



**CancunMUN**  
START THE WAVE  
by International American School of Cancun

US Senate  
Parliamentary  
Procedure

## Points:

Point of Order	Object/Question session procedure.
Point of Information	Question the speaker (during the speaker's list) through the Dais.
Follow-up	Ask another question after the speaker has responded to the original point of information.
Point of Inquiry	Request information from the dias (the time, breaks, procedure, etc.).
Point of Personal Privilege	Request privileges unrelated to the debate (e.g., bathroom, noise, room temperature).

## Motions:

Motion	How to say it	Purpose
Motion to Open/Reopen the Session	“The delegation of (country) makes a motion to open the session.”	Officially put the committee in session. Must be done after every roll call including after breaks.
Motion to Set the Agenda	“I motion to set the agenda to topic (topic letter and topic name).”	Declare which topic will be discussed first.
Motion to Open the Speaker's List	“Motion to open the speaker's list for the time of...” (Set speaker's time, number of questions, and the number of follow-ups given after <u>each</u> question).”	Open the speaker's list. Senators may be added by raising their placards when the director asks, or by sending a note to the Dais afterwards. The Speaker's list will remain open unless it is closed by a motion.
Motion to Open an Extraordinary Session of Questions	“I make a motion to open an extraordinary session of questions with (number of questions).”	Open a series of questions for a speaker after the set number of questions has been reached, and senators still want to ask more. The number of follow-ups will remain the same. This series of questions must also be accepted by the speaker.

Motion to Open a Moderated Caucus	“I suggest a motion to have a moderated caucus for the time of...(time).”	Debate among senators with guidance from the Dais. The senators must raise their placards and wait to be called on. When called upon, senators must rise and speak.
Motion to Open an Unmoderated Caucus	“Motion to have an unmoderated caucus for the time of...(time) with the purpose of... (purpose).”	Free debate among the senators supervised by the dais. It is a time in which senators can work on their resolution. Senators can move freely around the room and gather others to become signatories or sponsors.
Motion to Close the Speaker’s List	“I propose a motion to close the speaker’s list.”	Close the speaker’s list and move on. It can be reopened later, but speakers cannot repeat if they have already passed.
Motion to Introduce a Working Paper	“I make a motion to introduce a working paper.”	Turn in the working paper to the dias for comments and authorization to begin the draft resolution. The same paper may be edited and introduced again.
Motion to Introduce a Draft Resolution	“I make a motion to introduce a draft resolution.”	Turn in the draft resolution to the dais for revision and authorization to begin writing on a device. The same draft may be edited and introduced again.
Motion to Present Resolution(s)	“I declare a motion to present resolution(s).”	Present the resolution to the committee.
Motion to Open Roll Call Vote on the Resolutions	“I motion to open a roll call vote on the resolutions.”	Open the voting procedure and begin voting on different resolutions.
Motion to Table the Topic	“I make a motion to table the topic.”	Close the topic being discussed so the committee may move on to the next topic. This motion only applies after a resolution has

		been written.
Motion to Adjourn the Session	“Motion to adjourn the session until... (set time for next meeting).”	Close the session until the time set for the next meeting.
Motion to Close the Session	“I propose a motion to close the session.”	Close the session indefinitely. Used only at the end of the conference.

The dais must approve of the point or motion before the Senator continues

### **Yields:**

Yield Time to Dias	“I yield my time to the dias.”	Eliminate the time remaining after you finish a speech before your time runs out during the speaker’s list.
Yield Time to Questions	“I yield my time to questions.”	Use extra time for questions in addition to the number of questions previously established during the opening of the speaker’s list.
Yield Time to Senator	“I yield my time to Senator (name of senator).”	Give the remaining time to another Senator so that he/she may speak. This time must be accepted by the Senator who will receive the extra time.

These yields only apply when the Speaker’s List is open

## Notes:

- ❖ The Dias (pronounced die-as) is a way to reference the director and moderator collectively.
- ❖ Senators may use personal pronouns (I, you, we), as they represent individuals and not countries. Senators will be identified by their last names.
- ❖ Senators may send notes to the dais to ask to be on the speaker's list, stating they are present and voting if they missed the roll call, or for points of personal privilege. Conference pages will assist in passing notes.
- ❖ In addition, senators may send notes to each other to form alliances or discuss ideas during the moderated caucus. These notes must first be sent to and approved by the director or moderator.
- ❖ For any motion to take place, all senators present must be at their assigned seats and in order (except for introducing documents to the dias). If an unmoderated caucus ends, senators must return to their places.
- ❖ If a Senator does not know the appropriate amount of time to set for a motion, they may say "for the time the dias/director recommends" and later restate their motion after the dias responds.