

# **MODEL ARAB LEAGUE HANDBOOK**

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# **PART 1: INTRODUCTION TO MODEL ARAB LEAGUE**

## **THE NATIONAL COUNCIL ON U.S.-ARAB RELATIONS**

Founded in 1983, the National Council on U.S.-Arab Relations (NCUSAR) is a non-profit, non-governmental, educational organization based in Washington, D.C. dedicated to improving knowledge and understanding of the Arab world. The National Council works to improve U.S.-Arab relations through people-to-people and leader-to-leader exchanges along with a wide variety of educational programs in the United States. For details on the National Council's full range of student opportunities – **internships, study abroad, and exclusive travel opportunities** – please visit [www.ncusar.org](http://www.ncusar.org).

The National Council understands that positive changes in the U.S.-Arab relationship require exposure, interaction, and conversation at a personal level. The National Council works to provide opportunities that have been proven to enrich student leadership and career skills, as well as academic offerings related to international affairs and the study of the Arab world. The largest such program is the Model Arab League.

## **A BRIEF BACKGROUND OF THE MODEL ARAB LEAGUE PROGRAM**

Since 1983, the Model Arab League Program (MAL) has offered American students an extraordinary opportunity to learn, practice, and develop essential leadership skills. Through MAL participation, students deepen their knowledge and understanding of the most critical social, economic, cultural, and political issues in the Arab world today. Students must work together to address problems and achieve consensus on questions with which diplomats wrestle on a daily basis. The dynamic and interactive nature of the Model's emphasis on role-playing stimulates creativity, enhances learning, and cultivates understanding as no book, lecture, or coursework ever could.

Participation in a Model holds value for all students, regardless of their academic major or the subject matter of their courses. Participants gain valuable leadership training through the Model's constant challenges in debating, writing, editing, public speaking, critical thinking, and interpersonal relations skills. All delegates come away having practiced the kinds of skills that will serve them well throughout their academic years, future careers, and personal lives. Year after year, delegates return to participate over and over until they graduate.

The first Model Arab League began at Georgetown University in Washington, DC in 1981. An idea conceived by Dr. Michael Nwanze, the MAL was based on the same general structure as the Model United Nations, a similar student debate program that had existed for several decades. The National Council, under the guidance of Dr. John Duke Anthony, was the first sponsor of the program and has coordinated, organized, and funded the Models since 1983.

As word of the Models spread to university faculty across the United States, regional models began to form. In 1991, the first high school Model Arab League was established in Atlanta, Georgia. By the 2014-15 academic year, there were nearly 20 models at both the university and high school levels, with national conferences for both high schools and universities. Many international MAL conferences have been founded as the program has been replicated the world over. Upwards of 150 universities, colleges, and high schools now participate, with over 2,000 total participants annually. The National Council oversees the coordination of all the Models and acts as the primary sponsor.

## **PART 2: GENERAL INFORMATION**

### **PRE-CONFERENCE PLANNING**

Model Arab League teams are encouraged to begin organizing a year to six months prior to the conference they wish to attend. Teams are generally led by a faculty adviser, and can accommodate any number of students from a given institution. Some teams are organized primarily by student leaders. Teams obtain funding from a variety of sources, including student organization or travel funds, departmental funds, course fees, private support, fundraising, etc. Organizers should plan well enough in advance to comply with institutional budget processes.

Any academic institution may register for one of the regional Model Arab League conferences at the appropriate level (high school or university). Some conferences integrate both high schools and universities. The National University MAL is invitation only, so schools may request to be placed on a wait list due to the limited number of available country assignments.

#### **Sample Timeline for Your MAL Team**

6 months-1 year prior	- Plan your team's financials, apply for funding
4-6 months prior	- Begin recruiting team members
2-4 months prior	- Register on NCUSAR MAL website, receive country assignment(s) - Assign team members to councils (1-2/council)
1-3 months prior	- Research your country's policy positions - Begin studying parliamentary procedure - Book travel arrangements if necessary
1 month prior	- Hold mock debates to practice procedure - Write position papers to solidify policy objectives - Pay registration fees

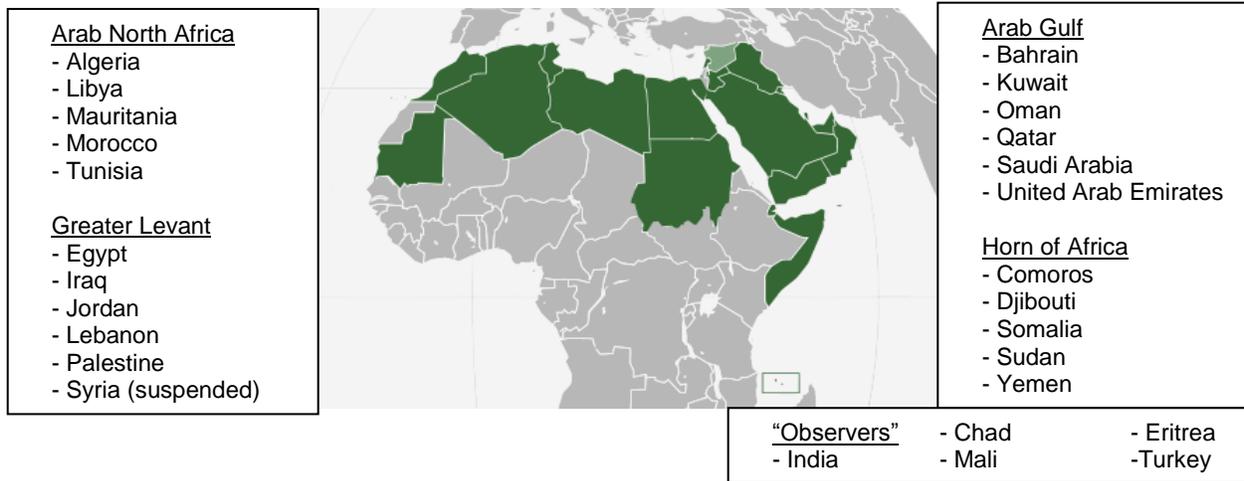
The simple online registration form should be submitted as soon as a team knows the approximate number of delegates it will have. Using this form, the National Council will assign one or more countries to the team. Teams should check the MAL website to see which councils will be present at their chosen conference. Larger groups may be assigned multiple countries; teams with too few delegates may be reassigned to another country.

In the months prior to the conference, it is the responsibility of the team to research its assigned country's background and policy objectives. Delegates should also learn the rules of Parliamentary Procedure, delineated in this Handbook. The debate topics on the Agenda will be posted on the MAL website, along with research and parliamentary procedure resources.

### **COUNTRIES OF THE LEAGUE OF ARAB STATES**

The League of Arab States consists of twenty-two member countries, each with equal voting rights in the organization. Since its founding in March 1945, seven months before the United Nations, the League has grown to incorporate nearly every nation that counts Arabic as one of its official languages – the Model Arab League program includes all twenty-two of these countries.

At some larger conferences, “observer states” have been included. Although permanent “observer status” does not exist in the real-world Arab League, the MAL includes them as full participants. Observer states are generally given the right to participate in all aspects of the conference except voting on substantive issues, though rules may vary by conference. The National Council divides the Arab League into four general categories for the purpose of country assignment distribution.



#### COUNCILS OF THE MODEL ARAB LEAGUE

Delegates spend a majority of the conference working in Council Sessions. Each country delegation should assign one or two delegates to each Council. The website will show which Councils are to be held at a given conference; not all councils are present at each conference.

Each Council is responsible for discussing all of the topics assigned to it in the Provisional Agenda, as approved at each conference. Delegates address the Agenda topics by writing, debating, and passing draft resolutions which are agreeable to as many of the member states as possible, with a goal of achieving a majority. These draft resolutions should document in a clear and concise way the Council’s recommended course of action. Each present member state shall have one vote, whether one or two delegates represent that country.

**Joint Defense Council (JD)** coordinates common defense policies of the member states in an attempt to maintain regional peace and stability. It can adopt any measures it deems necessary to repel an act of aggression against any of the member states.

**Council on Palestinian Affairs (PA)** is concerned with all Palestine-related matters, with special emphasis on issues pertaining to defense, economics, politics, and social conditions. This council has the permanent mission of working for the establishment of a viable, independent Palestinian State.

**Council on Political Affairs (PO)** addresses broad political issues that exist both around the Arab world and within the League of Arab States. Issues can range from broad concerns dealing with the Arab world as a whole to addressing situations in specific member countries.

**Council of Arab Social Affairs Ministers (SA)** coordinates common social policies of the member states, with special emphasis on issues pertaining to education, women and children, historical preservation, and culture.

**Council of Arab Environmental Affairs Ministers (EN)** coordinates common policies with regard to management, conservation, and protection of ecosystems, natural resources, and related environmental concerns.

**Council of Arab Economic Affairs Ministers (EC)** coordinates international, inter-regional, and domestic policies on trade, labor, development, and other economic matters in order to ensure the maximum economic benefit to all member states.

**Additional Specialized Councils** will be convened at select MAL conferences. In most cases these bodies follow the same rules and procedures as the standard Councils – a common additional Council is the Arab Heads of State, though Councils based on special topics are also common. Joint Crisis Councils follow a somewhat different format.

**Arab Court of Justice (ACJ)** mimics the procedures used by similar international judicial bodies, i.e., the International Court of Justice, not domestic courts. The ACJ hears legal disputes between member states and parties – participants present one side of a case on behalf of their country, and alternate as Justices when other Court participants present cases. The ACJ is governed by the rules not laid out in this Handbook, but rather the ACJ Statute.

At the National University Model Arab League, delegations having already filled all regular Council positions may have additional members serve on the Model Arab League Press Corps. The **Press Corps** reports on the events of the conference and Councils in the form of a daily newspaper and various online media.

#### LEADERSHIP POSITIONS

The **Secretary General (SG)** is the highest student authority of the conference. The SG is often selected a full year in advance, either by election or appointment by the National Council and local coordinators. The duties of the SG may include:

- 1. Assisting in recruiting and training new schools and Council Chairs in parliamentary procedure, technique, and style;*
- 2. Assisting local coordinators with the planning of the conference when needed;*
- 3. Serving as one of the pre-conference contacts for questions regarding parliamentary procedure, logistics, and updates;*
- 4. Becoming thoroughly familiar with the MAL Handbook;*
- 5. Presiding over the Plenary and Summit Sessions of the conference;*
- 6. Working directly with the Chairs at the conference in order to track Council activities, ensure adequate progress on the Agenda, and enforce procedures and regulations; and*
- 7. Offering any other assistance to participants, faculty, and staff as necessary throughout the conference.*

The **Assistant Secretary General (ASG)** is the second highest student authority at the conference, and assists the Secretary General in performing all duties as necessary. The ASG is often selected a full year in advance, either by election or appointment by the National Council and local coordinators. Some large conferences, such as the National University MAL, may appoint multiple ASGs. The duties of the ASG include:

- 1. Maintaining an open line of communication with the SG in order to coordinate and delegate all necessary duties;*
- 2. Becoming thoroughly familiar with the MAL Handbook;*

3. *Presiding over the Plenary and Summit Sessions in conjunction with, in the absence of, or as designated by, the SG;*
4. *Working directly with the Vice Chairs at the conference in order to track Council activities and enforce procedures and regulations, and assuming responsibility for the coordination and preparation of draft resolutions for summit; and*
5. *Offering any other assistance to participants, faculty, and staff as necessary throughout the conference.*

A **Chief of Staff** may be appointed at the discretion of the National Council and local coordinators to assist the SG and ASG with administrative duties. The Chief of Staff reports directly to the SG and ASG, taking on various duties as needed such as editing draft resolutions for Summit Session. The Chief of Staff is often selected a full year in advance, either by election or appointment by the National Council and local coordinators.

The **Assistant Secretary General for Information** is responsible for coordinating the Press Corps at conferences where the Press Corps convenes. The ASG for Information holds no authority over the proceedings of the conference in order to remain impartial while completing the duties of the office. The Press Corps works to publish print, film, audio and digital media reports on the proceedings of the conference. The ASG for Information is selected a full year in advance, either by election or appointment by the National Council and local coordinators.

**Council Chairs** preside over each of the Councils that convene at a conference. Chairs do not contribute substantively to debate, or represent a country. Chairs are selected either a full year in advance through an interview process, appointment by the National Council and local coordinators, or by a rolling application process throughout the year. Interested students should contact the National Council as early as possible. The duties of Chairs include:

1. *Interpreting and enforcing rules and procedures within the Council;*
2. *Ensuring the Council runs as smoothly, fairly, and as efficiently as possible;*
3. *Working with the delegates in the Council to facilitate the drafting of quality resolutions;*
4. *Overseeing the coordination and numbering of draft resolutions;*
5. *Working with the SG, ASG, and National Council Representative(s) to coordinate the Summit Session, including announcing awards;*
6. *Assuming ultimate responsibility for ensuring that all passed draft resolutions are submitted to the SG and ASG in the final, properly formatted version; and*
7. *Preparing well-researched Background Guides on each Agenda topic to be used as a resource by all participants (National University MAL Chairs only).*

In addition to the Chair, each Council may have three other officers: Vice Chair, Rapporteur, and Parliamentarian. These officers act in supporting roles to the Chair, continuing to represent a country and contribute to substantive debate while performing their duties.

Each of these officers is elected at the beginning of the first Council Session. The Chair will take nominations from among the delegates of the Council, first taking nominations and holding a vote for the Vice Chair, then the Rapporteur, then the Parliamentarian. Nominees will each be given time for a short speech, and will leave the room when the vote is taken. Each country may cast one vote, either by secret ballot or placard vote at the discretion of the Chair. If there is only one nominee for a particular position, the Chair may appoint that nominee without a vote. In the event that no candidate receives a simple majority for a position, a runoff vote shall be held between the top two vote-getters.

The **Vice Chair** assists the Chair in performing all duties at the Chair's discretion. All Councils must elect a Vice Chair. The Vice Chair will preside over the Council at the request of the Chair for a minimum of 30 minutes for practice, or permanently if the Chair is removed from office. The Vice Chair should join the Chair at the dais; if the Vice Chair has a debate partner, he or she should move adjacent to the dais. The Vice Chair works directly with the Chair and Assistant Secretary General to coordinate the editing of passed draft resolutions in advance of the Summit Session.

The **Rapporteur** provides administrative assistance to the Chair and Vice Chair. The Rapporteur's primary task is to maintain the speakers list. The Rapporteur also performs any other administrative tasks at the discretion of the Chair. Multiple delegates may share the duties of the Rapporteur by rotating the position at the discretion of the Chair.

The **Parliamentarian** advises the Chair, upon request, on matters of procedure and serves as a reference resource for other Council members who may have questions on parliamentary procedure. A Parliamentarian may be elected at the discretion of the Chair.

In addition to the above-mentioned roles, the **Head Delegate** is an unofficial position each team may select from amongst themselves. His or her responsibilities vary depending on the needs of the team, in some cases including roles normally filled by a Faculty Adviser if none is present. The Head Delegate may or may not participate as a delegate in a Council.

#### CONFERENCE SCHEDULE

Most Model Arab League conferences take place over two or three days. Individual conference schedules can be found on the MAL website. However, all conferences consist of the same basic elements.

**Registration** generally opens 30-60 minutes prior to the official start time of the conference. Teams should arrive early enough to receive registration packets and materials. This is also an excellent time to meet other delegates and begin to develop a rapport with fellow Council members. Some conferences may feature a briefing on parliamentary procedure during this time intended to assist new delegates and refresh returning delegates on the rules of debate.

**Opening Ceremonies** mark the official beginning of the conference. All delegates gather together to hear a guest speaker and announcements from conference organizers. The Secretary General then calls the meeting to order, meaning formal proceedings begin, and takes a roll-call of the present country delegations. At some conferences, elements of the Plenary Session (below) are integrated into the Opening Ceremonies.

**Plenary Session** refers to a special period before substantive debate begins in each Council when certain matters must be addressed. These matters include, in the following order, (a) introduction of the delegates, (b) elections of the Vice Chair, Rapporteur, and Parliamentarian, (c) Chair's Call to Order and roll-call, and (d) debating and making changes to the Agenda topics. Each Chair moderates Plenary Session in their respective Council room.

**Council Sessions** take up the vast majority of the conference. Each individual Council is tasked with debating the Agenda topics and passing draft resolutions addressing these issues. Council Sessions are broken into segments punctuated by meal times and breaks; the total number of Council Sessions depends on the length and schedule of each conference.

**Summit Session and the Awards Ceremony** conclude the conference. Again, all delegates gather together. The Secretary General moderates the Summit Session, taking final votes on each of the draft resolutions passed by the Councils. Awards are then presented.

Nearly every conference also features a luncheon or banquet for all participants, as well as a cultural component. A guest speaker may give a lecture during one of these events, rather than the Opening Ceremonies.

#### AWARDS AND RECOGNITION

The National Council recognizes outstanding performance in the program through awards, which are presented after resolutions are voted on in the Summit Session.

**Delegate Awards** are presented to the students who exhibit the highest degree of excellence in preparation, debate, caucusing, accurate country representation, teamwork, diplomatic leadership, and overall positive contribution to the work of their Council. Two types of awards are typically given, Outstanding Delegate Awards for the top performers and Honorable Mention Awards for those falling into a secondary tier of high performers. In some instances at larger conferences, other categories may be added at the discretion of the National Council representative and/or local coordinators.

Delegate Awards are determined through balloted peer evaluation, Chair evaluation, and at some conferences, third-party Judges. All participating delegates are eligible for awards, including observers. If a school has multiple country delegations present, those delegations should be considered as independent from each other. Two-person delegations receive the same award. The number of awards given varies at the discretion of the National Council Representative(s). Any student who violates the rules of award voting will be ineligible to receive any award and may be subject to additional disciplinary actions.

**Overall Delegation Awards** are issued to country teams for overall superior performance throughout the entire Model. These awards are based on the collective performance of a country delegation across all Councils. Two types of awards are given, Overall Outstanding Delegation Awards for top delegations, and Overall Honorable Mention Awards for those falling into a secondary tier of high performing delegations. Other award categories may be added at certain conferences at the discretion of the National Council representative and/or local coordinators. The number of awards given varies at the discretion of the National Council Representative(s).

**Chair Awards** are presented to the Chairs who manage their Councils efficiently and smoothly, have a strong grasp of the rules, and best facilitate the work of the delegates. All Chairs are eligible to receive these awards. Chair Awards are determined by a vote of the faculty advisers present at the conference, in consultation with the National Council Representative(s). At most conferences, one Outstanding Chair Award and one Honorable Mention Chair Award will be presented, but the number of awards given is at the discretion of the National Council Representative(s).

**The National Council Representative(s) shall count and record all votes cast and issue awards based solely on those tabulations. Certain unbreakable ties may alter the total number of awards given. All decisions in regard to awards are made at the sole discretion of the National Council. Any errors in printing will be corrected as soon as possible. Problems or concerns with awards will only be addressed with Faculty Advisors after the conclusion of the Summit Session.**

## **PART 3: NCUSAR POLICIES AND REGULATIONS**

### **PERSONAL BEHAVIOR**

The Model Arab League is a formal diplomatic simulation. All participants are expected to maintain the highest levels of decorum and professionalism during all conference-related events and activities. The National Council maintains the authority to eject violators of the behavior and professional conduct policies established herein.

The use of alcohol or illegal drugs at any official MAL event or activity is unacceptable. Conference attendees found in violation of this policy will be reported to their advisor or home institution, and ejected from the program without further warning. Smoking is only permitted only in designated areas. Illegal activity may be reported to local police.

The use of crude, offensive, derogatory, or abusive language will not be tolerated, whether within or without the context of delegate role-playing. The repercussions for such language will be at the discretion of the National Council Representative(s), including expulsion from the program. In the case of physical violence of any kind, local police will be contacted.

### **DRESS CODE**

While in session, all conference attendees must dress in professional attire appropriate for formal diplomatic discussions. For men, a dress shirt, tie, slacks, and jacket are appropriate. For women, dresses, suits, or slacks and blouses are acceptable. Revealing or immodest clothing, at the discretion of the National Council Representative(s), is not acceptable. Under no circumstances should jeans, t-shirts, tennis shoes, athletic wear, baseball caps, or shorts be worn during Plenary Session, Council Sessions, or Summit Session without the express permission of the conference organizers. Traditional dress from the region is also prohibited.

Dress code violations may result in temporary expulsion from a session, removal as an officer, or, if the problem persists, permanent expulsion from the conference. Under most circumstances, changing into appropriate attire grants a return to participation.

### **IN-CHARACTER ROLE-PLAYING**

When participating in a MAL conference, delegates role-play as diplomats from their assigned country. It is vital to the success of the program and the quality of participants' learning and leadership development experience that all delegates represent their countries as accurately as possible. Delegates should think in terms of their assigned countries' best interests and policy objectives, and thus avoid arguments based on personal beliefs and background. This is in order to maintain the highest levels of academic integrity at the conference, as well as to enhance the central learning objectives of the exercise.

If a delegate feels that one of his or her fellow delegates is not performing within these guidelines, and that the situation is interfering with the proper functioning of the proceedings, the delegate should speak with a National Council Representative. Alternatively, delegates may bring concerns to the attention of the Council Chair or his or her own Faculty Adviser, who should then inform the National Council Representative. The National Council Representative will address these concerns with the affected student's Faculty Adviser. It is the responsibility of Faculty Advisers to ensure their students are playing their character accurately. Under no circumstances should a delegate accuse another delegate of inaccurate

role-playing during formal proceedings, which would constitute a technical break in character on the part of the accuser.

The MAL functions first and foremost as a learning experience, and participants should always feel encouraged to contribute to the proceedings where possible. Delegates should not be afraid to ask questions of their Faculty Advisors, Chairs, and/or fellow delegates outside of formal debate. The best way to improve skills is through active participation.

### PRE-WRITTEN RESOLUTIONS

In the spirit of diplomacy and accuracy of role-playing, pre-written resolutions are prohibited. A pre-written resolution is defined as a complete working paper written by a single country delegation prior to the start of a conference which has been designed to pass in a Council vote without debate or revision.

A key goal of the MAL program is to develop strong leadership skills among its participants, including working collaboratively, making compromises, and negotiating to protect national interests. None of this is possible if the work of writing resolutions is done by individuals outside of the Council environment. Further, resolutions written by only one country will inherently not reflect the will of the body, but rather a single delegation, and thus break the cardinal rule of in-character role-playing described above.

Before attending a Model, all delegates are strongly encouraged to write position papers. A position paper is a short summary of a country's position on the Agenda topics, usually in paragraph format. The paper should mention the issue at hand, and lay out the country's opinions and policy objectives along with the delegate's proposed solutions. Keeping in mind the prohibition on pre-written resolutions and maintaining the spirit of debate, delegates are nonetheless invited to include sample clauses for potential resolutions. This might include language that reflects the interests of one country or enumerates a specific policy suggestion, but does not comprise a fully formed resolution.

### REGISTRATION AND COUNTRY ASSIGNMENTS

All teams should register using an easy online form found on the National Council's website. The form requires some basic contact information and team details, and includes country assignment preferences. In order to register for an upcoming conference a team must be up to date on its payments for previous conferences.

Teams will not be allowed to represent the same country in a four year period, barring ancillary circumstances. If a school wishes to represent multiple countries in the same year, the assigned countries will, ideally, be geographically, socio-economically, and ideologically varied. Some conferences have additional restrictions. Check with the National Council to find out more about the country assignment process at your conference.

### CRISIS SITUATIONS

Many Model Arab League conferences feature crisis simulations. The content and process of these scenarios vary widely. Crisis situations are intended to confront students with immediate challenges in order to simulate real-world diplomatic and geopolitical emergency situations, enhance the delegate experience, and enable delegates to develop problem-solving skills while under extreme pressure and time constraints.

# PART 4: MODEL ARAB LEAGUE RULES & PROCEDURES

## I. PRINCIPLES OF PARLIAMENTARY PROCEDURE

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The proceedings of the Model Arab League are governed by a set of rules, called parliamentary procedure. These rules of debate, contained herein, are a simplified version of the same used in many settings, from businesses to national and international lawmaking bodies, as well as other student programs like the Model United Nations. Model Arab League parliamentary procedure contains slight variances to reflect the unique circumstances and needs of the program.

Parliamentary procedure can be challenging for those unfamiliar with its practice. However, the system is designed logically in order to facilitate efficient debate and to protect the rights of all delegates. The rules both enhance the leadership development experience of all participants, and they accomplish a number of critical goals that desultory debate cannot:

1. *Guaranteed courtesy and justice*
2. *Majority rule*
3. *Minority right to be heard*
4. *Clear organizational structure with a collective goal*

### DECORUM

Parliamentary procedure dictates a level of professionalism and mutual respect between all participants, called decorum. Maintaining decorum is one of the critical skills gained through participation – learning to navigate potentially tense situations in a professional and courteous manner like any diplomat must. In a general sense, decorum constitutes avoiding disruptive behavior and maintaining respect for all delegates and officers. During formal debate, delegates must adopt the following standards of decorum:

1. *Never speak until recognized by the presiding officer, and stand to address the body;*
2. *Address the presiding officer respectfully as “Honorable Chair”, etc.;*
3. *Do not exceed the allotted speaking time after the Chair bangs the gavel;*
4. *Do not direct speeches at individual delegates, but rather to the whole Council;*
5. *Avoid using personal pronouns by referring to fellow delegates as “the delegate from \_\_\_\_\_” or “the previous speaker” and referring to your own delegation in the 3<sup>rd</sup> person; and,*
6. *Pass notes to communicate rather than talking aloud and refrain from moving about the room while another delegate is giving a speech;*
7. *Be punctual.*

Disciplinary actions, listed on Pages 29-30 of this Handbook, may be taken against delegates who do not treat their colleagues with civility and respect at all times.

### QUORUM

In order to ensure majority rule, Councils must maintain quorum to complete any *substantive* business. Quorum equals 1/2 of all initially-present countries. If the number of countries present in the room drops below quorum, for example if countries are working outside the council room, debate continues as usual although no substantive vote may be held. Procedural votes may be held, adjusting the majority to the number of present countries.

## II. PARLIAMENTARY PROCEDURE BASICS

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The ultimate goal of every Council is to pass **resolutions**, or statements describing actions the Council will take to address the Agenda topics. The following sections address parliamentary procedure by introducing successively more complicated concepts, with opportunities to practice major concepts interspersed.

### MOTIONS, SPEECHES, AND SPEAKERS LISTS

Resolutions begin their lives at the start of the conference. The first task of any delegate is to identify fellow delegates whose ideas and policy objectives match their own, as researched prior to the conference. This process begins as early as registration. Once in Council Sessions, groups of countries draft resolution language and bring it before the Council to be discussed, amended, and voted upon by the entire committee. This process is navigated by using **motions**, or procedural actions the Council may take.

If motions are the tools of debate, **speakers lists** are the building blocks. Formal debate always utilizes a speakers list, or the order in which delegates give speeches. The Chair moderates the debate, recognizing each country in turn. Countries may not appear on a speakers list twice, but may be added again after their speech concludes.

Between each speaker, the Chair gives delegates a chance to make motions by saying “*Are there any points or motions on the floor?*” At this time, delegates may raise their placards (card with country name on it), receive recognition from the Chair, and state a motion. Most motions require a **second**, i.e., a verbal endorsement by another delegate. Most also require a vote by the Council. If the vote on the motion fails, no action is taken and the next motion or next speaker on the list is heard. Some also require procedural speeches, described in the next section.

Res. III/C Speakers List

- Egypt
- Lebanon
- Qatar
- Somalia
- Morocco
- S. Arabia
- Iraq
- Lebanon
- Qatar

Delegate speeches have a time limit, typically between 30 seconds and 2 minutes. The Chair may bang the gavel when the speaking time has finished. If there is any time remaining at the end of a formal speech, the delegate must **yield** that time. There are three appropriate yields:

**Yield to the Chair** simply means that the remaining time is discarded and the Chair may recognize the next speaker. It is stated, “Egypt yields its remaining time to the Chair.”

**Yield to Points of Information** means that other delegates may ask the speaker questions for the remainder of his or her speaking time. It is stated, “Lebanon yields to points of information.” Delegates wishing to ask questions raise their placards, wait for recognition from the Chair, and ask a question not directed at the individual speaker. Only the speaker’s answers count against the speaking time, not questions. A question may be stated, “The Delegation of Sudan wishes to know whether the speaker has considered...” The Chair will ask the delegate if they wish to accept the question, at which time they may accept and begin answering, or may decline. Only answers to points of information will count in timekeeping.

**Yield to Another Country** means the remaining time is transferred to another delegate. A specific country must be named; the specified country may accept or reject the yielded time. It is stated, "Qatar yields its remaining time to \_\_\_\_\_." Yielded time may not be re-yielded.



## PRACTICE!

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Hold a miniature debate with your team. Select a Chair and a Rapporteur. Pick a topic – something simple like what are the best pizza toppings, or a topic everyone knows something about. Assign each person except the Chair an Arab League country. Assign countries to the numbered tasks in the script. Each country gets a placard (a paper with your country name, used to get the Chair's attention). Set a 45-second speaking time.

After the initial formation of the speakers list, delegates should send notes to the Rapporteur to be re-added to the end of the list. Make sure that speakers stand when they speak, never address other delegates directly, and do not speak before being recognized by the Chair.

- Step 1.** [Chair] *"We will now open a new speakers list. All those wishing to be added, please raise your placards."*
- Step 2.** All delegates raise placards; Chair calls out names; Rapporteur records in order.
- Step 3.** [Chair] *"The Chair recognizes (first country on list) to speak for 45 seconds."* Rapporteur deletes country from the list.
- Step 4.** [Del #1] Gives speech... *"[Del #1] yields to the Chair."*
- Step 5.** [Chair] *"Are there any points or motions on the floor? Seeing none, (next country on the list) has the floor for 45 seconds."*
- Step 6.** Repeat Steps 4 and 5. Continue to add speakers to the list.

Once several speeches have been given, practice different yields.

- Step 1.** [Chair] *"Are there any points or motions on the floor? Seeing none, (next country on the list) has the floor for 45 seconds."*
- Step 2.** [Del #2] Gives speech... *"[Del #2] yields to points of information."*
- Step 3.** [Chair] Stops time, *"Are there any points of information?"* [Del #3] raises placard. [Chair] *"To what point do you rise?"*
- Step 4.** [Del #3] Asks a question. [Chair] *"Thank you. [Del #2], you have \_\_ seconds to respond"* and restarts time; Repeat until speakers time expires.

Once all present have given a speech, practice a **Motion to Amend the Speaking Time**.

- Step 1.** [Chair] *"Are there any Points or Motions on the Floor?"*
- Step 2.** [Del #4] Raises placard. [Chair] *"To what point do you rise?"*
- Step 3.** [Del #4] *"[Del #4] moves to amend the speaking time to 90 seconds."*
- Step 4.** [Chair] *"That motion is in order. Do I hear a second?"*
- Step 5.** [Del #5] *"Second."*
- Step 6.** [Chair] *"We will now vote on amending the speaking time to 90 seconds. This requires a simple majority. All those in favor, please raise your placards."*
- Step 7.** Delegates in favor of the motion raise their placards; Chair records.
- Step 8.** [Chair] *"All those against, please raise your placards now."*
- Step 9.** Delegates against the motion raise their placards. All delegates must vote either yes or no because this is a procedural vote.

**Step 10.** This motion requires a majority to pass (50% +1). **[Chair]** Counts the vote, “*With a vote of \_\_\_ in favor and \_\_\_ against, this motion passes/fails.*” Bangs gavel once.

## PRINCIPLES OF PROCEDURAL ITEMS: MOTIONS

It is critical to understand the difference between procedural and substantive items.

1. **Substantive matters:** *relating to resolutions and amendments – votes on resolutions and amendments are substantive, and substantive speeches are those given via a speakers list.*
2. **Procedural matters:** *relating to motions – votes on motions are procedural, and certain motions require procedural speeches (in addition to seconds).*

**Procedural speeches** are required for certain motions, and are heard after a motion is seconded and before the vote. See Pages 35-39 for a full list of motions and how they work. These speeches ensure that the opposition is heard, thus speakers *against* the motion have the priority. The Chair first asks for speakers *against* the motion, taking up to two. The Chair then asks for speakers *for* the motion, taking only as many *for* as there are speakers *against*.

2 Speakers Against	–	0, 1, or 2 Speakers For
1 Speaker Against	–	0 or 1 Speaker For
0 Speakers Against	–	0 Speakers For

When giving a procedural speech, delegates must speak only to that procedural matter and its possible effects on the Council. Speeches addressing the merits of a resolution or amendment (i.e. substantive speeches) are out of order. No new motions or yielding are allowed during procedural speeches. The Chair recognizes speakers for 30 seconds each in the following order: *for – against – for – against*.

**Procedural votes** are taken for those motions requiring them, needing either a majority (<50%) or a supermajority ( $\geq 2/3$ ) to pass. Each country must vote on procedural matters with either a yes or no vote. All procedural votes are conducted as a placard count by the Chair. The *Practice!* section on Page 13 shows the way in which motions are dealt.

Several other principles dictate how motions are heard:

1. *Certain motions may interrupt the proceedings; that is, they are proposed when the Chair has not explicitly called for points or motions. These are limited to: the procedural points listed below, the Motion to Reconsider the Vote (see Page 27), and the Motion to Appeal the Decision of the Chair (see Page 29). Speaking time stops if a speaker is interrupted by one of these items, and restarts when the matter is resolved.*
2. *The Chair should allow multiple motions to be heard simultaneously. If multiple motions are proposed, the Chair will address each (1) by following the order of precedence, found on Page 33, and (2) in the order of most destructive to least destructive.*
3. *At any time before a motion is voted upon, the delegate proposing the motion may rescind it by verbally informing the Chair. The motion will then not be heard.*
4. *The Chair may rule dilatory any motion intended to delay the Council’s work or closely approximating a previous motion on which the Council has already rendered an opinion.*

## PROCEDURAL POINTS

There are three important tools delegates may use at any time, called **points**. Delegates raise their placards and call out a point. The Chair will recognize the delegate, who will then provide rationale for raising the point.

A **Point of Order** should be called if parliamentary procedure is used improperly, either by a delegate or the Chair. This point may interrupt a speaker if necessary; the Chair will not count this time against the interrupted speaker's time. This point should not be used for any purpose other than a breach in the rules of parliamentary procedure. After hearing the rationale, the Chair immediately states whether the rules were indeed breached. If the Chair is uncertain, the Parliamentarian may be tasked with checking the Handbook. The ultimate authority in any dispute over the rules is the National Council Representative(s).

A **Point of Personal Privilege** is used to bring the Chair's attention to physical distractions that impair the delegate's ability to participate in the proceedings. This point may interrupt a speaker. Examples include uncomfortable room temperature, noise inside or outside the Council room, the volume of a speaker, an obstructed view of the proceedings, etc. If it is within the power of the Chair, he or she will alleviate the distraction and move forward.

A **Point of Parliamentary Inquiry** may be called if any delegate needs an explanation of the current proceedings, or would like to ask a question pertaining specifically to parliamentary procedure. This point may interrupt a speaker. This point is never used to ask a substantive question or to ask a question directly to another delegate. This is an extremely helpful tool for delegates new to parliamentary procedure.

A **Point of Reconsideration** is used for the purpose of informing the Chair that the state raising the point wishes to change their vote, only after substantive votes. This point is to be used after a vote on a substantive document and before the committee moves on to other business. The Chair will record the change and announce if it affects the outcome of the vote. In the event that the Chair does not know the state's previous vote or is unsure about the new final outcome, they should take the vote a second time. The state using the point may vote "Yes", "No", "Abstain", or "No with Rights". It is not in order during a straw poll vote.

#### CONFERENCE AUTHORITY

In addition to those powers specified elsewhere, the presiding officer shall:

- 1. Interpret the rules of the Handbook where necessary;*
- 2. Declare the opening and closing of all sessions;*
- 3. Direct the discussion during the proceedings;*
- 4. Accord the right to speak;*
- 5. Set an initial speaking time and ensure all have equal opportunities to speak;*
- 6. Put business items to a vote and announce decisions;*
- 7. Have complete control of the proceedings and ensure the observance of parliamentary procedure; and*
- 8. Entertain motions or suggest certain actions intended to increase the productivity of the body at his or her discretion, particularly for bodies of less experienced delegates.*

In all matters, including disputation of the rules of procedure and other parliamentary procedure matters, the order of authority is as follows:

- 1. National Council Representative(s)*
- 2. Local Coordinator*
- 3. MAL Rules of Procedure (Handbook)*
- 4. Members of the Secretariat*

### III. PLENARY SESSION

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Councils begin with the Plenary Session, an opening period where the Chair facilitates a number of special procedures. The goal of the Plenary Session is to prepare the Council for the remainder of the conference and determine essential Council components.

#### BEFORE FORMAL PROCEEDINGS

At the scheduled start time, the Chair will bang the gavel and ask all delegates to take their seats, beginning the Plenary Session. First, the Chair allows delegates to introduce themselves informally. The Chair then facilitates the election of the Vice Chair, Rapporteur, and Parliamentarian (see Pages 6-7).

#### FORMAL PROCEEDINGS OF THE PLENARY SESSION

After elections, the Chair calls the meeting to order, beginning the official proceedings, activating the rules of parliamentary procedure. The Chair then takes roll call; all countries must respond by saying “*Present and Voting*” for member states, or “*Present*” for observers.

The next step in the Plenary Session is to approve the Agenda topics. Here, delegates have an opportunity to make substantive changes to the topics, after which the Agenda must be approved by the Council before debate may begin. This process begins with an automatic 5-minute suspension in the meeting for delegates to move about and find support for any changes they wish to make. The suspension may be extended only once for an additional 5 minutes, at the discretion of the Chair. For more on suspensions of the meeting, see Page 29.

After the suspension of the meeting concludes, the Chair calls the Council back to order and will ask for any relevant points or motions. This will be the only time delegates may use one of the following motions, so any proposed changes are best planned in advance.

A **Motion to Add, Delete, or Amend a Topic** allows delegates to change the language of the Agenda topics, add new topics, or delete existing topics. After the motion is stated and seconded, the changes must be submitted to the Chair in writing to be read aloud. If any changes are passed, they must be reported to the Secretary General immediately.

- ~ Stated: “*Iraq moves to amend Topic IV to read...*” or, “*Sudan moves to delete Topic II.*”
- ~ Second      ~ Speakers for and against      ~ Vote: majority (>50%)

A **Motion to Change a Topic’s Assignment** allows a Council to remove a topic from its Agenda and send it to another Council for consideration. If passed, the Secretary General must be informed immediately. The Secretary General will then inform the Council to which the topic is being sent, and that Council may accept or reject the topic by a majority vote, as the last topic on its Agenda.

- ~ Stated: “*Oman moves to change Topic III’s assignment to the Joint Defense Council.*”
- ~ Second      ~ Speakers for and against      ~ Vote: majority (>50%)

At any point during this period, delegates satisfied with the Agenda may make a **Motion to Adopt the Agenda**. If no changes are proposed, this motion is made immediately. After this motion passes, no substantive changes may be made to the Agenda for the remainder of the conference. The passage of this motion marks the end of the Plenary Session.

- ~ Stated: “*The delegation of Saudi Arabia moves to adopt the Agenda.*”
- ~ Second      ~ Vote: majority (>50%)

Using an alternative format, some conferences hold Plenary Session in conjunction with the Opening Ceremonies. The Secretary General, in this case, presides over the process of adopting the Agenda. The first Council Session then begins with introductions, elections, Call to Order and roll call, and the opening of the first speakers list, the General Speakers List.



## PRACTICE!

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Hold a practice Plenary Session. Select a Chair and assign each person an Arab League country. Choose one of the Councils and find its Agenda on the MAL website. Remember, the wording of topics can be very important. For example, a topic like “Increasing cooperation through initiatives X, Y, and Z” is significantly broadened by rewording it to read “Increasing cooperation through initiatives *including but not limited to* X, Y, and Z.” Skip introductions and elections to begin with the Call to Order.

- Step 1.** [Chair] “*The Chair calls this meeting to order,*” bangs the gavel once. Chair takes roll call by calling out all 22 Arab League members. Each present country responds, “*Present and Voting.*”
- Step 2.** [Chair] “*We will now move directly into a 5-minute suspension of the meeting in order to discuss changes to the Agenda.*”
- Step 3.** Form small groups to write out possible changes to the Agenda for several minutes. For the sake of the exercise, assign tasks to each group: creating a new topic, removing a topic, amending a topic, or changing a topic’s assignment. Assign delegates to the numbered tasks in the script below.
- Step 4.** [Chair] “*The meeting is now back in order. Are there any points or motions on the floor?*”
- Step 5.** [Del #1] Raises placard, wait for Chair recognition, “[Del #1] *moves to delete Topic I.*”
- Step 6.** [Chair] “*That is in order. Do I hear a second?*” [Del #2] “*Second.*”
- Step 7.** [Chair] “*We will now hear speakers against and for this motion. Are there any speakers against?*” [Del #3] raises placard. [Del #4] raises placard. [Chair] “*And speakers for?*” [Del #1] raises placard. [Del #2] raises placard.
- Step 8.** [Chair] “[Del #1], *you have 30 seconds.*” [Del #1] gives speech in favor. Repeat for [Del #3] (against), [Del #2] (for), and [Del #4] (against). Notice how procedural speeches are staggered, with an ‘against’ going last.
- Step 9.** [Chair] “*Thank you, delegates. We will now take a vote to delete Topic I. This requires a simple majority to pass. All those in favor, raise your placards... All those opposed... With a vote of \_\_\_ in favor and \_\_\_ opposed, this motion passes/fails.*”
- Step 10.** [Chair] “*Are there any other points or motions on the floor?*” Allow other delegates to propose changes by repeating Steps 5-9.

After practicing amending the Agenda, practice moving to Motion to Adopt the Agenda.

- Step 1.** [Chair] “*Are there any other points or motions on the floor?*”
- Step 2.** [Del #5] Raises placard, is recognized, “[Del #5] *moves to adopt the Agenda.*”
- Step 3.** [Chair] “*That is in order. Do I hear a second?*” [Del #6] “*Second.*”
- Step 4.** [Chair] “*We will now vote to adopt the Agenda as it stands. This requires a simple majority to pass. All those in favor, raise your placards... All those opposed... With a vote of \_\_\_ in favor and \_\_\_ opposed, this motion passes/fails.*”
- Step 5.** If this vote passes, [Chair] “*The Plenary Session has now ended.*”

## IV. COUNCIL SESSIONS

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After the Plenary Session ends with the passage of a Motion to Adopt the Agenda, the Council begins the bulk of its efforts: writing, debating, and passing resolutions. It is important to note that the direction and actions of the Council are entirely dependent on the will of the delegates present, with the guidance of the Chair. The rules exist to guide the debate in productive ways, but flexibility is built-in to ensure the will of the body is followed. Delegates can utilize and manipulate the rules in order to accomplish a vast range of objectives.

### MANAGING SPEAKERS LISTS: THE FLOW OF DEBATE

The first step to navigating the parliamentary procedure of Council Sessions is to understand the flow of debate. This can be conceptualized as a series of speakers lists, each with a specific purpose, ranging from more broad in scope to more specific. There are four “levels” of speakers lists: General, Topic, Resolution, and Amendment. It is possible, though rare, to create more specific speakers lists, such as one to debate a specific line of a draft resolution.

The **General Speakers List** is what the Council uses immediately following the closure of the Plenary Session. The Chair will facilitate its creation – all delegates should be added because it will be utilized throughout the conference. Its primary purpose is to agree on the order in which the Agenda topics will be discussed. No resolutions may be introduced at this time.

A **Motion to Set the Order of the Agenda** must be passed before the Council can move on to discussing the topics. This motion allows the Council to prioritize the topics it wishes to discuss. In many cases, the motion will keep the original order of the Agenda (1-2-3-4).

~ Stated: “*Somalia moves to set the order of the agenda as 1-3-4-2.*”

~ Second ~ Vote: majority (>50%)

If the order of the Agenda is changed from its original 1-2-3-4, it is important to continue to refer to the topics by their original numbering, rather than re-number them, to avoid confusion. At any point after a Motion to Set the Order of the Agenda passes, the Agenda may be re-ordered by using a **Motion to Change the Order of the Agenda**.

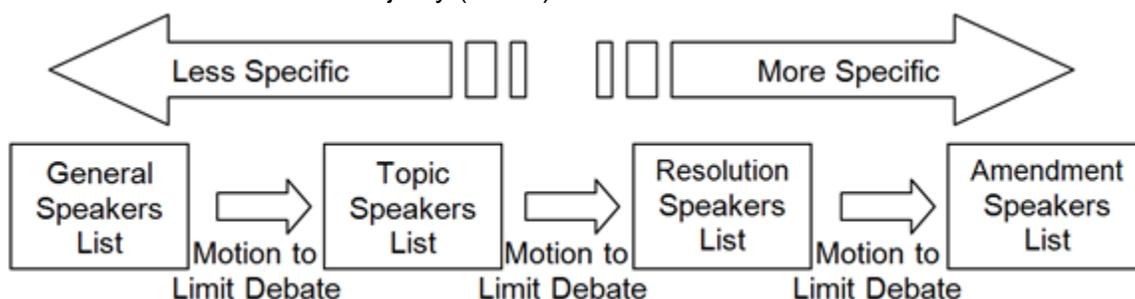
~ Second ~ Speakers for and against ~ Vote: supermajority ( $\geq 2/3$ )

After the order of the Agenda has been set, the Council moves on to debating the substantive issues of the topics, resolutions, and amendments. To accomplish this, the Council systematically narrows and broadens the scope of debate.

A **Motion to Limit Debate** narrows the scope of debate to a more specific business item. This motion sets aside the current speakers list (but does not delete it), and opens a new speakers list with a narrower scope. Debate may again be limited several times, creating “threads” of debate linking ever more specific items connected at the top by the General Speakers List.

~ Stated, “*The Hashemite Kingdom of Jordan moves to limit debate to Topic 1.*”

~ Second ~ Vote: majority (>50%)



A **Motion to Expand Debate** broadens the scope of the debate to a more general business item, returning to the previous speakers list. No *substantive* vote is taken; if passed, this motion essentially tables the item being discussed. The speakers list is not deleted, but is saved so the Council can go back and debate that item in the future.

~ Stated, *“The delegation of Yemen moves to expand debate.”*

~ Second ~ Speakers for and against ~ Vote: majority (>50%)

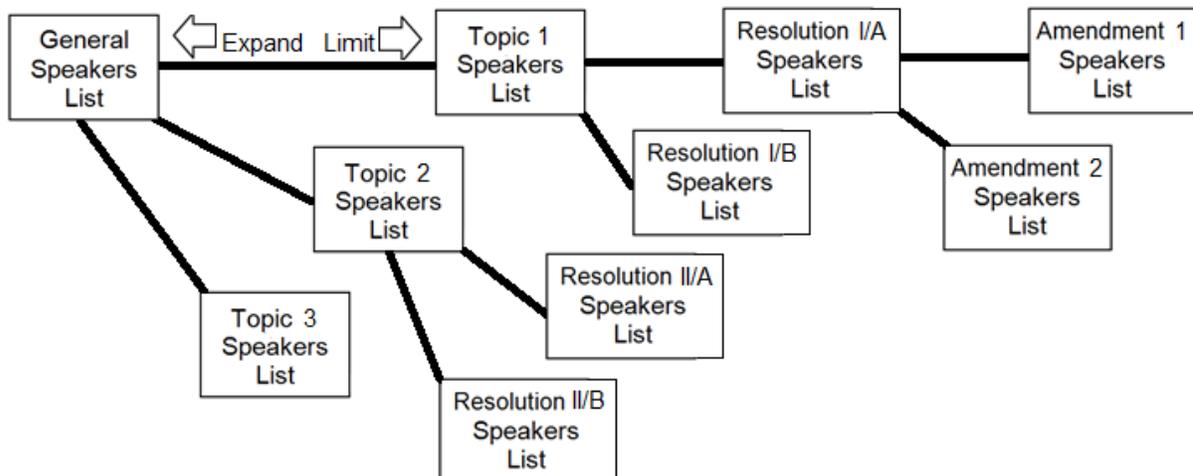
The Council can create almost unlimited numbers of speakers lists, moving up the “thread” to more general items by expanding debate and down the “thread” to more specific items by limiting debate. Navigating this process is essential to understanding parliamentary procedure.



## PRACTICE!

Practice limiting and expanding debate using the sample speakers list chart below. Select a Chair and assign each person an Arab League country. Use a dry-erase/chalk board or large sheets of paper to display the speakers lists, creating new ones when limiting debate and saving old ones when expanding debate. Remember that steps cannot be skipped, for example the Council may not limit debate directly from a Topic to an Amendment – it must limit debate to a Resolution in between.

Start by creating a General Speakers List. Then navigate to the Amendment 1 Speakers List. Then navigate to the Resolution II/A Speakers List.



- Step 1.** [Chair] *“We will now open the General Speakers List. All those wishing to be added, please raise your placards.”*
- Step 2.** [All Delegates] Raise placards; [Chair] calls out names; [Rapporteur] records names.
- Step 3.** [Chair] *“Are there any points or motions on the floor?”*
- Step 4.** [Del #1] Raise placard, is recognized by the Chair, and say, *“[Del #1] moves to limit debate to Topic 1.”*
- Step 5.** [Chair] *“That is in order. Is there a second?”* [Del #2] *“Second.”*
- Step 6.** [Chair] Take vote, *“With a vote of \_\_\_ in favor and \_\_\_ against, this motion passes. We will now open a Topic 1 Speakers List.”*
- Step 7.** Repeat Steps 1-6 to arrive at the Amendment 1 Speakers List.
- Step 8.** Use Motions to Expand Debate to return to the General Speakers List, and then limit debate to arrive at a Resolution II/A Speakers List.

## INTRODUCING DRAFT RESOLUTIONS

Navigating speakers lists is critical; however, it is the creating and passing of resolutions that should be the true focus of the Council. As stated, delegates often begin drafting resolutions as early as the start of the conference – details on the format and content of resolutions are covered below on Pages 22-24. Here describes how to bring a drafted resolution before the body for consideration.

A **Motion to Introduce a Draft Resolution** brings a working paper before the Council to be discussed, amended, and eventually voted upon. The full process is described here.

STEP	EXPLANATION
1. Draft a Resolution	Like-minded countries co-author a resolution; all authors are called Sponsors.
2. Build Support	Convince other countries to become Signatories, i.e. countries that support your resolution <i>generally</i> and are not Sponsors, until ¼ of all present delegates are either Sponsors or Signatories, with a minimum of three combined.
3. Chair Approval	The Chair must approve the formatting of all drafts, confirm the correct number of Sponsors and Signatories, and give it a designation (I/A, I/B, II/A...). The Chair will inform the Sponsors when the draft has been approved.
4. Introduction of the Draft Resolution	<p>“<i>Morocco moves to introduce Draft Resolution x/x before the Chair.</i>” Requires only a second.</p> <p>Introduce the draft only while discussing the topic it addresses. After the motion passes, distribute copies (paper or digital) to all countries; the draft may now be discussed by all delegates using the current speakers list.</p>
5. Chair Verification	Chair verifies that all countries have access to a copy of the draft language, and verbally confirms each of the Sponsors and Signatories.
6. Read the Operative Clauses	The Chair directs the Sponsors to stand and read the operative clauses of the draft before continuing with the speakers list.
7. Limit Debate	<p>“<i>Tunisia moves to limit debate to Draft Res. x/x.</i>” Requires second, majority vote</p> <p>In most cases, it is in the Sponsors’ interest to limit debate to their draft resolution immediately or very soon after it is introduced, as to exclude competing drafts.</p>
8. Sponsors’ Rights	After debate has successfully been limited, the Chair will recognize the Sponsors for 3-5 minutes, called Sponsors’ Rights, during which the Sponsors may discuss the resolution at length and/or yield to points of information.
9. New Speakers List	After Sponsors’ Rights conclude, the Chair will begin a new speakers list for the Draft Resolution, and the debate will continue.

Multiple resolutions may be introduced at the same time by phrasing the motion “*Bahrain moves to introduce all draft language before the Chair.*” All these items may be discussed until debate is limited to just one. It is important to be active, as competition to introduce and limit debate to a particular resolution can be high.

**Sponsors** are the primary authors of a draft resolution, listed at the top of the document. After a draft resolution is introduced, Sponsors may remove themselves by sending a written request to the Chair. Only one Sponsor is necessary to keep a draft resolution on the floor. No new Sponsors may be added after introduction unless all other Sponsors have withdrawn. If all Sponsors withdraw, the Chair will ask if any other country wishes to assume sponsorship. All those wishing to do so may become Sponsors at that time. If no one wishes to become a Sponsor at that time, the draft resolution fails by default and is taken off the floor permanently.

**Signatories** are countries that agree generally with a draft resolution, or find it valuable enough to debate, but are not primary authors. Signatories are not required in order to keep a draft resolution on the floor, and may request to be removed by written request to the Chair. They are listed at the bottom of the document.

## AMENDING DRAFT RESOLUTIONS

After a draft resolution has been introduced, it may only be altered by amendments. The process is strikingly similar to that of a draft resolution, with several small differences. Delegates must write proposed changes on an Amendment Form – details on the format and content of amendments are found on Page 25.

A **Motion to Introduce an Amendment** brings an amendment to the floor for discussion. Amendments must have Sponsors totaling at least 1/8 of the countries present, with a minimum of two. Amendments may only modify operative clauses. The Chair must approve all amendments, verifying the correct number of Sponsors, ensuring the amendment makes sense, and assigning it a designation. This motion requires only a second to pass.

After an amendment is introduced, the Chair will verify whether it is friendly or unfriendly. A **Friendly Amendment** is one which is agreed to by all the draft resolution's Sponsors. The Chair will read the amendment aloud, and then ask each Sponsor if they agree to it. If all Sponsors agree, the change is immediately made to the draft resolution without a vote. If one or more Sponsors disagree, then it is deemed an **Unfriendly Amendment** and it remains on the floor for discussion and an eventual substantive vote. If the Council so desires, debate may be limited to an individual amendment, though often Councils do not find it necessary.



### PRACTICE!

Practice introducing and amending a draft resolution. Select a Chair, a Vice Chair, and assign each person an Arab League country. Use the sample draft resolution (Page 23) and the sample amendment (Page 25), or create your own.

- Step 1.** Assume a Motion to Limit Debate to a Topic has just passed. Have the Chair create a new speakers list for the topic.
- Step 2.** **[Chair]** *"I have before me Draft Resolution PA I/A, which has the correct number of Sponsors and Signatories, and the formatting is approved. Are there any points or motions at this time?"*
- Step 3.** **[Del #1]** Raise placard, is recognized by the Chair, and says, *"[Del #1] moves to introduce the draft resolution before the Chair."*
- Step 4.** **[Chair]** *"That is in order. Do I hear a second?"* **[Del #2]** *"Second."*
- Step 6.** **[Chair]** *"Seeing a second, Draft Resolution PA I/A is now introduced."*
- Step 7.** *"[Del #3] moves to limit debate to Draft Res. PA I/A."* **[Del #4]** *"Second."*
- Step 8.** **[Chair]** *"That is in order, and with a second, we will take a vote."* Chair conducts vote and announces results (pass). Open new speakers list for PA I/A. **[Chair]** *"Are there any points or motions on the floor?"*
- Step 8.** *"[Del #5] moves to introduce Amendment 3."* **[Del #6]** *"Second."*
- Step 9.** **[Chair]** *"Amendment 3 is approved by the Chair, and has been introduced. The Sponsors will now determine if the amendment is friendly."*
- Step 9.** **[Chair]** Ask each Sponsor if they agree. Friendly if all agree; unfriendly if dissent.

## CONTENT AND FORM OF RESOLUTIONS

A draft resolution should reflect the sponsoring countries' positions and interests as determined by delegates' research. It should demonstrate a familiarity with the topic by citing relevant background and previous actions – sources must be cited properly. Plagiarism is taken very seriously at the Model Arab League and can result in disciplinary actions. If a draft resolution is in conflict with, or considerably resembles, a previously adopted draft resolution, the Chair shall rule it out of order when it is introduced.

Draft resolutions should be concise, every clause having a purpose, and must follow the correct formatting and grammar rules contained herein. Draft resolutions are unique grammatically – they function as one long sentence, organized into a standard format.

The **Preamble** of a draft resolution describes the problem, recalls past actions relating to it, and explains the rationale behind the actions the draft resolution proposes. The preamble does not prescribe action. It may not be amended after the draft resolution has been introduced, so delegates should take special precaution when drafting it. Preambulatory clauses consist of declarative statements beginning with words or phrases, such as:

<i>Acknowledging</i>	<i>Confident</i>	<i>Keeping in mind</i>	<i>Respecting</i>
<i>Alarmed</i>	<i>Conscious of</i>	<i>Noting</i>	<i>Seeking</i>
<i>Angered</i>	<i>Considering</i>	<i>Observing</i>	<i>Stressing</i>
<i>Appalled</i>	<i>Convinced of</i>	<i>Prompted by</i>	<i>Understanding</i>
<i>Aware</i>	<i>Disturbed by</i>	<i>Realizing</i>	<i>Valuing</i>
<i>Bearing in mind</i>	<i>Emphasizing</i>	<i>Recalling</i>	<i>Viewing</i>
<i>Believing</i>	<i>Expressing</i>	<i>Recognizing</i>	
<i>Concerned</i>	<i>Having adopted</i>	<i>Reiterating</i>	

If using the same declarative word more than once, qualitative words such as “further” or “also” may be used. For emphasis, you can add adverbs or phrases: “Deeply disturbed,” “Noting with deep concern,” etc.

“**Be it hereby resolved that the League of Arab States:**” appears in bold following the Preamble, signifying that the following clauses are actions that will be taken by the League.

**Operative clauses** make up the latter part of the draft resolution. They are action statements expressing how the Council will address the issue as described in the topic and Preamble. Operative clauses may be modified using amendments during the debate process. Operative clauses begin with action words or phrases, such as:

<i>Accepts</i>	<i>Calls for</i>	<i>Decreases</i>	<i>Expands</i>	<i>Opens</i>	<i>Requests</i>
<i>Addresses</i>	<i>Calls upon</i>	<i>Deems</i>	<i>Expresses</i>	<i>Praises</i>	<i>Separates</i>
<i>Adheres</i>	<i>Chooses</i>	<i>Defines</i>	<i>Gives</i>	<i>Proclaims</i>	<i>States</i>
<i>Advocates</i>	<i>Condemns</i>	<i>Demands</i>	<i>Guarantees</i>	<i>Proposes</i>	<i>Suggests</i>
<i>Affirms</i>	<i>Congratulates</i>	<i>Denies</i>	<i>Hopes</i>	<i>Provides</i>	<i>Supports</i>
<i>Agrees</i>	<i>Considers</i>	<i>Designates</i>	<i>Improves</i>	<i>Reaffirms</i>	<i>Trusts</i>
<i>Approves</i>	<i>Constructs</i>	<i>Deplores</i>	<i>Increases</i>	<i>Recognizes</i>	<i>Urges</i>
<i>Asks</i>	<i>Continues</i>	<i>Encourages</i>	<i>Insists</i>	<i>Recommends</i>	<i>Venerates</i>
<i>Asserts</i>	<i>Creates</i>	<i>Endorses</i>	<i>Insures</i>	<i>Regrets</i>	

As in Preamble, adverbs such as “Strongly” or “Vehemently” may be added for emphasis.

The following is a sample of a complete draft resolution. A checklist for draft resolution formatting can be found on Page 40. The next Page is a blank draft resolution which can be easily copied/pasted to another document as a format template.

Throughout  
 \*\* Times New Roman  
 \*\* 12 pt. font  
 \*\* 1" margins

JD: Joint Defense Council  
 PA: Council on Palestinian Affairs  
 PO: Council on Political Affairs  
 SA: Council of Arab Social Affairs Ministers  
 EN: Council of Arab Environmental Affairs Ministers  
 EC: Council of Arab Economic Affairs Ministers  
 HS: Summit of Arab Heads of State  
 SC: Special Council (*changes annually*)

DRAFT RESOLUTION

RESOLUTION: PA I/A  
 COUNCIL: Council on Palestinian Affairs  
 TOPIC: Discussing foreign direct investment in the Palestinian economy  
 SPONSORS: Tunisia, Qatar

**Concerned** with the lack of long-term aid given to our Palestinian brothers,  
**Recognizing** that Palestine's fragile infrastructure weakens its ability to support itself,  
**Noting** that it is imperative to Palestine's future and to Palestinians that aid be given immediately, and  
**Deeply disturbed** by the number of unskilled and unemployed workers in Palestine,

**Be it hereby resolved that the League of Arab States:**

1. **Establishes** the Foundation for Economic Long Term Aid (FELTA);
2. **Proposes** that FELTA be comprised of seven members,
  - a. Six to be appointed by the Assistant Secretary General for Palestinian Affairs,
    - i. Three Palestinians,
    - ii. Three from other countries,
  - b. One member to be appointed by the Al-Quds Fund;
3. **Encourages** FELTA and the Palestinian government to work together and compile a list of objectives which the aid will be used to achieve;
4. **Requests** that FELTA present that list to the Arab League Secretariat with complete updates every six months;
5. **Suggests** that FELTA and the Palestinian government work together to direct all aid given by Arab states;
6. **Calls upon** the Secretary General to appoint the six members of FELTA by May 1, 2001 in order for FELTA to have its first meeting by July 1, 2001; and
7. **Strongly urges** Arab states to give monetary aid or laborers to help build roads, factories, pipelines, and communications posts in Palestine.

Signatories: Egypt, Saudi Arabia

**Heading Labels**  
 - All caps, colons after each, tabs

**Preamble**  
 - First word bold and underlined  
 - Comma after each, "and" after second-to-last

**"Be it hereby..."**

**Operative Clauses**  
 - Number clauses  
 - First word bold and underlined  
 - 1/2 inch tabs  
 - Semi-colons after clauses, "and" after second-to-last  
 - Period at end

**Signatories**

Topic number as originally listed on the Agenda

Letter designation given by the Chair

Full name of the Council

Topic as it appears in the Agenda, verbatim, unless changed during Plenary Session

Sponsors

Comma

"and" after second-to-last preambulatory clause

Action phrase

Colon

Sub-clauses may be added if necessary by using 1/2 inch tabs, commas between

Semi-colon

"and" after second-to-last operative clause

Period

1/2 inch tab

DRAFT RESOLUTION

RESOLUTION: \_\_\_\_\_ / \_\_\_\_\_  
COUNCIL: \_\_\_\_\_  
TOPIC: \_\_\_\_\_  
SPONSORS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and

\_\_\_\_\_

**Be it hereby resolved that the League of Arab States:**

1. \_\_\_\_\_ ;

2. \_\_\_\_\_ ;

3. \_\_\_\_\_ ;

4. \_\_\_\_\_ ,  
a. \_\_\_\_\_ ,  
b. \_\_\_\_\_ ,  
    i. \_\_\_\_\_ ,  
    ii. \_\_\_\_\_ ,  
c. \_\_\_\_\_ ;

5. \_\_\_\_\_ ;

and

6. \_\_\_\_\_ .

Signatories: Egypt, Saudi Arabia

## CONTENT AND FORM OF AMENDMENTS

Amendments must be written clearly and legibly on an official Amendment Form, which can be obtained from the Chair at any time. After an amendment is drafted, gains 1/8 of the present countries as Sponsors (minimum two) and is approved and numbered by the Chair, it may be introduced. The Chair will then determine whether it is friendly or unfriendly. See Page 21 for more information on this process.

The following is a sample of a proper amendment. Note that delegates need to fill out only the 'Draft Resolution #,' 'Amendment Sponsors,' and the amendment language. The Chair designates the 'Amendment #' and the friendly/unfriendly status after it is determined.

**National Council on US-Arab Relations**

### AMENDMENT FORM

**Draft Resolution #:** PA I/A

**Amendment Sponsor(s):** Algeria, Iraq, Comoros, Tunisia, Qatar, Egypt

**Amendment #:** 3

**Friendly / Unfriendly**

**Amendment:**

- Strike operative clause 4
- Insert new operative clause 4, "Requires FELTA and all Arab League members to update the League Secretariat monthly on their activities."

Designation of draft resolution being amended, same as the RESOLUTION line on top of draft

Filled out by the Chair

Sponsors

State the changes being proposed as clearly as possible

## RESOLUTION FORMAT FOR SUMMIT SESSION

Successful, passed resolutions submitted to the Secretariat to be included in the Summit Session should not include the words "DRAFT RESOLUTION" at the top, nor should it list the Sponsors or Signatories. These lines should simply be deleted.

The Vice Chair is responsible for verifying that all amendments are correctly recorded. If the final draft resolution presented in the Summit Session omits successful amendments or includes erroneous amendments, that draft resolution will be thrown out immediately by the Secretary General upon proof that the submitted draft is incorrect. Resolutions that are thrown out for this reason may not be reintroduced, even if they are corrected.

## INITIATING SUBSTANTIVE VOTING

The previous sections have covered the processes of navigating speakers lists, as well as creating, introducing, and amending draft resolutions within the framework of speakers lists. The final step in the life of a draft resolution is voting upon it. This critical stage generally takes place after a draft resolution has been debated and amended sufficiently to where it has enough support to pass a majority vote. Alternatively, a draft resolution's opponents may initiate a vote if they believe the vote will fail. While this is sometimes necessary, it is less desirable and less fitting with the spirit and goals of the conference.

There are three ways to initiate a vote. It is important to note that debate may or may not be limited to an item on which a vote is being held – understanding how the speakers lists are affected by votes is critical.

A **Motion to Close Debate** permanently ends debate on a topic, draft resolution, or unfriendly amendment, and initiates voting procedure on that item as well as any subsidiary items.

~ Stated, "*The Delegation of Algeria moves to close debate on Draft Resolution x/x.*"

~ Second ~ Speakers for and against ~ Vote: supermajority ( $\geq 2/3$ )

Debate may not be closed on items broader in scope than the item being discussed currently. For example, if debate is limited to a resolution, a Motion to Close Debate on a topic is not in order. If passed, a Motion to Close Debate also initiates substantive votes on all subsidiary items. Closure of debate is permanent, so the speakers list for that item may be discarded, as well as any speakers lists for subsidiary items voted upon.

A **Motion to Close the Speakers List** mimics exactly a Motion to Close Debate, with the exception that it allows countries already on the speakers list to speak before moving directly into a vote. No new speakers may be added. This motion is out of order if made during the initial establishment of a speakers list.

~ Stated, "*The Libyan Delegation moves to close the current speakers list.*"

~ Second ~ Vote: majority (>50%)

This motion is considered a softer alternative to a Motion to Close Debate, although it is easily reversible with a **Motion to Re-Open the Speakers List**. This motion is in order any time before the last country on the speakers list begins speaking.

~ Stated, "*Comoros moves to re-open the current speakers list.*"

~ Second ~ Vote: majority (>50%)

The third and final way to initiate a substantive vote is to simply allow the speakers list to expire. If no country wishes to be added to the speakers list after it is exhausted, debate is closed and the Council moved directly into a vote. This is why it is particularly important to maintain the General Speakers List and topic speakers lists.

## VOTING PROCEDURES

After debate has been closed via one of the three above-mentioned methods, the Council moves into Voting Procedures. At this time, the Council room doors should be closed, no one is allowed in or out of the room, and all conversations and note passing must stop. Faculty and official observers may be present during Voting Procedures but are asked not to enter or exit the room until voting is complete. Delegates not officially registered in that Council, including head delegates, will be asked to leave at the commencement of Voting Procedures.

After securing the room, the Chair will ask for points or motions. This is a unique time as only specific motions are in order during Voting Procedures, in addition to procedural points. If none of these special motions are made, the Chair will conduct the vote as a placard vote.

A placard vote is conducted in the same way as a procedural vote, although countries may vote "Abstain" in addition to "Yes" and "No." All countries must vote. Each member state has one vote, but observers generally do not participate in substantive votes. Substantive votes require a majority (>50%) to pass. Placard voting is considered the default method of voting, always to be used unless one of the following motions is made.

A **Motion to Vote by Roll-Call** allows each country to vote individually. The Chair will begin at a random place on the roster, and following alphabetical order ask each country how they vote.

~ Stated, "*The State of Palestine moves to vote by roll-call.*"

~ Multiple Seconds

Voting by roll-call allows countries to vote "Yes," "No," "Abstain," "Pass," or "No with Rights." Delegates who vote "Pass" will be called upon again after the roster has been exhausted, at which time they must vote "Yes," "No," or "Abstain." Delegates who vote "No with Rights" will be given 30 seconds to explain their vote after the result is announced by the Chair. The Chair will call any delegate using "No with Rights" for any other reason, including rehashing previous arguments, out of order. If the substantive vote fails, "No with Rights" will not be recognized.

A **Motion to Adopt by Consent** is a time-saving measure which may be used if the vote is expected to be unanimous. This is the only motion that requires neither seconds, procedural speeches, nor a procedural vote.

~ Stated, "*The United Arab Emirates moves to adopt Amendment x by consent.*"

If this motion is made, the Chair will bang the gavel and say "Without Objection" three times. Any delegate who wishes to vote "No" should state loudly "Object," in which case the Chair will conduct a vote. Abstentions should not be grounds for objections. If no delegate objects, the item is automatically passed. Objections are considered procedural, thus Observers may object.

A **Motion to Divide the Question** allows the Council to vote on pieces of a draft resolution separately. The delegate making this motion must specify which pieces are to be voted upon separately, each piece being at least one full clause.

~ Stated, "*Qatar moves to divide the question to vote on Operative Clause 3 separately.*"

~ Second      ~ Speakers for and against      ~ Vote: majority (50%+1)

The nature of this motion makes it a somewhat confusing voting process. The Chair will first conduct a procedural vote on whether to divide the question; a "yes" vote being in favor of voting on sections of the resolution separately as specified by the Motion; a "no" vote signifies the delegate would like to proceed with a single vote on the entire resolution. If this procedural vote passes, the Chair will then conduct a substantive vote on each section of the resolution as specified in the motion. The Chair will then conduct a final substantive vote on the whole resolution as it stands after the previous votes.

After the substantive vote is complete, the Chair will announce the results. Applause is in order only if the item passes. Immediately following the vote before moving on to other business, a delegate may use a **Motion to Reconsider the Vote** if he or she believes a hasty decision has been made.

~ Stated, "*Lebanon moves to reconsider the vote on the previous draft resolution.*"

~ Second      ~ Speakers for and against      ~ Vote: majority (50%+1)

If this motion passes, a re-vote will be taken. If a Motion to Reconsider the Vote is not forthcoming, the item may no longer be reconsidered during Council Sessions. If the motion passes, the previous vote is nullified and the Chair will re-move into voting procedures. This motion is to be used if a delegate believes the committee voted in error, misunderstood the vote, or there is an issue with parliamentary procedure surrounding the vote.



## PRACTICE!

Practice closing debate and conducting voting procedures on a draft resolution. To prepare, you may choose to practice drafting your own resolution using the template on Page 24, or use an imaginary draft resolution. Create an unfriendly amendment, as well. Select a Chair, and assign all other individuals to represent an Arab League country. Assign a country to each/several of the numbered actions in the script below.

Try using Points of Order and Points of Parliamentary Inquiry during this simulation, rather than breaking character to correct misuse of the rules or to ask procedural questions. Before you start, set up a speakers list for your chosen draft resolution.\*\*

- Step 1.** [Chair] *“Are there any points or motions on the floor?”*
- Step 2.** [Del #1] Raises placard, wait for Chair recognition, *“[Del #1] moves to close debate on Draft Resolution x/x.”* [Del #2] *“Second.”*
- Step 3.** [Chair] *“That is in order. This requires procedural speeches. Do I hear speakers against?”* [Del #3] and [Del #4] raise placards. *“Seeing two against, I can take two for.”* [Del #1] raise placard for in-favor speech.
- Step 4.** [Chair] *“Thank you delegates. [Del #3], you have 30 seconds.”* [Del #3] speaks. Repeat for [Del #1], then [Del #4].
- Step 5.** [Chair] *“We will now move directly into a vote. All those in favor... all those opposed... With a vote of \_\_\_ in favor and \_\_\_ opposed, this motion passes and debate is closed.”*
- Step 6.** [Chair] *“We must now vote on the unfriendly amendment. Are there any points or motions on the floor at this time?”*
- Step 7.** [Del #5] Raises placard, Chair recognizes, *“[Del #5] moves to vote by consent.”*
- Step 8.** [Chair] *“That is in order. Without objection... without objection...”*
- Step 9.** [Del #6] *“Objection.”* [Chair] *“Thank you, delegate. Are there any other points or motions on the floor?”*
- Step 10.** [Del #7] Raises placard, Chair recognizes, *“[Del #7] moves to vote by roll call.”*
- Step 11.** [Chair] *“That is in order. This motion requires multiple seconds.”*
- Step 12.** [Del #6] and [Del #8] *“Second.”*
- Step 13.** [Chair] Ask delegate their votes in order, using alphabetical roster. Have at least one delegate vote ‘Pass’ and one vote ‘No with Rights.’
- Step 14.** [Chair] *“Thank you, delegates.”* Announce vote result for unfriendly amendment. If passes, delegates voting ‘No with Rights’ have 30 seconds each. Then, ensure that all delegates have added the amendment to the draft resolution if it passed.
- Step 15.** [Chair] *“We must now vote on Draft Resolution x/x. Are there any points or motions on the floor?”*
- Step 16.** [Chair] *“Seeing and hearing none, we will take a placard vote. All those in favor please raise your placards... all those opposed... all those abstaining...”*
- Step 17.** [Chair] *“With a vote of \_\_\_ in favor, \_\_\_ opposed, and \_\_\_ abstaining, Draft Resolution x/x passes/fails. We will now move back to the Topic speakers list.”*

\*\* Note that debate need not be limited to an item to close debate and vote upon it, but for the sake of this exercise, assume that debate has been limited to the draft resolution being used.

## INFORMAL DEBATE

The above sections explain navigation of formal debate. These rules compose a structured and somewhat rigid formula for addressing the Agenda topics and debating draft resolutions. However, the rules also allow for periods of informal debate, allowing the Council some level of flexibility in order to achieve its goals. There are two types of informal debate.

A **Motion to Suspend the Rules** allows the Council to engage in a variety of informal actions and debate styles, which should be specified when making the motion.

~ Stated, "*Sudan moves to suspend the rules for a 10-minute moderated caucus for the purpose of discussing possible changes to Clause 7 of Draft Resolution III/C.*"

~ Second ~ Vote: supermajority (≥2/3)

The most common reason to suspend the rules is for a **moderated caucus**, during which the Chair calls on delegates as they raise their placards – there is no speakers list. No delegate may speak twice consecutively, and the caucus may be terminated for lack of speakers. Motions to suspend the rules for a moderated caucus must have a time limit and a stated purpose. Any suspension of the rules for a purpose that can easily be served by the speakers list is dilatory. The Chair may allow a delegate who proposed the motion to speak first or last. Generally, the time for a single moderated caucus, including extensions, is not to exceed fifteen minutes total.

Other forms of informal debate allowed under a suspension of the rules are widely varied, though the Chair may rule time-wasting or absurd motions dilatory. Other useful ways to utilize a suspension of the rules include **straw-poll votes**, **round-robin**, **popcorn style**, or **question-and-answer sessions**. These may or may not require a time limit, at the discretion of the Chair.

~ Stated, "*Mauritania moves to suspend the rules for straw-poll vote on Amendment D.*"

~ Stated "*Libya moves to suspend the rules for 5 minutes for the purpose of a popcorn debate.*"

~ Stated "*Syria moves to suspend the rules for a 10-minute question-and-answer session in order to ask the Sponsors of Draft Resolution IV/B questions.*"

~ Stated, "*Jordan moves to suspend the rules for a round robin to discuss the Crisis.*"

**Straw poll votes** allow the Council to take an informal vote on anything – resolutions, changing topics, etc. All countries are asked to vote "Yes", "No", or "Abstain", though as it is informal, no country is required to vote. In a **Round Robin**, every country must speak. This is used to assess the room on various topics. Many times a round robin will be used at the beginning of debate after a crisis introduction to determine each country's thoughts. A **popcorn style debate** is similar to a moderated caucus except the delegates determine who speaks, not the Chair. The motion does not require a speaking time, though one may be used. Upon passing, the delegate who submitted the motion will nominate the first speaker. This may be any country in the room, including themselves. They will speak for either the allotted time or until they have finished their comments. Then, they will nominate the next speaker. This is useful for stating last minute objections to resolutions or voicing opinions previously unheard. Motioning for a **Q&A session** is done to ask questions of a specific country, expert, or guest to the committee. The Chair moderates the session in the same way as when a delegate yields to points of information. No new motions are allowed until the suspension of the rules is complete.

A **Motion to Suspend the Meeting** allows the Council to recess for scheduled breaks in the conference schedule or enter an un-moderated caucus.

~ Stated, "*Bahrain moves to suspend the meeting for a 5-minute un-moderated caucus.*"

~ Second ~ Vote: majority (>50%)

An **un-moderated caucus** allows time for delegates to move about freely and work in small groups. The Chair does not preside. Although it is possible and preferable to write draft resolutions during formal debate, un-moderated caucuses allow like-minded countries to quickly draft the language of a resolution. A time limit must be specified in the motion, with a maximum of 10 minutes for un-moderated caucuses. After its conclusion, an un-moderated caucus may be extended once (5 minute maximum) at the discretion of the Chair.

#### RARELY-USED MOTIONS AND DISCIPLINARY MOTIONS

Below are several motions which are rarely used, and should be treated with caution. They are used as checks to the powers of officers as well as the rights of disruptive delegates.

A **Motion to Appeal the Decision of the Chair** overrides a decision the Chair has made, most often dealing with procedural matters left to the Chair's discretion. However, this motion does not allow the Council to break any stated rule expressly stated in this Handbook.

~ Stated, "*The Republic of Egypt moves to appeal the decision of the Chair in order to allow for an extension of the current moderated caucus.*"

~ Second ~ Speakers for and against ~ Vote: supermajority ( $\geq 2/3$ )

In many cases, a disagreement with the Chair may be resolved by use of a Point of Order, or by compelling the Parliamentarian to clarify a specific procedure. Only in cases of more serious disagreements, not for personal reasons, should this motion be used.

In the most extreme cases where an officer's negligence of his or her duties has continuously harmed the Council or the conference, a **Motion to Remove an Officer** may be used.

~ Stated, "*Djibouti moves to remove the Chair of the Council on Political Affairs.*"

~ Second ~ Speakers for and against ~ Vote: supermajority ( $\geq 2/3$ )

If this motion is invoked, the Council immediately recesses and notifies the Secretariat and the National Council Representative(s). The Secretary General under the supervision of the National Council Representative will hear this motion. Delegates should consider that the program is a learning opportunity, including for officers, and should only use this motion in extreme cases. If the Chair is removed, the Vice Chair assumes the chairmanship and a new Vice Chair is elected. If any other officer is removed, an election for that position is held.

The Secretary General and Assistant Secretary General(s) are also subject to this motion during the Summit Session. In this case, the motion is overseen by a National Council Representative. If a member of the senior Secretariat is removed, the position is automatically filled by his or her immediate subordinate in the established order of authority.

At any time during Council Sessions, delegates may use a **Motion to Introduce a Right of Reply** to respond to slanderous statements clearly insulting to personal or national dignity or to correct information presented in committee by another delegation regarding a country's policy. This motion requires no second, but must be accepted by the Chair. Right of Reply can only be accorded in response to a formal speech made during formal debate on the Speaker's List, and may be granted only to a delegate directly mentioned in the offending speech.

~ Stated: "*Kuwait moves to introduce a Right of Reply to the statements from (country).*"

Delegates should immediately use the Motion to indicate their intent to introduce a Right of Reply at the moment the offense is made though the Reply will not be entertained until it has been written, submitted, and approved by the Chair. Should the Chair accept this motion, the delegate making the motion may compose a written Reply for the Chair to read. The Chair

reviews the Reply at his or her earliest convenience and, if deeming it appropriate, reads the Reply to the Council. The Chair may choose not to read the Reply. The decision of the Chair on a Right of Reply is not subject to appeal. There is no Right of Reply to a Reply.

A **Motion to Temporarily Revoke Delegate Rights** may be used in the case of a delegate, after multiple warnings, continuing to engage in behavior that is unacceptable and disruptive to the debate process. This motion may only be initiated at the discretion of the Chair, and must include a time limit (maximum 20 minutes).

~ Stated by the Chair, “*At this time, the Chair will entertain a Motion to Temporarily Revoke the Rights of (country) for 10 minutes. Do I hear such a motion?*” A delegate may say, “*So moved.*”

~ Second ~ Speakers for and against ~ Vote: supermajority ( $\geq 2/3$ )

This motion is intended to serve as a cool-down period without permanently silencing the delegate. If passed, the delegate whose rights were revoked must stay in the Council room, during which time he or she may not give speeches or vote on procedural matters. That delegate’s country maintains the right to vote on substantive matters.

#### CONCLUDING COUNCIL SESSIONS

At the end of the last scheduled Council Session, a **Motion to Adjourn the Meeting** should be made. This motion concludes the Council’s work until next year.

~ Stated, “*Bahrain moves to adjourn this meeting of the Joint Defense Council.*”

~ Second ~ Vote: majority (>50%)

Councils may not adjourn before the scheduled end of Council Sessions. Councils that finish their Agenda early must immediately inform the Secretariat, who will provide instructions.

#### V. SUMMIT SESSION

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After the scheduled end of Council Sessions, all conference participants reconvene together for the Summit Session. The purpose of this final session is to reconfirm all draft resolutions passed in Councils. Summit Session functions as a sort of ‘General Assembly.’ Each country delegation should be prepared to vote on each passed draft resolution in consultation with the Head Delegate and/or Faculty Adviser, even if their country was not present in all Councils.

Prior to the Summit Session, each Chair and Vice Chair should ensure that all passed draft resolutions are in correct Summit format (see Page 25) and all passed amendments have been properly integrated into the language. Digital copies of all corrected, passed draft resolutions must be provided to the Secretariat as soon as possible, preferably throughout the conference. Draft resolutions not provided to the Secretariat in a timely manner will not be heard at the Summit Session. Any draft resolutions not conforming to the proper format may be disregarded at the discretion of the Secretary General.

A maximum of two resolutions per topic may be forwarded to the Summit Session from each Council. If a Council exceeds this limit, the Secretariat may discard the excess number of resolutions by a process of blind elimination. Chairs, however, may make a special request to the Secretariat to waive this limit. Digital or paper copies of each passed draft resolution are made available to each delegation.

The Secretary General and Assistant Secretary General preside over the Summit Session. Each draft resolution is brought to a vote before the Summit in the order of Councils and topics as listed in the Provisional Agenda. As each draft resolution is brought to a vote, the Secretary General will call for any points or motions. Delegates may make Motions for Roll-

Call Votes and Motions to Adopt by Consent, but not Motions to Divide the Question, at this time. Additionally, three special motions are in order only at the Summit Session.

The first is a **Motion to Read the Resolution**, which simply compels the Secretary General to read the operative clauses to the body.

~ Multiple Seconds

This motion may be used to confirm that the language of a resolution is correct, to compel all delegations to thoroughly consider a document, or to give a spare moment before the vote.

The second is a **Motion to Hear Speakers' Rights**. This motion compels the Secretary General to hear substantive speeches – two speakers in favor of the draft resolution and two speakers opposed. Speakers are chosen in the same manner as procedural speeches, though these speeches may be substantive in nature. Speaking time is set at 30 seconds.

~ Multiple Seconds

After substantive speeches, other motions may be heard and substantive voting conducted.

The third is a **Motion to Adopt All Council Resolutions By Acclimation**. The purpose of this motion is to adopt all Council resolutions simultaneously during the Summit Session, in the event that all resolutions passed by the Council were fairly unanimous. This motion is used to save time during voting in the Summit Session. This motion can be brought only by a country that was present in the Council and should be used prior to voting on the first Council resolution. This motion doesn't require seconds.

~ *"Somalia moves to adopt all Council resolutions by acclimation."* Having heard the motion, the Secretary General moves into an acclimation vote to adopt all Council resolutions. The Secretary General will state "without objection" three times. If there is an objection, it should be stated during this time. If there are no objections, the motion is successful, all Council resolutions have been adopted, and the Summit Session moves on to the next Council on the docket.

Draft resolutions must pass by a majority (>50%) at the Summit Session. Draft resolutions seeking to amend the League Charter require a supermajority (2/3) at the Summit Session, a distinction left to the discretion of the Secretary General. Arab Court of Justice decisions are read aloud, no vote being required.

Following the completion of all business, the Secretary General calls for a Motion to Suspend the Meeting for the purpose of presenting awards. The National Council Representative(s) and/or the Local Coordinator then confer awards with the assistance of the Chairs and other Secretariat. Any other administrative tasks or announcements may be made at this time. After

this, the Secretary General returns to hear a Motion to Adjourn the conference until next year.



**PRACTICE!**

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Conduct your own Summit Session. Select a Secretary General (SG). Assign all others to represent an Arab League country and one or several of the numbered tasks below. Compile several draft resolutions – they need not be real for the purposes of this exercise, just labeled clearly (JD I/A, JD I/B, JD II/A, JD II/B...). If you have practiced writing resolutions, use your practice drafts. Allow the countries to formulate an opinion on each draft resolution, or assign each to a particular position.

**Step 1.** [SG] *"Summit is now in session. We will now vote on Draft Resolution x/x. Are there any points or motions on the floor?"*

**Step 2.** [Del #1] Raises placard, SG recognizes, *"[Del #1] moves to vote by consent."*

- Step 3.** [SG] *“That motion is in order. Without objection... without objection... without objection... Draft Resolution x/x passes.”*
- Step 4.** [SG] *“We will now vote on Draft Resolution x/x. Are there any points or motions on the floor? Seeing none, we will move into a placard vote. All those in favor... all those opposed... all those abstaining...”* Announce vote totals.
- Step 5.** [SG] *“We will now vote on Draft Resolution x/x. Are there any points or motions on the floor?”*
- Step 6.** [Del #2] Raises placard, SG recognizes, *“[Del #2] moves for Speakers’ Rights.”* [Del #3] and [Del #4] *“Second.”*
- Step 7.** [SG] *“That is in order. Are there any speakers opposed to this draft resolution?”* [Del #2] is opposed. [Del #3] and [Del #4] in favor (SG must choose just one).
- Step 8.** [SG] Recognizes speakers for 30 seconds each for substantive speeches.
- Step 9.** [SG] *“Thank you, delegates. Are there any other points or motions on the floor?”*
- Step 10.** [Del #5] *“I move to read the resolution.”*
- Step 11.** [SG] *“Do I hear multiple seconds?”* [Del #6] and [Del #7] *“Second.”*
- Step 12.** [SG] *“I will now read the operative clauses.”* Read operative clauses out loud.
- Step 13.** [SG] *“Are there any other points or motions on the floor? Seeing none, we will move into a placard vote. All those in favor... all those opposed... all those abstaining...”* Announce vote totals.
- Step 14.** Repeat until all draft resolutions have been voted upon.
- Step 14.** [SG] *“This brings us to the close of this conference. I will now entertain a Motion to Adjourn the Meeting until next year.”*
- Step 15.** [Del #8] *“So moved.”*
- Step 16.** [SG] *“That is in order.”* Hear a second and take a majority vote.

Continue practicing any Summit procedures until the group feels comfortable with them. Then, practice adjourning the conference.

- Step 1.** [SG] *“This concludes the business of the Summit Session. I will now hear a motion to adjourn this conference until next year.”*
- Step 2.** [Del #1] Raises placard, SG recognizes, *“So moved.”*
- Step 3.** [SG] *“This requires a second and a simple majority to pass.”*
- Step 4.** [Del #2] *“The Delegation of [Del #2] seconds the motion.”*
- Step 5.** [SG] Conducts and announces the vote. One or two inevitably vote “no,” and the conference ends.

## APPENDIX A: MOTIONS IN ORDER OF PRECEDENCE

Pg.	Point	Description	Second	Speeches	Vote
15	<b>Point of Order</b>	Bring improper usage of parliamentary procedure to the attention of the Chair	–	–	–
15	<b>Point of Personal Privilege</b>	Complain of unfair distractions	–	–	–
15	<b>Point of Parliamentary Inquiry</b>	Ask questions regarding the rules or proceedings	–	–	–
15	<b>Point of Reconsideration</b>	Inform the Chair that the state rising to the point wishes to change their vote	–	–	–
Pg.	Motion	Description	Second	Speakers	Vote
30	<b>Adjourn the Meeting</b>	Conclude the meeting until the following year	1	–	>50%
28	<b>Suspend the Meeting</b>	Recess a Council for an un-moderated caucus or break	1	–	>50%
28	<b>Suspend the Rules</b>	Suspend formal debate and enter into a moderated caucus, or engage in other informal actions	1	–	≥2/3
29	<b>Remove an Officer</b>	Remove a negligent officer	1	2+/2-	≥2/3
25	<b>Close Debate</b>	Prompt voting procedure on a draft resolution or amendment; discard speakers lists associated with it	1	2+/2-	≥2/3
25	<b>Close/Re-Open Speakers List</b>	Disallow any additions to the speakers list; following its conclusion the Council takes any necessary votes	1	–	>50%
28	<b>Appeal the Decision of the Chair</b>	Override a Chair's decision	1	2+/2-	≥2/3
29	<b>Temporarily Revoke Delegate Rights</b>	Temporarily silence a disruptive delegate; only made at the request of the Chair	1	2+/2-	≥2/3
29	<b>Introduce a Right of Reply</b>	Reply to insulting statements; must be accepted and read by the Chair	Chair	–	–
26	<b>Reconsider the Vote</b>	Ask the Council to re-vote on a hasty action	1	2+/2-	>50%
18	<b>Set the Order of the Agenda</b>	Determine the order Agenda topics will be discussed	1	–	>50%
180	<b>Change the Order of the Agenda</b>	Alter the order of Agenda topics after a Motion to Set the Order of the Agenda has passed	1	2+/2-	≥2/3
20	<b>Introduce a Draft Resolution</b>	Bring a resolution to the Council for consideration	1	–	–
21	<b>Introduce an Amendment</b>	Bring an amendment to the Council for consideration	1	–	–
30	<b>Read the Resolution</b>	<i>(Summit)</i> Prompt SG to read a resolution	2+	–	–
30	<b>Hear Speakers' Rights</b>	<i>(Summit)</i> Prompt substantive speeches	2+	–	–
26	<b>Divide the Question</b>	Vote on pieces of a draft resolution separately before voting on the whole draft resolution	1	2+/2-	>50%
26	<b>Vote by Roll Call</b>	Vote one-by-one on a draft resolution or amendment	2+	–	–
26	<b>Adopt by Consent</b>	Adopt a resolution or amendment with no opposition	–	–	–
18	<b>Limit Debate</b>	Narrow the scope of the discussion, start a new speakers list	1	–	>50%
19	<b>Expand Debate</b>	Broaden the scope of discussion, move back to the previous speakers list, table current issues and items	1	2+/2-	>50%
13	<b>Amend Speaking Time</b>	Change the amount of time allotted for each speaker	1	–	>50%
16	<b>Add, Delete, or Amend Topic</b>	<i>(Plenary)</i> Amend the Provisional Agenda of a Council	1	2+/2-	>50%
16	<b>Change a Topic's Assignment</b>	<i>(Plenary)</i> Move an Agenda topic to another Council	1	2+/2-	>50%
16	<b>Adopt the Agenda</b>	<i>(Plenary)</i> Adopt a Council or MAL Agenda	1	–	>50%
Pg.	Yield	Description			
12	<b>Yield to the Chair</b>	Ends the speech and returns the floor to the Chair			
12	<b>Yield to another Country</b>	Gives remaining speaking time to another country, who may then not yield again			
12	<b>Yield to Points of Information</b>	Allows for question-and-answer period until time elapses, with only answers being counted against time			

## APPENDIX B: MOTIONS FOR PLENARY, COUNCIL, AND SUMMIT SESSIONS

### PLENARY SESSION:

Procedural Points: **Order; Personal Privilege; Parliamentary Inquiry, Reconsideration**

Regular Motions

- i. **Suspend the Meeting**
- ii. **Appeal the Decision of the Chair**
- iii. **Amend the Speaking Time**
- iv. **Add, Delete, or Amend a Topic**
- v. **Change a Topic's Assignment**
- vi. **Adopt the Agenda**

### COUNCIL SESSIONS:

Procedural Points: **Order; Personal Privilege; Parliamentary Inquiry, Reconsideration**

Regular Motions

- i. **Adjourn the Meeting**
- ii. **Suspend the Meeting**
- iii. **Suspend the Rules**
- iv. **Remove and Officer**
- v. **Close Debate**
- vi. **Close/Re-Open the Speakers List**
- vii. **Appeal the Decision of the Chair**
- viii. **Temporarily Revoke Delegate Rights** (*Chair only*)
- ix. **Introduce a Right of Reply**
- x. **Set the Order of the Agenda**
- xi. **Change the Order of the Agenda**
- xii. **Introduce a Draft Resolution/Amendment**
- xiii. **Limit Debate**
- xiv. **Expand Debate**
- xv. **Amend the Speaking Time**

Voting Motions

- xvi. **Reconsider the Vote**
- xvii. **Divide the Question**
- xviii. **Roll-Call Vote**
- xix. **Adopt by Consent**

### SUMMIT SESSION:

Procedural Points: **Order; Personal Privilege; Parliamentary Inquiry, Reconsideration**

Regular Motions

- i. **Adjourn the Meeting**
- ii. **Remove an Officer**
- iii. **Appeal Decision of the Secretary General**

Voting Motions

- iv. **Read the Resolution**
- v. **Hear Speakers' Rights**
- vi. **Reconsider the Vote**
- vii. **Roll-Call Vote**
- viii. **Adopt by Consent**

## APPENDIX C: MOTIONS IN ALPHABETICAL ORDER

1. Motion to **Add, Delete, or Amend a Topic** (see Page 16)
  - ~ Change the language of the Agenda topics, add new topics, or delete existing topics
  - IN ORDER*----- Plenary
  - REQUIRES*-----Second | 2+/2- | >50% Vote
  - DETAILS*-----1. Proposed changes must be submitted to the Chair in writing
  - 2. All changes to the Agenda must be reported to the Secretariat
  
2. Motion to **Adjourn the Meeting** (see Page 31)
  - ~ Conclude a Council or Summit until the following year
  - IN ORDER*----- Conclusions of Council Sessions, Summit
  - REQUIRES*----- Second | >50% Vote
  - DETAILS*-----1. Councils may not adjourn before the scheduled end of the conference, unless by express permission from the Secretariat, National Council Representative(s), or Local Coordinator
  
3. Motion to **Adopt by Consent** (see Page 27)
  - ~ Signify a unanimous “yes” vote on a draft resolution/amendment if no objections are raised
  - IN ORDER*----- Voting Procedure – Council Sessions, Summit
  - REQUIRES*----- N/A
  - DETAILS*-----1. Immediately after motion is made, Chair will say “Without Objection” and bang the gavel three times; if no objection is raised in this time the measure is considered passed by unanimous vote
  - 2. If an objection is raised during this time, voting procedure continues
  
4. Motion to **Adopt the Agenda** (see Page 16)
  - ~ Accept the current language of the Agenda topics; end Plenary Session
  - IN ORDER*----- Plenary
  - REQUIRES*----- Second | >50% Vote
  - DETAILS*-----1. No changes to topic language may be made after Agenda is adopted
  - 2. Immediately after Agenda is adopted, Chair must open the General Speakers List
  
5. Motion to **Amend the Speaking Time** (see Page 13)
  - ~ Change the length of time to each speaker is allowed during formal debate
  - IN ORDER*----- Plenary, Council Sessions
  - REQUIRES*----- Second | >50% Vote
  - DETAILS*-----1. The Chair sets the initial speaking time at the establishment of the General Speakers List
  - 2. Speaking time remains the same unless amended
  - 3. Applies only to substantive speeches
  
6. Motion to **Appeal the Decision of the Chair** (see Page 30)
  - ~ Challenge a decision made by the Chair
  - IN ORDER*----- Council Sessions, Summit
  - REQUIRES*----- Second | 2+/2- |  $\geq 2/3$  Vote
  - DETAILS*-----1. Not to be used in cases where the rules of the Handbook have been breached; a Point of Order may be used in such cases
  - 2. Chair must accept outcome if appeal is successful

7. Motion to **Change a Topic's Assignment** (see Page 16)  
 ~ Remove a topic from a Council's Agenda and send it to another Council for consideration  
*IN ORDER*----- Plenary  
*REQUIRES*----- Second | 2+/2- | >50% Vote  
*DETAILS*-----1. Changes must be submitted to the Secretariat immediately  
 2. Secretary General proposes topic be added to the Agenda of the receiving Council, regardless of whether receiving Council has adopted its own Agenda at that time  
 3. Receiving Council must take majority vote on whether to add new topic
8. Motion to **Change the Order of the Agenda** (see Page 18)  
 ~ Change the order in which Agenda topics are to be considered  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | 2+/2- | ≥2/3 Vote  
*DETAILS*-----1. Only to be used after a Motion to Set the Order of the Agenda passes  
 2. Topics retain the number originally listed on the Agenda, a detail particularly important to the Chair for giving draft resolution designations  
 3. Changes to the Agenda order must be reported to the Secretariat
9. Motion to **Close Debate** (see Page 26)  
 ~ End discussion on an item, initiate voting procedure on that item and all subsidiary items, and discard any speakers lists for said items  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | 2+/2- | ≥2/3 Vote  
*DETAILS*-----1. Debate cannot be closed on items broader in scope than the subject of the current speakers list  
 2. Should a speakers list expire, and no delegate wishes to be added or offer pertinent motions, the Council enters voting procedure as if a Motion to Close Debate has passed
10. Motion to **Close the Speakers List** (see Page 26)  
 ~ End discussion on an item after allowing current speakers list to expire, after which voting procedure is initiated in the same manner as a closure of debate  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | >50% Vote  
*DETAILS*-----1. No new countries may be added to the speakers list  
 2. Not in order during the initial establishment of a speakers list  
 3. May be reversed using a Motion to Re-Open the Speakers List
11. Motion to **Divide the Question** (see Page 27)  
 ~ Vote on pieces of a draft resolution separately  
*IN ORDER*----- Voting Procedure – Council Sessions  
*REQUIRES*----- Second | 2+/2- | >50% Vote  
*DETAILS*-----1. Voting on draft resolutions may be divided into multiple parts, each part being at least one full clause  
 2. After a procedural vote on the motion, separate substantive votes are taken on each piece divided out and the remainder  
 3. A final vote is taken on the draft resolution's language as it reads as a result of the previous piecemeal votes

12. Motion to **Expand Debate** (see Page 19)  
 ~ Broaden the scope of debate, return to the previous speakers list  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | 2+/- | >50% Vote  
*DETAILS*-----1. No substantive vote taken, items 'tabled'  
 2. Speakers list saved so debate may be again limited to that item later
13. Motion to **Hear Speakers' Rights** (see Page 32)  
 ~ Allow limited substantive debate on a draft resolution  
*IN ORDER*----- Voting Procedure – Summit  
*REQUIRES*----- Multiple Seconds  
*DETAILS*-----1. The SG takes up to two speakers against a draft resolution, then as many speakers in favor as there are against, up to two  
 2. Speakers are granted 30 seconds each
14. Motion to **Introduce an Amendment** (see Page 21)  
 ~ Bring a proposed amendment before the Council for consideration  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second  
*DETAILS*-----1. Amendments must be written on official amendment forms, and have Sponsors totaling at least 1/8 of the countries present (minimum two)  
 2. Chair must approve amendments before they may be introduced, and will give them number designations  
 4. Amendments may only modify operative clauses, not preambulatory  
 5. Chair will immediately verify if the amendment is friendly or unfriendly; friendly amendments are automatically accepted; unfriendly amendments remain on the floor to be debated and must be voted upon
15. Motion to **Introduce a Draft Resolution** (see Page 20)  
 ~ Bring a draft resolution before the Council for consideration  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second  
*DETAILS*-----1. Draft resolutions must comply with standard formatting rules, and have Sponsors and Signatories totaling at least 1/4 of the countries present, (minimum three)  
 2. Chair must approve draft resolutions before they may be introduced and will give designation labels  
 4. Digital or paper copies of draft resolution distributed after introduction  
 5. Sponsors read operative clauses after copies distributed  
 6. Multiple resolutions may be introduced simultaneously, all of which may be discussed until debate is limited to just one
16. Motion to **Introduce a Right of Reply** (see Page 30)  
 ~ Respond in writing to insulting remarks or to correct information incorrectly presented by another delegate  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Chair Acceptance  
*DETAILS*-----1. Reply must be submitted in writing to the Chair, who may choose to read the Reply to the body at his or her discretion, not subject to appeal  
 2. Reciprocal Replies are not accepted  
 3. Reply can only be accorded in response to a formal speech, and may be granted only to a delegate directly mentioned in the offending speech

17. Motion to **Limit Debate** (see Page 18)  
 ~ Narrow the scope of debate, open a new speakers list  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | >50% Vote  
*DETAILS*-----1. Debate may be limited many times, narrowing the debate from the General Speakers List to topics, resolutions, or even amendments  
 2. Limiting debate to a draft resolution triggers Sponsors' Rights
18. Motion to **Read the Resolution** (see Page 32)  
 ~ Have the operative clauses of a draft resolution read out loud before a vote  
*IN ORDER*----- Voting Procedure – Summit  
*REQUIRES*----- Multiple Seconds  
*DETAILS*-----N/A
19. Motion to **Reconsider the Vote** (see Page 27)  
 ~ Take a re-vote on a substantive matter immediately after the initial vote concludes  
*IN ORDER*----- Voting Procedure – Council Sessions, Summit  
*REQUIRES*----- Second | 2+/- | >50% Vote  
*DETAILS*-----1. May only be made immediately following the initial vote  
 2. To be used only if a country wishes to change its vote
20. Motion to **Remove an Officer** (see Page 30)  
 ~ Remove a negligent officer, replace with a subordinate or by election  
*IN ORDER*----- Council Sessions, Summit  
*REQUIRES*----- Second | 2+/- |  $\geq 2/3$  Vote  
*DETAILS*-----1. Only in extreme cases of officer misconduct or inability to perform the required duties may this motion be used  
 2. Immediately recess, inform the Secretariat or National Council Representative(s) who will moderate the motion
21. Motion to **Re-Open the Speakers List** (see Page 26)  
 ~ Nullify a Motion to Close the Speakers List  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | >50% Vote  
*DETAILS*-----1. May be made any time between the passage of a Motion to Close the Speakers List and before the speakers list is exhausted
22. Motion to **Vote by Roll-Call** (see Page 27)  
 ~ Allow countries to vote one-by-one, and allow more voting options  
*IN ORDER*----- Voting Procedure – Council Sessions, Summit  
*REQUIRES*----- Multiple Seconds  
*DETAILS*-----1. Chair calls each country, starting at a random place on the roster  
 2. Countries may vote "Pass" to vote to be added to the end of the voting roster, after which they must vote "Yes," "No," or "Abstain"  
 3. Countries may vote "No with Rights" to be given a 30-second speech after the vote to explain their position if the item passes

23. Motion to **Set the Order of the Agenda** (see Page 18)  
 ~ Establish the order in which Agenda topics will be discussed throughout Council Sessions  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | >50% Vote  
*DETAILS*-----1. Council remains on the General Speakers List until this motion passes  
 2. Topics retain the number originally listed on the Agenda, a detail particularly important to the Chair for giving draft resolution designations  
 3. Changes to the Agenda order must be reported to the Secretariat
24. Motion to **Suspend the Meeting** (see Page 30)  
 ~ Recess the Council for an un-moderated caucus or scheduled break  
*IN ORDER*----- Plenary, Council Sessions  
*REQUIRES*----- Second | >50% Vote  
*DETAILS*-----1. A time limit must be specified for un-moderated caucuses, with a maximum 10 minutes, with a possible extension of 5 additional minutes
25. Motion to **Suspend the Rules** (see Page 29)  
 ~ Engage in actions and debate styles not sanctioned by normal parliamentary procedure  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second |  $\geq 2/3$  Vote  
*DETAILS*-----1. Proposed action or debate style (*Moderated Caucus, Popcorn debate, Q&A session, and Round Robin*) must be specified in the motion, as well as a time limit when applicable  
 2. Typically used for a moderated caucus, wherein the Chair may call on delegates at will without using a speakers list  
 3. The rules may not be suspended in order to take an action that can be achieved through formal debate  
 4. No new motions may be made during a suspension of the rules
26. Motion to **Temporarily Revoke Delegate Rights** (see Page 31)  
 ~ Temporarily prevent a disruptive delegate from speaking or taking part in procedural votes  
*IN ORDER*----- Council Sessions  
*REQUIRES*----- Second | 2+/- |  $\geq 2/3$  Vote  
*DETAILS*-----1. Only in extreme cases of repeated disruptive behavior, after multiple warnings, may this motion be used  
 2. Chair must initiate  
 3. A time limit must be specified, with a maximum of 20 minutes  
 4. If his or her rights are revoked, a delegate must stay in the Council room until time expires and rights returned, and maintains the right to vote on substantive matters

## APPENDIX D: RESOLUTION FORMAT CHECKLIST

### GENERAL

- Font: Times New Roman*
- Size: 12*
- Margins: 1 inch*

### HEADINGS

- DRAFT RESOLUTION – typed in top left corner, all caps, empty line below*
- RESOLUTION: – all caps with colon, tab to [Council Abrev. Topic/Chair’s designation]*
- COUNCIL: – all caps with colon, tab to [Full Name of Council]*
- TOPIC: – all caps with colon, tab to [Full Language of Topic being Addressed]*
- SPONSORS: – all caps with colon, tab to [List all Sponsors]*

### PREAMBLE

- First word of each clause **Bold** and **Underlined***
- Comma at end of each clause*
- No line spacing within clauses; empty line between separate clauses*
- , and after the second-to-last clause*

### OPERATIVE CLAUSES

- Be it hereby resolved that the League of Arab States:** – bold, colon following*
- Each line numbered, ½ inch tab between number and clause*
- First word of each clause **Bold** and **Underlined***
- Semi-colon at end of each clause*
- No line spacing within clauses; empty line between separate clauses*
- Sub-clauses tabbed additional ½ inch, separated by commas, each line lettered*
- Sub-sub-clauses tabbed additional 1 inch, separated by commas, roman numerals used*
- ; and after the second-to-last clause*
- Period after final clause*
- Signatories: – typed in bottom left corner, colon following, list all Signatories*

## APPENDIX E: MAJORITY RATIOS

<u>PRESENT</u>	<u>MAJORITY</u>	<u>SUPERMAJ</u>	<u>PRESENT</u>	<u>MAJORITY</u>	<u>SUPERMAJ</u>
24	13	16	12	7	8
23	12	16	11	6	8
22	12	15	10	6	7
21	11	14	9	5	6
20	11	14	8	5	6
19	10	13	7	4	5
18	10	12	6	4	4
17	9	12	5	3	4
16	9	11	4	3	3
15	8	10	3	2	2
14	8	10	2	2	2
13	7	9	-	-	-

## APPENDIX F: BLANK AMENDMENT FORM



### Amendment Form

Draft Resolution #: \_\_\_\_\_

Amendment Sponsor(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHAIR USE ONLY**

Amendment #: \_\_\_\_\_

**Friendly** / **Unfriendly**

Amendment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## APPENDIX G: GLOSSARY OF TERMS

**Abstention**

Vote signifying a country wishes its vote to be removed from consideration, altering the majorities

**Adjournment**

Closure business for the year; the conclusion of Council Sessions and the Summit Session

**Agenda** ~ See: *Provisional Agenda*

List of business items, or topics, to be considered by the body

**Agenda Topic** ~ See: *Topic*

Issue of concern to a given Council as enumerated in the Agenda

**Amendment**

Suggested alteration to the operative clauses of an introduced draft resolution

**Amendment Form**

Half sheet standard form on which all amendments must be written in order to be introduced

**Assistant Secretary General**

Second highest student authority; responsible for assisting the Secretary General in all duties and overseeing Vice Chairs in collecting and correctly recording all passed draft resolutions

**Assistant Secretary General for Information**

Student responsible for coordinating the Press Corps

**Author** ~ See: *Sponsor*

Delegate partially or fully responsible for writing language of a draft resolution

**Call to Order**

Official start to formal proceedings and initiation of the use of parliamentary procedure

**Chair** ~ See: *Council Chair*

Student officer responsible for moderating Council proceedings

**Chair's Discretion** ~ See: *Discretion of the Chair*

Right of the Chair to rule on matters not explicitly stated in the Handbook

**Character** ~ See: *In-character*

Role which delegates must play, accurately emulating real-world diplomats and advocating policies based on research rather than personal feelings

**Chief Justice**

Student responsible for moderating the Arab Court of Justice

**Chief of Staff**

Student responsible for assisting the Secretariat with all administrative duties, as needed

**Clause**

Grammatically independent section of a draft resolution, separated by commas in the preamble or semicolons in the operatives, describing a single idea or action proposed by that draft resolution

**Closure of Debate**

Procedure which prompts a substantive vote on an item and its subsidiary items, and eliminates any speakers lists associated with said item(s)

**Consent**

Agreement of all present and voting countries to vote in the affirmative on a substantive item

**Consideration**

Council's commitment to hear and vote upon a resolution, amendment, or motion

**Correct Format** ~ See: *Format*

All specifications for the grammar and structure of a draft resolution are followed

**Council**

Assembly of one or two delegates representing each present country, led by a Chair, charged with addressing thematically linked concerns related to the Arab world

**Council Chair** ~ See: *Chair*

Student responsible for moderating Council proceedings

**Council Session**

Period of time specified in the conference schedule wherein Councils meet and debate

**Country** ~ See: *Member State*

One of the twenty-two member states of the League of Arab States, or an observer state; sometimes refers to the one- or two-person delegation representing a country in a given Council

**Crisis Scenario**

Situation urgently requiring action, outside the original parameters of the Agenda, presented to a Council to debate and address; may be factually-based or simulated

**Debatable**

Denoting that a motion requires procedural speeches

**Debate**

In reference to the scope of discussion, limited or expanded, embodied by the current speakers list

**Decision of the Body**

Binding result of a procedural or substantive vote

**Decorum**

Rules dictating aspects of professionalism and mutual respect between all participants

**Delegate**

An individual participant representing a country in a given Council; may or may not have a partner

**Delegation**

Group of delegates representing the same country across all Councils, for example, "the Delegation of Jordan;" also, a delegate or pair of delegates representing a country on a given Council, for example, "the delegation of Jordan to the Joint Defense Council"

**Designation**

Shorthand name for a resolution or amendment; for resolutions, a combination of the topic's roman numeral and a letter assigned by the Chair at introduction; for amendments, a number assigned by the Chair at introduction

**Destructive**

Action's level of impact, for example, a 5-minute caucus is less destructive than a 10-minute caucus

**Dilatory**

Measure or action intended to waste time or delay the work of the Council

**Discretion of the Chair** ~See: *Chair's Discretion*

Right of the Chair to rule on matters not explicitly stated in the Handbook

**Draft Resolution** ~See: *Working Paper, Resolution*

Council's response to a topic, written in standard formatting, introduced to the Council

**Elections**

Selection of the Vice Chair, Rapporteur, and Parliamentarian from among the Council's present delegates during Plenary Session by majority vote

**Exhausted**

Denoting that no present delegate wishes to continue the current debate or speakers list

**Expired**

Denoting that the pre-set time limit has been exceeded, for example, speaking time or a caucus

**Extension**

Additional time added to a caucus at the discretion of the Chair

**Faculty Adviser**

Any staff or faculty person responsible in full or in part for the organization of a delegation

**Failed**

Denoting that a substantive or procedural vote has not met the required number of yes votes to pass

**Floor**

Objectification of debate which may be held by a speaker, receive speeches as the embodiment of the Council, or have actions proposed through it

**Flow of Debate**

System of limiting and expanding debate, and creating, maintaining, and closing speakers lists

**Formal Debate**

Discussion subject to the parameters of parliamentary procedure laid out in the Handbook

**Format** ~See: *Correct Format*

All specifications for the grammar and structure of a draft resolution are followed

**Friendly**

Indicating an amendment is approved by all Sponsors of the draft resolution being amended

**General Speakers List**

Foundational speakers list from which all other speakers lists branch, used for introductory remarks and comments; not to be closed until all Council work is completed

**Hasty Decision**

Result of a substantive vote taken before all pertinent information was presented; indicating a country wishes to change its vote

**Head Delegate**

Informal position accorded to one member of a delegation; duties determined by needs of the team

**In Order** ~See: *Order*

Denoting a motion which is properly proposed at the correct time and not dilatory

**In-character** See: *Character*

State of being accurate in emulating real-world diplomats and advocating policies based on research rather than personal feelings

**Informal Debate**

Any discussion that takes place during a moderated or un-moderated caucus

**Interrupting Motion**

Action that may be proposed at any time, does not require the Chair to ask for points or motions to be proposed; these include procedural points, Motion to Reconsider the Vote, and Motion to Appeal the Decision of the Chair

**Introduction**

The formal presentation of a draft resolution or amendment to the Council for consideration

**Introductions**

Plenary Session activity allowing each delegate to introduce themselves prior to the Call to Order

**Item**

Matter of business to be considered by the body, such as a topic, resolution, amendment, or motion

**Local Coordinator**

Staff or faculty at the host institution responsible for the logistical coordination of the conference

**Majority**

Number of votes totaling more than but not equal to half, rounded up, referred to as >50%

**Member State**

One of the twenty-two countries of the League of Arab States, but not an observer state

**Mock Debate**

Session to practice parliamentary procedure wherein students simulate real conference sessions

**Moderated Caucus**

Type of informal debate wherein the Chair recognizes speakers as they raise their placards rather than using a speakers list; may be used during a suspension of the rules

**Motion**

Proposed procedural action

**National Council Representative**

Staff person representing NCUSAR at a conference

**No with Rights**

Negative vote allowing a delegate 30 seconds to explain their decision after the vote, allowed only during Roll-Call Votes; not recognized if the vote fails

**Objection**

Called out if a delegate wishes to vote in any other way than affirmatively during a Vote by Consent

**Observer State**

Country other than one of the twenty-two Arab League member states that is represented; accorded all delegate rights and privileges with the exception of substantive voting

**Officer**

Student staff, including the Secretary General, Assistant Secretary General(s), Chief of Staff, Chairs, Vice Chairs, Rapporteurs, Parliamentarians, and Chief Justice(s)

**Opening Ceremonies**

Gathering of all delegations at the beginning of a conference

**Operative Clause**

Actions to be taken by the League listed in the latter portion of a draft resolution

**Order** ~See: *In-Order*

Proper execution of the rules

**Order of Precedence**

Order in which motions must be considered if proposed simultaneously

**Order of the Agenda**

Order in which a Council must address its Agenda topics, set at the start of the first Council Session

**Original Numbering**

Ordinal numbering assigned to Agenda topics prior to the conference by which topics may be referred, not to be changed in the case of a change in the original order of the Agenda

**Parliamentarian**

Student officer optionally elected by each Council, responsible for providing guidance on parliamentary procedure when requested by the Chair

**Parliamentary Procedure**

System of rules dictating formal debate

**Pass**

Voting option allowing a delegate to be skipped once and added to the end of a Roll-Call Vote roster, after which the delegate must vote 'Yes,' 'No,' or 'Abstain'

**Placard**

Card indicating country name, used to gain the attention of the Chair for points, motions, or votes

**Placard Vote**

Default method of voting wherein countries indicate how they vote by raise of placards; countries may vote 'Yes,' 'No,' or 'Abstain'

**Plenary Session**

Special opening period moderated by the Chair when certain matters must be addressed, including introductions, elections, Call to Order, roll-call, and amending the Agenda topics

**Plenary Motion**

Motion allowed only during Plenary Session, including the Motion to Add, Delete, or Amend a Topic, Motion to Change a Topic's Assignment, and Motion to Adopt the Agenda

**Point ~See: Procedural Point**

Interrupting procedural tools, including Points of Order, Parliamentary Inquiry, and Personal Privilege

**Point of Information**

Questions that may be asked to a delegate who has yielded remaining speaking time to points of information; not an interrupting procedural point

**Point of Reconsideration**

Informs the chair that the state rising to the point wishes to change their vote. Chair will note the change and announce whether it affects the outcome of the vote. If Chair is unsure about the previous vote or the new outcome, they should retake the vote.

**Popcorn Debate**

Type of informal debate allowed during a suspension of the rules wherein the current speaker chooses the next speaker; motion must include a speaking time and overall time limit

**Position Paper**

Short treatise explaining a country's policies; used for delegate preparation, not required to participate

**Preamble**

Opening clauses of a draft resolution describing the problem, recalling past actions, and explaining the rationale behind the actions the draft resolution proposes; does not prescribe action; may not be amended after the draft resolution has been introduced

**Preambulatory Clause**

Line of a preamble expressing a single thought or idea

**Present**

Called out by observer states during roll calls, indicating presence but not substantive voting rights

**Present and Voting**

Called out by member states during roll calls, indicating both presence and substantive voting rights

**Presiding Officer**

Officer currently moderating a session; most often but not necessarily a Chair or Secretary General

**Pre-written Resolution**

Complete working paper written by a single country delegation prior to the start of a conference which has been designed to pass in a Council vote without debate or revision

**Procedural Matter**

Item pertaining to a motion or other procedure

**Procedural Point ~See: Point**

Interrupting procedural tools, including Points of Order, Parliamentary Inquiry, Personal Privilege, and Reconsideration

**Procedural Speech ~See: Speakers Against and For**

30-second speech addressing a debatable motion; Chair takes up to two in favor and two opposed, in equal numbers if available, with priority going to the opposition

**Procedural Vote**

Vote taken on a motion

**Proceedings**

Constituting the work and actions of the body

**Provisional Agenda**

Topic language provided prior to the conference, unaltered and not amended

**Question and Answer Session**

Type of informal debate allowed during a suspension of the rules wherein delegate questions may be addressed by a specified delegate(s); motion must include an overall time limit

**Quorum**

The minimum number of countries required to enter substantive voting procedures, totaling half of all initially present countries

**Rapporteur**

Student officer elected by each Council responsible for assisting the Chair and keeping speakers lists

**Recess** ~See: *Suspension of the Meeting*

Break in the proceedings

**Recognition**

Chair acknowledgement Chair required to address the body or make any non-interrupting motion

**Reconsideration**

Procedure which may result in a re-vote; proposed immediately after conclusion of voting procedures

**Reply** ~See: *Right of Reply*

Written statement in response to a formal speech insulting the national integrity of a country, read by the Chair if acceptable

**Resolution**

Council's response to a topic, written in standard formatting, passed by a Council

**Resolution Format**

Guidelines dictating proper grammar and layout for a resolution

**Right of Reply** ~See: *Reply*

Written statement in response to a formal speech insulting to personal or national dignity of a country or to correct information presented by another delegation regarding a country's policy, read by the Chair if acceptable

**Roll** ~See: *Roster*

List of Arab League member states and observers

**Roll Call**

Procedure used to determine which countries are present, and the majority and supermajority; countries not present for roll call must send a note to the Chair to obtain speaking and voting rights

**Roll Call Vote**

Method of voting wherein the Chair asks each country its vote in alphabetical order; countries may vote 'Yes,' 'No,' 'Abstain,' 'Pass,' or 'No with Rights'

**Role-Playing**

To take on the persona and act out the ideology of real-world diplomats as accurately as possible

**Roster** ~See: *Roll*

List of Arab League member states and observers

**Round Robin**

Type of informal debate allowed during a suspension of the rules wherein each country is given equal time to speak on a specific topic; motion must include a speaking time

**Scope of Debate**

Relating to the broadness or narrowness of a given speakers list

**Second**

Procedural requirement that a motion obtain verbal support from a second delegate to be considered

**Secretariat**

Student staff including the Secretary General, Assistant Secretary General, Chief of Staff, and Chairs

**Signatory**

Country officially supporting the introduction of a draft resolution, but not necessarily its content

**So Moved**

Statement made by a delegate obliging the presiding officer's request that a specific motion is made

**Speakers Against and For** ~See: *Procedural Speeches*

Common term for 30-second speeches addressing a debatable motion; Chair takes up to two in favor and two opposed, in equal numbers if available, with priority going to the opposition

**Speakers List**

Order in which countries may speak during formal debate; restricted by the scope of debate

**Speaking Time**

Length of time a delegate may speak during formal debate

**Speech**

Comments made by a delegate during formal debate via a speakers list

**Sponsor**

Author of a resolution or amendment; draft resolution sponsors may determine if an amendment is friendly or unfriendly

**Sponsors' Rights**

Special speaking time accorded to a draft resolution's sponsors to discuss the draft after debate has been limited to it at the discretion of the Chair

**Straw Poll Vote**

Type of informal debate allowed during a suspension of the rules wherein the Chair conducts a non-binding vote to determine a measure's current popularity

**Subsidiary Item**

Item narrower in scope lower on the debate thread, for example, Resolution II/A is a subsidiary item to Topic II

**Substantive Matter**

Item pertaining to a draft resolution or amendment

**Substantive Speech**

Speech pertaining to the business at hand given via a speakers list

**Substantive Vote**

Vote taken on a draft resolution or amendment

**Summit Session**

Special closing period moderated by the Secretary General when all draft resolutions passed in Councils are confirmed by the body

**Summit Format**

Resolution formatting required for the Summit Session; see Page 25

**Summit Motions**

Motion allowed only during Summit Session, including the Motion to Read the Resolution and the Motion to Hear Speakers Rights

**Supermajority**

Number of votes totaling 2/3 of all present countries, rounding up to the nearest whole number

**Suspension of the Meeting** ~See: *Recess*

Break in the proceedings for an un-moderated caucus or scheduled break

**Suspension of the Rules**

Timed period designated for various informal actions and debate styles

**Table** (as in, to table an item)

To set an item aside in order to consider other business; expand debate

**Table** (as in, on the table)

Abstract place where items of business are listed for the body's consideration

**Team**

Group of students from a given institution; may or may not represent multiple countries

**Question**

Action or motion under consideration by the body, as in Motion to Divide the Question

**Rules, The**

The complete body of parliamentary procedure, rules, and regulations described in the Handbook

**Topic**

Issue of concern to a given Council as enumerated in the Agenda; see: *Agenda Topic*

**Threads of Debate**

Concept that debate is organized into series of connected speakers lists, with debate moving down the thread to items narrower in scope by limiting debate and up the thread to items more general in scope by expanding debate

**Unfriendly**

Indicating an amendment is not approved by all Sponsors of the draft resolution being amended

***Un-moderated Caucus***

Short break in the proceedings achieved via a Motion to Suspend the Meeting

***Upper Secretariat***

Student staff including only the Secretary General and Assistant Secretary General

***Vice Chair***

Student officer elected by each Council responsible for assisting the Chair, tracking Council business

***Voting Procedure***

Formal period when substantive voting takes place, beginning with the passage of a Motion to Close Debate (or similar) and ending with the announcement of the vote result

***Working Paper***

Proper name for a draft resolution before it has been introduced to the body for consideration

***Yield***

Act of disposing of remaining speaking time