

Global Summits: Rules of Procedure

Rule 1: Voting

Only delegates who have been recorded as present in the latest roll call may vote. A motion that requires a “simple majority” passes only if the number of delegates voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails. A motion which requires a “two-thirds majority” passes only if the number of delegates voting in favor of the motion equals or exceeds twice the number voting against. Members may vote on both procedural issues (those that address how the committee will discuss certain topics – for example, setting the agenda) and substantive issues (those that address the topic itself); all eligible delegations have an equal vote.

Depending on the motion, a simple majority or two-thirds majority vote may be required. The rules clearly define what majority is required to pass each motion. Two-thirds majorities are required on some motions to allow the minority to retain a voice in proceedings.

Only delegates recorded on the most recent roll call may vote.

There is only one vote per delegation, not per delegate.

Because of their speed, placard votes are encouraged on all matters except resolutions.

Rule 2: Quorum and Roll Call

The Chair may declare the Summit open when at least one-quarter of the Members are present. The presence of a quorum shall be assumed unless specifically challenged. A roll call at the start of each session is required and will determine the presence of a quorum.

Rule 3: Agenda

The first task of the Summit shall be the determination of the order of topics on the agenda. Generally, the first motion made when the Summit is called to order is a motion to set the agenda, in the form “I move that topic X be placed first on the agenda.”

The motion to set the agenda requires a second and is debatable. Debate may proceed until it is formally closed. The Chair may limit the speakers’ list at his discretion, but a minimum of two speakers in favor and two against must be heard before a motion to close debate is in order. When debate is closed, the Summit will move to an immediate vote on the motion. A simple majority is necessary for passage. If the motion passes, the topic area named in the motion is put first on the Summit’s agenda, and debate on this topic area begins immediately. If the motion fails, and there are only two topics, the other topic area is placed first on the agenda, and debate on that topic area begins immediately.

Please be aware that a Motion to Set the Agenda simply determines which topic the committee will debate first; it does not omit a topic from the committee’s consideration.

Rule 4: Debate and Speakers’ List

After the agenda has been determined, a single continuously open speakers’ list shall be established for the purposes of general debate on substantive issues. Speakers on this list may speak on the topic area being considered and any resolution currently on the floor. This speakers’ list shall be followed for all debate on a topic area, except when superseded by speakers’ lists on procedural motions, amendments, or an informal session. A delegation may add its name to the speakers’ list at any time when it is not already on the list by submitting a written request to the dais. The top of the speakers’ list shall always be posted for the convenience of the Summit.

Keeping a speakers’ list serves a number of purposes. The speakers’ list informs delegates of when speaking time is approaching, thereby giving speakers time to prepare and polish their remarks before taking the floor. It guarantees all summit members an opportunity to address the

submit if they so wish. Finally, it lets the Chair take care in drawing up the list: rather than responding to a sea of placards every time a speech ends, the Chair is able to choose delegates at once sitting on all parts of the room and from all blocs, allowing for a fairer distribution of speaking time. Delegations may hand their names to the Chair as soon as they have completed a speech to immediately be placed again on the list; however, no delegate may appear twice on the list.

Rule 5: Speeches

No representative may address a session without having been recognized by the Chair. The Chair may call a speaker to order if his remarks are not relevant to the topic or the issue under discussion.

Speakers who fail to keep their remarks germane to the topic at hand will be called to order, usually by the Chair, but sometimes by a delegate rising to a point of order on the floor. The Chair will reprimand delegates who persistently interrupt valid speeches. Delegations, not delegates, are recognized to speak. Hence, a two-person delegation may speak at one time if they desire.

Rule 6: Speaking Time

The time allowed for speeches will be set by the Chair at his or her sole discretion. If a speaker speaks past his allotted time, the Chair shall immediately call him to order.

Speaking time begins as soon as the speaker begins his or her speech. Continuing to speak past the allotted time will not be tolerated. At any point when the floor is open, a delegate may rise to a Point of Parliamentary Inquiry and ask the Chair to change the speaking time, but this remains at the Chair's sole discretion.

Rule 7: Yields

A delegate who has been granted the right to speak on a substantive issue (a topic area or amendment) may yield the remainder of his time to another delegate, to questions, or to the Chair. Delegates speaking on procedural matters may not yield. If a speaker yields, comments on his speech are not in order. There are three types of yields:

a) Yielding to another delegate. The delegate who is yielded to may speak for the remaining time, but may not make any yields.

b) Yielding to questions. Delegates who wish to ask questions of the speaker will raise their placards, and questioners shall be selected by the Moderator. Only the speaker's responses shall be deducted from the speaking time.

c) Yielding to the chair. The speaker's time will simply end.

A delegate may yield at any point during his speech, but yielding at the end of the speech is preferred. All questions regarding the legitimacy of a yield will be at the chair's discretion.

Yields cannot be made on procedural speeches. Yields made to another delegate or to questions are considered an extension of the substantive speech; thus, only Points of Personal Privilege or Points of Order can interrupt them (see Order of Precedence at the end of this manual). Delegates must be watchful during the questioning process to make sure that proper precedence is followed. Once yielded to, a delegate cannot yield again. There is no limit on the number of questions asked, and a delegate, if she chooses to do so, may spend her entire allotted speaking time answering questions. A delegate may refuse to answer a question at her prerogative. Questioners who try to make speeches while questioning will be called to order, as will questions put that are not germane to the issues at hand. Rhetorical questions are allowed, but must be kept brief. No dialogue is allowed during the questioning process. The best place to carry out lengthy discussions is in caucus and not in formal session.

Rule 8: Point of Personal Privilege

If at any time a delegate experiences personal discomfort which impairs his ability to participate in the proceedings, he may rise to a Point of Personal Privilege to request that the discomfort be corrected.

A Point of Personal Privilege may interrupt a speech. However, the delegates are urged to exercise this right with extreme discretion.

Rule 9: Point of Order

If at any time a delegate feels that parliamentary procedure is not being followed properly, he may rise to a Point of Order. The Chair shall immediately decide upon Points of Order according to the rules of procedure. The Chair may dismiss those Points that are dilatory or improper.

A Point of Order may interrupt a speaker only when the speech itself is not following proper parliamentary procedure. Delegates are urged to exercise this right with extreme discretion.

Rule 10: Comments

The Chair may recognize two delegates other than the speaker to comment on any substantive speech. Comments are only in order after substantive speeches without yields, and are considered part of a substantive speech for purposes of precedence. Commentators may not yield and must keep their comments germane to the speech they are commenting upon.

Comments take precedence over a Point of Parliamentary Inquiry.

Comments are treated as a continuation of the speech for precedence purposes; thus, only Points of Personal Privilege and Points of Order can interrupt them. Delegates commonly fail to directly address the speech in their comments. Delegates should be particularly watchful to ensure that all comments made are germane to the substantive speech they follow. Although it is possible in the second comment to refer to statements made in the first comment, this may only be done in order to discuss the original speech. It is not possible to comment on a comment.

Rule 11: Point of Parliamentary Inquiry

If the floor is open and a delegate has a question regarding parliamentary procedure, he may rise to a Point of Parliamentary Inquiry. The question will be answered immediately by the Moderator.

A Point of Parliamentary Inquiry may never interrupt a speaker.

Delegates who are uncertain of the validity of a motion should inquire using a Point of Parliamentary Inquiry prior to making the motion.

Rule 12: Right of Reply

A delegate whose personal or national integrity has been seriously impugned by the speech of another delegate may request a Right of Reply. All requests for a Right of Reply must be submitted in writing to the Chair. The Chair's decision to grant this Right is at his sole discretion and is not appealable. The length of the reply granted is also at the Chair's discretion. A request for a Right of Reply cannot interrupt a substantive speech.

A motion for a right of reply to a reply is out of order.

Delegates are severely cautioned against making remarks that warrant a Right of Reply or to use a Right of Reply to utter equally belligerent statements. However, we continue to include this

right since it permits impugned individuals to reassert their dignity in a civilized manner.

Rule 13: Unmoderated Informal Session

A delegate may move to recess to an unmoderated informal session at any time when the floor is open, prior to closure of debate. The motioning delegate must specify a time limit for the caucus and briefly explain its purpose. The time limit is subject to the Chair's approval. The motion to recess to an unmoderated informal session shall immediately be put to a vote; a simple majority is required for passage. This motion is subject to approval by the Chair.

An Unmoderated Informal Session is often referred to as an Unmoderated Caucus.

Rule 14: Moderated Informal Session

A delegate may move to recess to a moderated informal session at any time when the floor is open, prior to closure of debate. The motioning delegate must specify a time limit for the caucus and a speaking time for individual speeches, as well as briefly explain its purpose. The time limit is subject to the Chair's approval. The motion to recess to moderated informal session shall immediately be put to a vote; a simple majority is required for passage. This motion is subject to approval by the Chair.

A Moderated Informal Session is often referred to as a Moderated Caucus.

Delegates are reminded to state the two necessary pieces of information when making either Motion for an Informal Session:

- (1) The length of time that the proposed session will last, and speaking times, if appropriate;**
- (2) The purpose of the session.**

Rule 15: Working Papers

Working papers are a means of sharing ideas on the topic with other delegates in an organized manner. A Working Paper may be, but is not required to be, in resolution format. Working papers may be copied and distributed at the Chair's discretion; he may require any number of delegates' signatures for this purpose. Signing a working paper does not necessarily signify a delegate's support for the ideas within it; rather, it merely shows the delegate's desire to see the ideas discussed by the entire summit. Delegates may propose Working Papers for the Summit's consideration in any designated topic area. Because a Working Paper cannot be formally introduced to the summit, it may not be formally amended. Instead, caucusing sessions shall be used for the purpose of combining and amending Working Papers. Working papers shall not be voted on by the Summit.

NO Working Papers written before the Summit will be accepted.

Rule 16: Resolutions

Resolutions are the final product of deliberation in the Summit. They should pose a solution to the problem confronting the Summit and supply a rationale and historical basis. They should represent the views of a significant portion of the Summit, arrived at through debate and discussion among the Members. Passage of a resolution requires a simple majority in favor. All resolutions must be in proper format. Resolutions may not be discussed in the Summit's substantive speeches until they have been formally introduced (see Rule 17). Once introduced, a resolution remains on the floor while the topic area it addresses is on the floor, unless an amendment or procedural debate takes precedence, or debate on the resolution is closed.

The Summit may pass no more than one resolution per topic area. NO resolutions written before the Summit will be accepted.

Rule 17: Introducing Resolutions

At any time when the floor is open, a delegate may introduce a resolution on the topic area under consideration. Delegates may introduce a resolution when it has the approval of the Chair and has been signed by a number of Members predetermined by the Chair. Signing a resolution does not indicate support of the resolution, only a desire to see its ideas discussed; a signatory to a resolution has no further rights or obligations with respect to the resolution. There are no sponsors of resolutions. No special substantive comments are in order when a resolution is introduced, but the resolution shall immediately become subject to debate.

Once a resolution has been introduced it remains on the floor and may be debated until the Summit closes debate on it, the Committee moves to the next topic area, or an amendment or procedural issue takes precedence.

Rule 18: Postponement of Debate

At any time after the introduction of an amendment, a delegate may move to postpone debate on the amendment. Once at least one resolution on a topic area has failed, a delegate may move to postpone debate on that topic area. The motion for postponement is debatable to the extent of one speaker for and one against and requires a two-thirds majority for passage. If the motion passes, the amendment or topic area is postponed or “tabled” and may not be discussed until a motion for resumption of debate is passed (see Rule 19). If a topic is postponed and there are only two topics the Summit moves immediately to the second topic.

Delegates are reminded that Postponement of Debate is only in order in debating amendments and topic areas where one resolution has already failed a vote. In effect, Postponement “tables” an issue: it sets aside a topic area or amendment when debate has grown stagnant until the committee deems it appropriate to examine the issue again (see Rule 19, Resumption of Debate). Postponement of Debate on a topic area is a serious motion and should only be put forth when the committee feels that it can no longer discuss an issue productively at that particular time.

Rule 19: Resumption of Debate

Delegates may move to resume debate on a previously postponed amendment or topic area. This motion is debatable to the extent of one speaker for and one speaker against and requires a simple majority for passage. If the motion passes, the item on which debate was postponed is again placed on the floor.

The Summit may resume debate on a previously postponed topic only after it has concluded discussion of the current topic.

Rule 20: Suspension of the Meeting

If the floor is open and there are less than five minutes remaining in the current session, a delegate may move to suspend the meeting. This motion ends all summit functions until the opening of the next session. This motion is not debatable and, if in order, shall be put to an immediate placard vote. A simple majority is required for passage. The Chair may rule this motion dilatory at his discretion; this decision is not appealable.

Rule 21: Adjournment of the Meeting

If the floor is open, it is the last session of the Summit, and there are less than five minutes remaining, a delegate may move to adjourn the meeting. This motion ends all summit functions. This motion is not debatable and, if in order, shall be put to an immediate placard vote. A simple majority is required for passage. The Chair may rule this motion out of order at his discretion; this decision is not appealable.

Points and Motions: Order of Precedence

1. Points which may interrupt a speaker
 - i. Points of Personal Privilege
 - ii. Points of Order
2. Comments (only immediately after a substantive speech)
3. Points which are in order only when the floor is open
 - i. Points of Parliamentary Inquiry
 - ii. Requests for Rights of Reply
4. Procedural Motions which are not debatable
 - i. Recess to Unmoderated Informal Session
 - ii. Recess to Moderated Informal Session
 - iii. Suspension of the Meeting (only during the last five minutes of a session)
 - iv. Adjournment of the Meeting
5. Procedural Motions pertaining to the matter under consideration
 - i. Postponement of Debate
 - ii. Closure of Debate
6. Substantive Motions
 - i. Introduction of Resolutions
7. Other Procedural Motions
 - i. Resumption of Debate
 - ii. Setting the Agenda (only while no agenda topic is under discussion)
 - iii. Motion for a Roll Call Vote (only after debate has been closed on a resolution)