



Rules of Procedure



Note: Please refer to page 24 of the WHA SIM Module Guide.

1. Placards

- A delegate's placard states their role within the simulation and will be used for voting throughout both Committee and Plenary sessions.
- You should also use this placard to indicate when you wish to join a Speakers List or raise the attention of the Dias.

2. Speech:

- **Third person:** All delegates must speak in the third person, addressing him/herself/themselves, any member of the Dias, or any other delegates not by their name, but by their delegate role or Dias position, i.e., 'Honorable/Mister/Madam Chair'; 'The delegate of The Bahamas...' etc.
- **Yields:** A delegate must yield their remaining speaking time if unused. They may yield:
 - To the Chair: Returns the floor to the Chair, discarding any remaining speaking time. This is the default yield and will be assumed if a delegate needs to specify how they wish to yield their time.
 - To another delegate: Allows another Member State Delegate (selected by the proposing delegate) to use the remaining time to make a speech further.
 - To comments: Allows 1-2 delegates (selected by the Dias) to comment on the speech just made.
 - To questions: Allows 1-2 delegates (selected by the Dias) to ask a direct question.

3. Roll Call:

- Roll call is initiated by the Chair at the beginning of each session. Delegates respond with "Present and Voting" (Member States) or "Present" (NSAs/Observers).
- If a delegate misses the roll call, they must inform the Chair by passing a note to participate or vote.

4. Quorum:

- Quorum is the minimum number of voting members that must be present to make the proceedings of that meeting valid. This is established by the Chair before formal debate or voting begins.
- Quorum is defined as one-third of the voting members of the session, as determined by the roll call list. Any delegate, at any time, may request verification of quorum.
- The Chair will immediately rule on the motion, initiating a roll call if they deem it necessary.
- Quorum is assumed to be met unless it is shown otherwise.
- It also helps to establish the number needed for the simple majority (50%+1) and the two-thirds majority (66%+1) of delegates required for voting procedures.

5. Procedural Decisions/Motions:

- All procedural decisions, except for motions to adopt/accept a draft resolution and for closure of debate, are made with a simple majority of present delegates (50%+1).
- Delegates cannot abstain on procedural motions (i.e., you must vote “Yes” or “No”).
- Procedural decisions include motions to open debate, enter/extend/close a caucus, and amendments/decisions on draft resolutions.
- Only Member State Delegates may cast votes for procedural motions.

6. Motion to Open Debate:

- After the roll call and quorum is identified by the Chair, a motion is made to open debate.
- Motions are essential to progress a Committee or Plenary session, as they help to change the flow, format, suspension, voting, or closure of debate.

7. Speaker's List:

- The Chair asks all delegates wishing to speak to raise their placards, acknowledging their requests and creates a Speaker's List at the beginning of the session.
- When a caucus has ended and if no other motion is presented, the Chair will revert to the Speakers' List until a motion is raised.

7. Speaker's List Continued:

- If you wish to be added to the speakers' list after it has been closed, you must send a note to the Dias.
- For learning purposes and to encourage all delegates to speak, the Chair can decide to add all delegates present to the Speakers' List by alphabetical order.

8. Setting the Agenda:

- Before suggesting caucuses, delegates should decide which agenda topic to discuss.
- All moderated discussions should refer to the current agenda topic discussed.

9. Caucus – Moderated or Unmoderated:

- **Moderated caucus:**
 - Allows more delegates to unpack a topic without the formality of a pre-assigned Speakers' List. These are useful for clarifying delegate positions and generating stimulating discussion.
 - Delegates raise their placard to indicate they wish to speak and must wait for the Chair's invitation without interrupting others.
 - A motion is required to enter a moderated caucus. The delegate proposing the motion must state the length of the caucus time and total speaking time and clarify a specific purpose for the caucus.
- **Unmoderated Caucus:**
 - Allows delegates to leave their seat, form groups, and support informal discussions. It is useful for refining draft resolutions or seeking out sponsors, signatories, and seals of approval.
 - A motion is required to enter an unmoderated caucus. The delegate proposing the motion must state the length of caucus time, but does not need to clarify a specific purpose for the caucus.

Please see examples for moderated and unmoderated motions on page 4 of this pdf.

Example of “Moderated” motion:

- *“The delegate from Canada moves for a 10-minute moderated caucus with a 1-1-minute speaking time, for the purpose of [specific topic - i.e., addressing the topic of stigma to achieve reproductive and sexual health & rights].”*
- Once the time for the moderated caucus has expired, delegates may motion for an extension or change to an unmoderated caucus; otherwise, the formal debate will automatically be returned, and a new Speakers' List will be called for.

Example of “Unmoderated” motion:

- *“The delegate from Brazil moves for a 20-minute unmoderated caucus.”*
- Once the time for the unmoderated caucus has expired, delegates may either motion for an extension of the unmoderated caucus or the session will return to either a moderated caucus format or revert to the Speaker’s List. A motion to end the Unmoderated Caucus can be proposed if the allotted time is sufficient.

10. Other Motions:

- As demonstrated in the previous section on moderated & unmoderated caucuses, motions are essential to progress a session through each type of caucus. Motions may also be used to bring a session to voting or to end it.
 - **Motion to recess:** The motion to recess requires no debate and passes on a simple majority. The effect of the motion is to suspend the meeting of the session until the next regularly scheduled committee session.
 - **Motion to adjourn:** A motion for adjournment requires a simple majority to pass, and is in order only when, at least, one of the following conditions has been met:
 - The Committee has considered every topic on its agenda.
 - Less than 15 minutes remain in final last Committee Session of the day.
 - **Motion for closure of debate:** A motion to close debate requires a two-thirds majority. This should be used in Plenary Sessions only when all draft resolutions have been presented, amended, and voted upon.

11. Notes:

- During moderated caucuses, Member State Delegates are not allowed to talk informally nor leave the room to visit the other Committee Session.
- However, they can communicate with notes (in the form of private messages) which can be used to arrange later meetings or agree on positions.

12. Amendments:

- Requests to clarify or change a draft resolution before it is voted upon can be “friendly” or “unfriendly.”
 - **Friendly Amendments:** If all sponsors agree to the amendment, it is immediately applied to the draft resolution.
 - **Unfriendly Amendments:** If sponsors disagree with the amendment, a debate will occur with speakers in favour and against the amendment and a simple majority vote conducted.
- An **acceptable** amendment takes the form of:
 - **(i)** the addition and/or deletion of a word or phrase to an operative clause, and/or **(ii)** creating a new operative clause. Amendments of preambulatory clauses and amendments that change the nature or intent of the entire resolution are deemed **unacceptable**.

13. Approval or rejection of resolutions:

- Delegates **should not** enter or leave the room once the Chair has announced voting on draft resolutions.
- Resolutions pass if they reach a two-thirds majority by show of placards.

14. Points:

- A delegate may raise their placard for any of the following points throughout the simulation:
 - **Point of Personal Privilege:** a matter of comfort, safety, or well-being of the members of the Committee. This can interrupt a speaker, and the Chair immediately rules on the point.
 - **Point of Order:** a matter relating to rules of procedure or how the Chair is exercising its power. This can interrupt a speaker, and the Chair immediately rules on the point.
 - **Point of Parliamentary Inquiry:** a matter relating to procedure, which a delegate may raise if there is no discussion on the floor. This cannot interrupt a speaker; the Chair will rule on this point after the speaker has finished.

