

CGI PARLIAMENTARY PROCEDURE SHORT LIST

Motion	Debatable	Interrupt Speaker	Vote Required	Special Notes
Point of Personal Privilege	No	Yes	Ruling of the Chair	Raised when a representative experiences personal discomfort (e.g. can't hear, too hot/cold)
Point of Order	No	Yes	Ruling of the Chair	Raised by a representative to address a procedural matter. Doesn't allow rep to speak on topic of debate
Point of Inquiry	No	No	Ruling of the Chair	Raised when a representative has questions regarding the proceedings, directed to the Chair
Point of Information	No	No	Ruling of the Chair	Directed to other representatives for the purpose of asking questions when they yield to questions
Yields	No	No	None	Must be done before representative speaks. Can only yield to questions, another delegate, or to the Chair
Open Debate	One For / One Against	No	2/3 Majority	Raised to begin discussion of a bill or resolution
Amend	No	No	Simple Majority	Raised to introduce and debate an Amendment to a bill
Withdraw (<i>see explanation</i>)	No	No	None	Withdrawal must be agreed upon by all sponsors
Divide the Question (<i>see explanation</i>)	One For / One Against	No	Simple Majority	Raised to vote on clauses of bills independently of one another
Right of Reply	Chair / Member / Chair	Yes	Ruling of the Chair	Requested to the Chair when a representative feels that someone has made a derogatory comment or insulted him/her
Appeal the Decision of the Chair (<i>see explanation</i>)	Chair / Member / Chair	No	3/4 Majority	Made when a representative feels the chair has made an incorrect decision
Open the Speakers' List	One For / One Against	No	Simple Majority	Raised after opening debate, a specific length of speaking time must be specified
Added to the Speaker's List	No	No	Ruling of the Chair	Raised by a representative in order to speak on a bill

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Close the Speakers' List	One For / One Against	No	Simple Majority	Once passed no additional speakers may be added. When the speakers' list expires the bill moves directly to voting procedure
Reopen the Speakers' List	One For / One Against	No	Simple Majority	Made so that additional speakers may be added
Moderated Caucus	One For / One Against	No	Simple Majority	An alternative to the Speakers' List. Raised after opening debate, a specific length of caucus and speaking time within caucus must be specified. The chair moderates
Unmoderated Caucus	One For / One Against	No	Simple Majority	Representatives break into smaller, informal groups for discussion that is not moderated by the Chair
Table Debate	One For / One Against	No	2/3 Majority	Made to suspend debate on a bill in order to move to the next agenda item
Resumption of Debate	One For / One Against	No	2/3 Majority	Made to reopen debate on a previously tabled bill
Move to Voting Procedure	One For / One Against	No	Simple Majority	Made to end debate and vote on the bill debated
Adjourn	Two Against	No	2/3 Majority	Made to end the meeting for the day

Two other points of note:

1. *Quorum*

The Chair shall declare a meeting open and permit debate to proceed or a procedural vote to be taken when at least 25% of the members of that body are present. A majority of the members must be present for any substantive vote to be taken. Procedural votes refer to motions regarding the nature of debate. Substantive votes address the subject of debate itself.

2. *Decorum*

Members must maintain decorum at all times while in formal session. In debate, a member must speak on matters concerning the question before the group. All other members must remain silent when someone is speaking or the group is in voting procedure. Note passing on matters concerning the question before the group is permitted during debate, but not during voting procedure.

CGI PARLIAMENTARY PROCEDURE SHORT LIST EXPLANATIONS FOR PROCEDURES

Motion to Appeal the Decision of the Chair

The following is the official procedure to Appeal the Chair:

1. This motion cannot be ignored by the Chair
2. The Representative that makes the motion must speak in favor (30 seconds)
3. The Chair must speak against (30 seconds)
4. The Body then votes to overrule the Chair's decision
5. A $\frac{3}{4}$ majority must be reached for the motion to pass

Motion to Withdraw

The author of the bill or resolution uses this motion when failure seems assured. The author can withdraw his/her bill or resolution and make any necessary changes or informally persuade others to vote for it when it is resubmitted for debate at a later date.

Straw Poll

The Speaker may call for, or the Body may request, an informal, nonbinding vote to gauge the opinion of the body on any given procedural or substantive matter.

Motion to Divide the Question

A representative may Motion to Divide the Question prior to moving to a vote when he/she is in favor of the general bill or resolution but not all of its enactment or resolved clauses. The clauses can then be voted on separately or in any combination that the representative suggests.

A resolution may only be divided in Departments; a bill may be divided in Congress.

Motion to Amend

A representative may Motion to Amend prior to moving to a vote when he/she wants to change the bill or resolution currently in debate.

Two Types of Amendments:

1. *Friendly* – If all authors agree to the proposed amendment it is added to the bill or resolution without debate.
2. *Unfriendly* – If one author does not agree to the proposed amendment, it is then considered unfriendly and must be debated and voted upon by the body.

If a Motion to Amend is Unfriendly and passes the body, debate on the Amendment begins immediately. Debate on the Bill or Resolution continues once the debate and subsequent vote on the Amendment concludes.

A resolution may only be amended in Departments; a bill may be amended in Congress.