

ORDER OF EVENTS FOR CHAIRING

OPENING OF COMMITTEE:

- The Chair will greet the committee and introduce themselves.
- Icebreaker; the delegates will introduce themselves.
- Explain the rules of the Google Drive:
 - The Chairs and Upper Secretariat are the only individuals allowed to move items around in the respective committee folders.
 - Do not name papers “I/A, I/B, etc.”; name them something to do with the content – for example: “Educational Summit Paper” or “Public Transportation Paper.” The Chair will rename the papers accordingly once they are introduced.
 - The first two drafts passed in each committee for each topic (I/A, I/B, II/A, II/B, etc.) will be adopted into the final summit – therefore, the first two drafts you pass for each topic need to be the ones with the biggest priorities the committee covered.
 - Do not delete or edit other people’s work without explicit permission.

FLOW OF DEBATE:

- The Chair will bang the gavel and call debate to order.
- The Chair will then take roll.
- Elections for Vice Chair, Parliamentarian, and Rapporteur.
 - Nominations happen for one committee at a time.
 - Candidates get 30 seconds to give their speech in the order they are nominated.
 - All candidates for the position in question leave the room for voting.
 - In the event of a tie between two candidates, rule out all other previous candidates and revote.
- The committee will receive a discretionary 5-minute unmod to determine the topic order.
- Once the body returns from the unmod, a motion will be made to adopt the agenda.
- The Rapporteur will use the speakers list document in the drive to record the speakers’ lists for the conference with the general speakers’ list at the top, followed by the topic speakers list and draft speakers lists.
 - When a delegate speaks for any speakers list they should send the Rapporteur a note if they would like to be added back to the list.
- Two people from the general speakers’ list will be given 1 minute to speak each; if they have more than 10 seconds left in their speaking time once they finish, they will have the opportunity to yield it to someone else.
- After two speakers are recognized off the General Speakers list, a motion will be made to set the topic order.
- Once the topic order is set, there should be a motion to limit to the first topic.
- A topic speakers’ list will be recorded, the Rapporteur will record this on their document in the drive.
- The first two people on the topic speakers’ list will be given 1 minute each to speak.

- Flow into motions (moderated caucuses, unmoderated caucuses, round robins, etc.)
- When suspending debate for breaks, the motion must be phrased as “*Country name* motions to suspend debate until *time committee returns from break.*”
- Repeat this process for each topic.

SUBMITTING DRAFT LANGUAGE:

- Once a draft is finished, it will be submitted to the Chair – the Chair will leave the room and review it, allowing for the Vice Chair to step in. Once the Chair is finished reviewing, they will send the document to Upper Secretariat.
- Once approved, the Chair will notify the committee.
- Motion to Introduce Draft __/__.
 - Take 2nds
 - Authors/Sponsors will rise to read the paper, they can sit when they are finished.
- Motion to Limit to Draft __/__.
- Authors’ Rights – delegates can only motion to Authors’ Rights directly after limiting to a draft, if they do not at this time the option will dissipate.
 - The Authors/Sponsors are given 5 minutes to answer any questions the committee might have about the draft.
- Flow back into motions, delegates are likely working on amendments at this time.
- Motion to Introduce Any and All Amendments.
 - Only make this motion if the Chair notifies the committee that they have amendments before them.
- Motion to Close Debate on Draft __/__.
 - Take 2nds.
 - Take speakers for and against. If there are none against you can take none for. If there is one against, take one for. If there are two against, take two for.
 - Vote on the closure of debate. Move into voting procedure

VOTING PROCEDURES:

- Voting by Acclamation
 - Take 2nds
 - Bang the gavel 3 times – if an objection is stated, flow into a simple placard vote.
- Voting by Placard Vote
 - There is no motion for this – if no motion is made or a vote by acclamation is interrupted, the committee will flow into a simple placard vote.
- Voting by Roll Call
 - Take 2nds
 - Move alphabetically through the countries – voting options are Yes, No, Abstain, and No with Rights – which allows for a 30 second speaking time after the vote to explain why

they voted no on the paper. Those present can also pass and be returned to after the original list is exhausted.