

Points and Motions

Points

Point of Order	Used to correct a procedural error - The chair forgot Roll Call
Point of Inquiry	Used to ask the Dais a question about Parliamentary Procedure
Point of Personal Privilege	Used to express a personal concern - The room is too warm, your placard broke, you cannot hear the speaker
Point of Information	Used to ask a delegate a clarifying question Confirm with the Chair (not every conference will use)

Motions

Opening Debate	
Motion to Open Debate	Requires a simple majority to pass

Organizing Priorities	
Motion to open the Primary Speakers List	Used to discuss which topic should be considered first. Mention - Proposed speaking time (unless chair already established one)
Motion to set the Agenda	Delegates vote on which topic to resolve first. Mention - The topic you would like to set the agenda to.
Motion to open the Secondary Speakers List	Used after the agenda has been set Mention - speaking time
Motion to set the Speaker time	Used if the speaker time is too long/short. Mention - The revised speaking time

Motions

Formal/Informal Debate	
Motion for a Moderated Caucus	Ensure total caucus time divides by the number of speakers. Mention – Subject, Time, Speaking Time
Motion for an Unmoderated Caucus	Informal debate and discussion Mention - Subject, Time
Motion to Introduce Working Paper	Present a Working paper to the committee, usually followed by a Q&A period Mention - Which Working Papers to Introduce
Motion to Table Debate	Ends the debate on a certain topic to discuss another subject. Motion to Reintroduce - restarts discussion on the topic.
Motion to Introduce Amendment	Friendly Amendment - Has been accepted by all sponsors, after introduction it is added to Draft Resolution Unfriendly Amendment - Not accepted by all sponsors, Introduction is followed by For & Against speakers and a vote.

Voting Procedure	
Motion to Move into Voting Procedure	Delegates are not allowed to pass notes or leave the committee room during this time. Mention – Directives to vote on & the number of for and against speakers
Motion for a Roll Call Vote	Should only be done after the vote on if the first vote was very close.
Motion to Divide the Question	Takes out one particular portion of a Draft Resolution and vote on it separately. Mention - The Clause to divide the Question on

Closing Debate	
Motion to Suspend Debate	Used if you have a recess between sessions
Motion to Adjourn Debate	Used at the end of the day or for the final committee session.