:** Debate can be closed with two different motions
    - *Motion to Close Debate:* The most common way to enter voting procedure, requiring a second, speakers against and for, and a super-majority vote. Closes debate on what debate is limited to
    - *Motion to Close the Speakers List:* Requiring a second and a majority vote, allows countries on the speakers list to speak before debate closes. No new speakers may be added and debate closes when the speakers list elapses. A Motion to Reopen the Speakers List may be passed with a second and majority vote
- When debate closes, the Council officially enters voting procedure. The door is closed and all note-passing, typing, and chatting is ceased

Voting
- Unfriendly amendments, if any, are voted on before their relevant draft resolutions
- **Dividing the Question:** Requiring seconds, speakers against and for, and a majority vote, a Motion to Divide the Question allows specified sections of a resolution to be voted on separately. If the motion passes, substantive votes on each section are held, followed by a final substantive vote on the resolution as it stands after the previous votes
- **Types of Voting:** Substantive votes can be held in three ways
    - *Placard Vote:* The default type of voting, which does not require a motion and is conducted unless motions for one of the other two methods are made and successful. Delegates may vote only Yes, No, and Abstain, whereas Abstain is a 'non-vote' and isn't counted in the totals at all
    - *Roll Call Vote:* Requires multiple seconds and does not require a procedural vote. The Chair calls countries in alphabetical order, starting with a random country. Delegates may vote Yes, No, Abstain, Pass, or No With Rights. Abstentions do not count. Delegates that Pass will be asked for their vote at the end and must then vote Yes, No, or Abstain. Delegates that vote No With Rights will have 30 seconds to explain their vote if the draft resolution passes
    - *Adopt by Consent:* Is automatically held if a motion is made, not requiring seconds or a procedural vote. The Chair will bang the gavel three times and say "without objection" three times. Delegates must state their objections before the third gavel bang. If there are no objections, it passes. If there is an objection, a placard vote is automatically held
- All countries must vote except observer countries
- After the vote is conducted, the Chair announces the result. Applause is only in order if a draft resolution passes