



National Union of **Pakistani** Students and Alumni (NUPSA) present

Pakistan Young Leaders Conference 2010

RULES OF PROCEDURE

CONTENTS

No.	Content	Page No.
1	General Rules	3
2	Rules Governing Debate	5
3	Rules Governing Speeches	7
4	Rules Governing Voting	9
5	Rules Governing Resolutions	10
6	Draft Resolution Format	11
7	Sample Clauses	12

GENERAL RULES

The rules mentioned in this booklet are self-sufficient and no other rules will apply. All the rules are to be strictly abided in all sessions of Pakistan young leaders conference. Remember at times when no rule applies to a situation, the Chair only has the authority to make a decision.

ARTICLE 1: THE SECRETARIAT

The secretariat consists of the Secretary General, committee chairs, Co-chairs and all those officially appointed by the secretary general. The secretariat shall be wearing their badges, so it will not be difficult to differentiate them from other delegates.

In case of the secretariat all the following rules apply:

- The decision of the Secretariat is final and cannot be subjected to any kind of appeal.
- The secretariat only has the authority to change or bend rules in exceptional cases.

ARTICLE 2: THE DELEGATES

All delegates are supposed to accord diplomatic courtesy to everyone at all times during PYLC.

- Those failing to do so will be asked to leave.
- The secretariat has all the authority to expel a delegate or team.
- No appeals can be made once both the chair and the Co-chair pass a decision.

ARTICLE 3: DRESS

Delegates are supposed to be formal. This means that men should wear a minimum of dress shirt, dress trousers and dress shoes. Ladies are encouraged to be in business suits or formal traditional wear.

ARTICLE 4: LANGUAGE

English is to be used at all time during the conference. All documents presented and speeches made are expected to be in English.

ARTICLE 5: THE CHAIRS

Each committee will have a distinct committee Chair and a Co-chair. The Co-chair shall be responsible for maintaining the speakers' list and recording the roll calls. The Chair shall record the results, and will declare the opening and closing of the meeting. The decisions are to be made by both the Chair and the Co-chair. However, the Chair shall announce the decision. Primarily, the Chair will be responsible for the committee proceedings. No chair can question other chair's decision.

ARTICLE 6: DELEGATION

Each delegation will consist of maximum seven delegates. All the delegates are supposed to participate and each will have to sit in their assigned committee. All the delegates are expected to show professionalism and knowledge. Those who come up with impractical solutions or are unaware of their topic may be barred from participation.

Observers and guest are more than welcome in PYLC. Although they would have the right to put up a valid question, they cannot cast their vote.

ARTICLE 7: ATTENDANCE

At the beginning of every committee meeting, the Chair shall call out names for attendance. All delegates are expected to respond with "*Present*"

RULES GOVERNING DEBATE

ARTICLE 8: AGENDA SETTING

The first order of business for the Committee will be consideration of the agenda. A motion shall be made to put a Topic Area first on the agenda. This motion requires a second. If no delegate wishes to oppose the motion, it shall be considered adopted. If there is opposition, a speakers' list will be established for and against the motion.

Only Topic Areas that have been mentioned by any delegate in their speech or listed in the preparation material may be proposed for the agenda.

The Chair and/or Co-chair may modify these Topic Areas at his or her discretion.

A Speakers List will be established 'for' and 'against' the motion. Speakers 'for' will speak in support of the Topic Area suggested, speakers 'against' will speak in favour of the other Topic Area.

A motion to close debate will be in order after the Committee has heard from two speakers for the motion and from two against, or all the speakers on one side and at least two on the opposite side.

The Chair and Co-chair will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda.

If the Speakers List on setting the agenda is exhausted, debate will automatically be closed even if a motion to close debate would not normally be in order.

When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage.

The motion, if successful, means that the Committee proceeds to the second Agenda Item under discussion.

All motions for caucus shall be ruled dilatory during the consideration of the agenda. In addition, delegates will not be allowed to yield their time.

The Chair and/or Co-chair may limit Topic Areas or statements that are deemed discriminatory based on ethnicity, race, religion and gender. The Chair and/or Co-Chair may limit Topic Areas or resolutions that target unrepresented minorities.

ARTICLE 9: DEBATE

After the agenda has been determined, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor.

Speakers may speak for a maximum of three minutes and a minimum of 10 seconds. The Chair and/or Co-chair may grant extra time of up to two minutes at his or her discretion upon request.

ARTICLE 10: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Chair and Co-chair may rule such a motion dilatory. When closure of debate is moved, the Chair and Co-chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present. If the motion passes, the Committee will move immediately to voting procedure.

ARTICLE 11: SUSPENSION OR ADJOURNMENT OF THE MEETING

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair and Co-chair may rule such motions out of order. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a majority to pass.

ARTICLE 12: POSTPONEMENT AND RESUMPTION OF DEBATE

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favour and one opposed. No debate or action will be allowed on any draft resolution, amendment, or topic on which debate has been postponed. A motion to resume debate on an amendment, draft resolution, or topic on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favour and one opposed. Resumption of debate will cancel the effects of postponement of debate.

RULES GOVERNING SPEECHES

ARTICLE 13: SPEAKERS LIST

The Committee will have an open Speakers List for the Topic Area being discussed. The Chair and Co-chair will either set a speaking time or entertain motions to set a speaking time. Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A member may add its name to the Speakers List by submitting a request in writing to the Chair, provided that member is not already on the Speakers List, and may remove its name from the Speakers List by submitting a request in writing to the Chair. At any time the Chair and Secretary may call for members that wish to be added to the Speakers List.

The names of the next several members to speak will always be posted for the convenience of the Committee. The Speakers List for the second Topic Area will not be open until the Committee has proceeded to that topic. A motion to close any Speakers List is never in order.

ARTICLE 14: SPEECHES

No delegate may address a session without having previously obtained the permission of the Chair. The Chair and Co-chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee members or staff.

ARTICLE 15: TIME LIMIT ON SPEECHES

Speakers may speak for a maximum of five minutes and a minimum of 10 seconds. The Chair and/or Co-chair may grant extra time of up to two minutes at his or her discretion upon request.

ARTICLE 16: YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of his/her speech: to another delegate, to questions, or to the Chair. A delegate must declare any yield at the conclusion of his or her speech.

Yield to another delegate. His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time.

Yield to questions. Questioners will be selected by the Chair and/or Co-chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair or Secretary. The Chair and Co-chair will have the right to call to order any delegate whose question is, in the opinion of the Chair and Co-chair, rhetorical, leading and/or not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

Yield to the Chair. Such a yield should be made if the delegate does not wish his/her speech to be subject to questions.

Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate is speaking on a procedural matter or if his/her time has expired. A Delegate must declare any yield by the conclusion of his/her speech. If no yield is made, a yield to the Chair will be automatically assumed.

ARTICLE 17: RIGHT OF REPLY

A delegate whose personal has been impugned by another delegate may submit a Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at his/her discretion. A delegate granted a Right of Reply may not address the Committee except at the request of the Chair.

RULES GOVERNING VOTING

ARTICLE 18: PASSING A MOTION

All questions and points at a sitting of a Committee shall be determined by a majority of the members present and voting. Delegates are bound to vote on all procedural motions. A motion will require either a simple majority or two thirds to pass. Substantive voting shall be done on all draft resolutions and amendments. For substantive voting each member shall have one vote they can either choose Aye, No or abstain. Abstention is not allowed on the procedural motions. After passing the resolution the voting is closed. In the event of vote equality the chairperson shall have a casting vote.

The following are the rules of voting after the conclusion of a debate:

1. Upon the conclusion of a debate, the chair shall put a question to which other committee members have to vote in either favor or against, using “Aye” or “No” respectively.
2. The chair shall then announce: “The Ayes/Noes have it” and the question shall be determined accordingly.
3. Motions in a committee will require two thirds majority to be passed.
4. If the speaker’s decision of a question is challenged then he shall order the Lobbies to be cleared.
5. After two minutes the speaker shall put up the question again and declare his opinion on the Ayes/Noes.

RULES GOVERNING RESOLUTIONS

ARTICLE 19: WORKING PAPERS

Each delegate is to present a working paper. Working papers may help the committee in the discussion and the formulation of draft resolutions. These papers are to be written in draft resolution format, but will not be official documents. Each working paper will be assigned a unique number. The delegates may refer to their paper by its number.

ARTICLE 20: DRAFT RESOLUTION

The solutions proposed by the delegates in their working papers will be then debated and a draft resolution will be formulated. Voting will be carried out for the inclusion of points in the draft resolution.

The Draft Resolution is then sent to be signed by the Chair and Co-chair. Signing only indicates the desire for the draft resolution to be discussed in the Committee. Only one draft resolution is passed per Topic Area and requires a simple majority to pass. After the resolution is passed the committee shall move to the second topic immediately.

After the Draft Resolution has been approved and distributed a delegate may be selected to introduce it in the Joint Assembly Session. A procedural vote is then taken to permit the resolution to be introduced. The draft resolution will be on the floor once voted in favor by simple majority. The chair(s) will also discuss any unclear points and any substantive points will be removed. The draft resolution will remain on the floor until a Resolution has been passed. Debate will proceed in accordance to the Co-chair's list.

ARTICLE 21: AMENDMENTS

The Delegates can amend any draft resolution after it has been introduced in the Joint Assembly Session. An amendment must have the approval of both the Chair and the Co-chair, and is subject to substantive voting. A motion to introduce an approved amendment may be introduced. After receiving a simple majority the chair shall announce the amendment aloud. This motion will close after the committee has heard from at least two speakers for and against the amendment. The Chair will recognize both the speakers and a vote of two thirds will be required for closure. After the vote, debate will resume according to the Co-chair's list.

DRAFT RESOLUTION FORMAT

ARTICLE 22: HEADING

The title should be centered, in capital letters, above the main body of the draft resolution. The title can be as simple as “DRAFT RESOLUTION.” On the left margin and two lines below the title should be the Committee and topic name.

ARTICLE 23: BODY

The draft resolution is written in the format of a long sentence, with the following rules:

The draft resolution begins with the Committee and topic name. This is followed by the unique ID number of the Delegate and his/her name. The rest of the draft resolution consists of clauses with the first word of each clause underlined.

The next section, consisting of Pre-ambulatory Clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the draft resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma.

Operative Clauses are numbered and state the action to be taken by the body. These clauses are all with the present tense active verbs and are generally stronger words than those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period.

SAMPLE PREAMBULATORY/OPENING CLAUSES

Affirming, Alarmed by, Approving, Aware of, Bearing in mind, Believing, Cognizant of, Confident, Contemplating, Convinced, Declaring, Deeply concerned, Deeply conscious, Deeply convinced, Deeply disturbed, Deeply regretting, Desiring, Emphasizing, Expecting, Expressing its appreciation, Expressing its satisfaction, Fulfilling, Fully alarmed, Fully aware, Fully believing, Further developing, Further recalling, Guided by, Having adopted, Having considered further, Having devoted attention, Having examined, Having heard, Having received, Having studied, Keeping in mind, Noting further, Noting with approval, Noting with deep concern, Noting with regret, Observing, Reaffirming, Realizing, Recalling, Recognizing, Referring, Seeking, Taking into account, Taking note, Welcoming .

SAMPLE OPERATIVE CLAUSES

Accepts Affirms Approves Authorizes Calls for Calls upon Condemns Confirms
 Congratulates Considers Declares accordingly Deplores Designates Draws attention
 Emphasizes Encourages Endorses Expresses its Expresses its hope Further invites
 appreciation Further proclaims Further recommends Further reminds Further requests Further
 resolves Has resolved Notes Proclaims Reaffirms Recommends Regrets Reminds Requests
 Resolves Solemnly affirms Strongly condemns Supports Takes note of Trusts Urges