

Order of Procedure – *a quick guide*

Motion	Speakers for/against	Vote majority	Comments
Censure	0/1	2/3	1 st – removed from session 2 nd – removed from conference
Quorum	NA	NA	1/3 of committee is needed for all events
Setting the Agenda	2/2	1/2	determines the order of topics discussed
Unmoderated Caucus	NA	1/2	suspends all rules; delegates circulate freely for a set time
Moderated Caucus	NA	1/2	chair recognizes speakers at random for a set time
Table the Topic	2/2	1/2	puts the current topic aside without a vote on resolutions
Reintroduce Topic	1/1	2/3	reintroduces a previously tabled topic
Close Speakers' List	0/1	2/3	no more speakers may be added to the secondary speakers' list
Close Debate	0/2	2/3	moves committee into voting procedure
Recess	NA	1/2	suspends committee until next session
Adjournment	NA	1/2	closes committee at the end of the conference
Speaking Time	NA	1/2	limits the time for delegates' substantive speeches
Yield to the Chair	NA	NA	balance of speaking time is forfeited
Yield to Comments	NA	NA	two different delegates respond with 30 second comments
Yield to Questions	NA	NA	delegate may answer questions on remaining balance of time
Change Default Yield	NA	1/2	changes default yield by the suggested motion
Right of Reply	NA	NA	used when a delegate(s) has been insulted
Point of Personal Privilege	NA	NA	used when a delegate(s) ability to participate in proceedings is impaired
Point of Order	NA	NA	used to challenge a procedural ruling
Point of Inquiry	NA	NA	used to seek clarification on procedure and rules
Introduce Draft Resolution	NA	NA	used by sponsors to introduce a draft resolution
Q & A Period	NA	NA	sponsors answer questions relating to the introduced draft resolution
Competence	1/1	2/3	the draft resolution is immediately discarded
Vote by Roll Call	NA	NA	voting is done by roll call (at chairs' discretion)
Divide the Question	2/2	1/2	operative clauses are divided into groups as specified by the motion
Important Question	1/1	1/2	the draft resolution is now considered an important question
Reconsideration	2/2	2/3	the draft resolution is re-voted upon

Precedence;

1. Point of Order
2. Point of Personal Privilege
3. Right of Reply
4. Point of Parliamentary Inquiry
5. Motion to Set the Speaking Time
6. Motion to Adjourn
7. Motion for Recess
8. Motion for Censure
9. Motion for Moderated Caucus
10. Motion for Unmoderated Caucus
11. Motion for the Verification of Quorum
12. Motion for Closure of Debate
13. Motion for Closure of the Speakers' List
14. Motion to Table the Topic
15. Motion to Divide the Question
16. Motion for an Important Question
17. Motion to Introduce an Amendment
18. Motion to Introduce a Draft Resolution
19. Motion for Reconsideration
20. Motion to set the Default Yield