

RULES OF PROCEDURE SHORT FORM

**Note: All procedural matters in the committee are subject to the discretion of the Chairperson. The Chair may undertake any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate at the conference.*

| Motion | Second Required | Debatable | Interrupt Speaker | Special Notes |
|--------------------------------|-----------------|--------------------|-------------------|--|
| Establishment of Agenda | Yes | 3 For 3 Against | No | Used to set the order in which topics will be addressed. |
| Point of Personal Privilege | No | No | Yes | Raised when a delegate experiences personal discomfort (e.g. can't hear, too hot/cold) |
| Point of Order | No | No | Yes | Raised by a delegate to address a procedural matter. Doesn't allow delegate to speak on topic of debate. |
| Point of Inquiry | No | No | No | Raised when a delegate has questions regarding the proceedings, directed to Chair. |
| Point of Information | No | No | No | Directed at other delegates for the purpose of asking questions in relation to speeches and draft resolutions. |
| Yields | No | No | No | Can be done after a delegate speaks. Can only yield to questions, another delegate or to the Chair. |
| Right of Reply | No | No | No | Must be submitted in writing to the Chair. Requested when a delegate feels that someone has made a derogatory comment or insult. |
| Withdrawal of Draft Resolution | No | No | No | Withdrawal must be agreed upon by all sponsors. |
| Appeal to the Chair's Decision | No | No | No | Made when a delegate feels that the Chairperson has made an incorrect decision. This motion is made to the Chair in writing. |

The following motions take precedence over any others, in the order presented:

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|--------------------------------|-----|--------------------|----|--|
| Suspend Debate (Caucus) | Yes | No | No | A specific length of time must be specified. |
| Table Debate | Yes | 2 For 2 Against | No | Table topic and move to next agenda item. |
| Closure of Debate | Yes | 2 Against | No | End debate and move into voting procedures. |
| Adjourn Meeting | Yes | No | No | End the meeting for the day. Adjournment of the final meeting shall adjourn the session. |
| **** Provisional Speakers List | | 2 For 2 Against | No | |

(Source: <http://www.unausa.org>.)