

I. Committee Opening and Agenda Setting

This initial phase establishes the committee's legal standing and its rules of operation.

Step 1: Presentation of the Dais (Bureau) and Committee Opening

1. **Dais Presentation:** The **Chairperson** (or President), Vice-Chair, and Rapporteur (or Director/Assistant Director) are introduced.
2. **Formal Opening:** The Chair officially convenes the committee.
 - **Chair:** "The [**Committee Name**] session is now open."

Step 2: Roll Call and Quorum Check

1. **Roll Call:** The Chair calls the name of each delegation.
2. **Responses:**
 - **"Present and Voting":** The delegate is present and **must vote** on all substantive matters.
 - **"Present":** The delegate is present and **may abstain** on substantive matters.
3. **Quorum:** The Chair confirms that the minimum attendance required to proceed (**Quorum**) has been met.

Step 3: Moment of Silence

A moment for prayer or silent reflection is observed.

- **Chair:** "We will now observe a **Minute of Silent Prayer or Meditation.**"

Step 4: Setting the Agenda (Topic Selection)

If the committee has two or more topics, the order of debate must be decided.

Motion	Purpose	Majority Required
Motion to Set the Agenda	To determine which topic (e.g., Topic A or B) will be debated first.	Simple Majority (50% + 1)
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Step 5: Setting Speaker Time and Opening the Speaker's List

The foundational speaking rules are established.

Motion	Purpose	Majority Required
Motion to Set the Speaker's Time	To fix the time limit for speeches on the main Speaker's List (e.g., 1:30 minutes).	Simple Majority
Motion to Open the Speaker's List	To formally initiate the primary list for position speeches.	Simple Majority

II. Debate Phase and Procedural Interjections

Once the Speaker's List is open, the main debate begins, interspersed with negotiations and procedural requests.

General Debate and Negotiation

The debate proceeds according to the Speaker's List. Delegates use procedural motions to interrupt this list and facilitate negotiation.

Motion	Purpose	Majority Required
Motion for a Moderated Caucus	To allow for a structured, focused debate on a specific sub-issue for a set total time and speaker time.	Simple Majority
Motion for an Unmoderated Caucus	To suspend all formal rules and allow delegates to mingle freely (lobby) to draft and negotiate working papers.	Simple Majority

Parliamentary Points

These are used to address procedural issues or personal needs and **do not require a vote**. A delegate simply rises and states the point.

Point	Purpose	Does it Interrupt the Speaker?
Point of Order	To indicate a violation of the Rules of Procedure by the Dais or another delegate. <i>It cannot address the substance of the debate.</i>	Yes , if the violation is occurring during the speech.
Point of Parliamentary Inquiry	To ask the Dais a question about the rules, motions, or procedure (not about the topic).	No , the delegate must wait until the speaker yields their time or finishes.

Point	Purpose	Does it Interrupt the Speaker?
Point of Personal Privilege	To address a personal discomfort (e.g., not being able to hear the speaker, room temperature).	Yes , if the issue directly affects the delegate's ability to participate (e.g., speaker volume).

III. Documentation and Resolution Stage

The debate progresses into the formalization of solutions.

Step 6: Working Papers and Draft Resolutions

1. **Working Papers (Hoja de Trabajo):** Informal documents containing ideas and potential solutions. These are drafted and refined primarily during **Unmoderated Caucuses**. They are submitted to the Dais for review.
2. **Draft Resolution (Anteproyecto de Hoja de Resolución):** A formalized Working Paper that follows the strict resolution format (preambulatory and operative clauses). It requires a minimum number of **sponsors** (those who support and helped write it) and **signatories** (those who wish to see it debated).
3. **Introduction:** Once approved by the Dais, a **Motion to Introduce the Draft Resolution** is made, and the main sponsors usually present the document to the committee.

Step 7: Amendments

Changes to the operative clauses of a Draft Resolution are proposed and voted on.

1. **Friendly Amendment (Enmienda Amigable):** Accepted by **all** sponsors and automatically incorporated without a vote.
2. **Unfriendly Amendment (Enmienda No Amigable):** Not accepted by all sponsors. It must be seconded and **voted on** by the committee.

IV. Closing Debate and Voting

The committee shifts from discussion to final decision-making.

Step 8: Closing the Debate and Voting Procedure

Motion	Purpose	Majority Required
Motion to Close Debate	Ends all discussion on the current topic and forces the committee to move immediately into the voting procedure on all outstanding Draft Resolutions and Amendments.	Two-Thirds Majority (2/3)
Voting Procedure	The committee votes on all amendments and Draft Resolutions on the floor. Delegates vote "For," "Against," or "Abstain" (where permitted).	Simple Majority (for most resolutions in GA-style committees).

Step 9: Adjournment (Cierre)

Once all business for the conference has concluded, the committee officially closes.

Motion	Purpose	Majority Required
Motion to Adjourn Meeting (Levantarse la Sesión)	Terminates the committee session permanently until the next conference.	Simple Majority