



## Chairing a committee – The script

### I. Roll Call

#### Beginning Roll Call

***“We shall begin with the roll call, when your delegation is named, please rise and state whether you are present or present and voting”***

- Make sure to explain to delegates if you think they might not know the difference between Present or Present and voting is.

#### After taking roll call

***“Thank you, after the roll call we can see that there are 21 Delegates present, this makes a simple majority 11 and a two thirds majority 15”***

- Always nice to remind delegates of the numbers, make sure to remember you always need whatever the arithmetic is +1 for things to pass.

### II. Opening Debate

#### Opening the Floor

***“Are there any points or motions on the floor?”***

- This is one of the things you as a chair are going to be saying the most throughout committee. You need to keep consistent to this but you can change to say just “points” or just “motions” depending on what you’re looking for. For a list of what to say about points, see the final section on points and general phrases

#### After taking a good motion

***“This is in order, are there any seconds to this motion?”***

- To clarify to delegates what is and isn’t in order it’s important to start a sentence after a motion with “this is in order” if it is in order, and “this is not in order” if it is not.
- Seconds and Objections are not standard, and some motions don’t require it, but for simplicity’s sake let’s say we’re doing Seconds and objections for everything possible

\*Delegate raise seconds\*



***“Thank you, are there any objections?”***

\*Delegates Raise objections\*

***“Thank you, seeing seconds and objections, we will now take this to a vote, all those in favor of this motion to open the debate please raise your placards now”***

\*Delegates vote in favor\*

***“and all those against this motion please raise your placards now”***

\*Delegates vote against\*

\*Motion passes/fails\*

***“Thank you delegate, this motion passes/fails”***

**After seeing not all people having voted**

***“Seeing that not all people have voted, the dias wishes to remind you that this is a procedural vote and so all members must vote either in favor or against, you cannot abstain”***

- Good to remember and establish early on

**Vote on opening debate passes**

***“We would now look favorably on a motion to set the agenda, are there any points or motions on the floor?”***

- If you ever want to slightly push delegates but not overly, “we would now look favorably” is a tried and tested mechanism, but use it wisely

Setting the Agenda

Delegate raises motion to set the agenda to a topic

***“This is in order, we shall now open a primary speakers list to discuss whether delegates are in favor or against setting the agenda to topic X, Delegate would you like to be added first to this speakers list?”***



***“All those wishing to be added to the primary speakers list, please raise your placards now”***

After getting people on the list: *“First we will have the delegate of X speak, delegate of X you now have the floor”*

After delegate X has spoken:

***“Thank you, we will now have the next delegate, the delegate of X speak, delegate of X you now have the floor”***

- If you wish to add more people to the list you can just reuse “all those wishing to be added...”

After the list has been emptied

***“Seeing that the primary speakers list has been exhausted, we will automatically close the debate on setting the agenda to topic X and move to the voting procedure. All those in favor of adopting Topic X first before moving onto topic Y please raise your placards now”***

\*vote passes and topic X is adopted\*

Starting the Main Debate

After you have set the agenda, the real fun begins and the main substance of the debate can start! You will be in this section for a majority of the conference, likely one full day, interrupted occasionally with suspending the debate (see the last section) and reopening debate in the morning. You should make sure that after the speakers list is established and speeches have started, that once enough speeches have been made for some key issues to be raised (usually around 4 or 5) then you open the floor to points or motions.

The General/Secondary Speakers list

***“The Floor is now open for points or motions”***

- Motion to open the general speakers list is called and passes

***“Thank you, Delegate who motioned for the speakers list, would you like to be added first to the list”***

\*says no\*

***“Ok, all those wishing to be added please raise your placards now”***

- Similar to the primary speakers list, the key here is that there must ALWAYS be people on the general speakers list or else debate is automatically closed and you move to vote procedure, avoid this.

Responding to Yields

Yielded to the Chair/Floor

***“Thank you delegate, the next delegate to take the floor will be the delegate of X, Delegate of X, you have the floor”***

Yielded to another Delegate

***“Delegate of Y, the Delegate of X has yielded to you, do you accept?”***

Delegate Y Says Yes ***“You have the floor for the remaining time”***

Delegate Y says No, ***“Delegate Y has rejected to take the remaining time, therefore the time it automatically assumed to the chairs”***

Yielding to Points of Information/Questions

***“Thank you delegate, the Delegate has yielded to points of information, do any delegates have any points of information”***

\*Delegate Raises Placard\* ***“Yes Delegate of Y”***

After the point has been raised ***“Delegate of X, do you accept this point of information”***

Delegate X says yes, ***“Delegate of X, you have the remaining time to answer”***

Delegate X says No, ***“Do any other delegates have a point of information to ask to the delegate of X”***

No delegate has a point, ***“There are no remaining points of information for the delegate, the chairs will automatically assume the time”***

Forgetting to Yield

***“Delegate, how do you yield your time”***

Delegate is clearly unsure of what is happening

***“Do not worry delegate, if you wish to merely end your speech and sit down, please state that you wish to yield to the chair”***

Accepting Moderated and Unmoderated Caucuses

***“The floor is open for points and motions; all those with points and motions please raise your placards now”***

- As mentioned, try to do this regularly within committee because these are what push the debate substantially

After Motion with Seconds and Objections

***“Seeing this motion has received seconds and objections, we will take some more motions, are there any other points or motions on the floor?”***

After all motions are defeated

***“Seeing all motions defeated we will return to the general speakers list”***

If one of the motion passes, see below.

Moderated Caucuses

Delegate motions for [Moderated Caucus](#), Speaking time 1min, Overall time 10mins on the Subject of X

***“Thank you delegate, this is in order, the delegate has motioned for a 10 minute moderated caucus, 1-minute speaking time on the subject of X, are there any seconds to this motion?”***

- Make sure to read out the motion just afterward to clarify with the delegate, and so people understand what it is about.

Motion passes

***“Seeing more votes in favor/no objections this motion passes, delegate of X, do you wish to speak first or last in this moderated caucus?”***

- Always make sure to keep track of who is speaking in Mod Caucuses, stops you from accidentally choosing spoken people and stops confusion.

Chair chooses someone to speak

***“All those delegates who wish to speak in this moderated caucus please raise your placards now,***

***\*time choosing\* Delegate of X, you have the floor”***

- Don't let them raise their placards before now.

Delegate is done speaking and it is ready to choose the next delegate

***“Thank you delegate, all those wishing to speak raise your placards now”***

## **Motion Fails**

***“Seeing more votes against/no seconds this motion fails”***

- If there are more motions to vote upon go to them, otherwise if that was the last motion to vote on and it has failed, then go to the general speaker's list.

Delegate motions with a fault in their motion i.e ask for a 25min caucus

***“Delegate you cannot motion for a moderated caucus of total duration over 20 minutes, would 15 minutes be more reasonable?”***

- Always try and suggest something to overcome the fault a delegate makes, will make the process a lot smoother.

Moderated Caucus ends

***“Thank you delegate, The time for this moderated caucus has elapsed”***

If you want to open the floor again for motions go to opening the floor, otherwise, go back to the general speaker’s list.

Unmoderated Caucuses

Delegate Motions for an Unmoderated Caucus, duration of 20 minutes

***“Thank you delegate, this is in order, the delegate has motioned for an Unmoderated Caucus of total duration 20 minutes, are there any seconds to this motion?”***

- Make sure to stress the “UN” in unmoderated caucus, so delegates understand

Motion Passes

***“The motion has passed, we are now in an unmoderated caucus for 20 minutes, delegates can get up from their seats and discuss with each other, however, we would like to ask delegates not to leave the room”***

Motion has failed

***“The motion has failed”***

- If there are more motions to vote on then the Chair should motion on them, otherwise go to the general speaker’s list

Time has elapsed for the unmoderated caucus

***“Delegates \*bang gavel\*, your time has elapsed, please take your seats”***